



**The Hand Engravers Association of Great Britain**  
**Annual General Meeting**  
**Saturday 7<sup>th</sup> July 2018 – 2.00pm**  
**Venue: Garden Room, St Lukes Community Centre**

Notice is hereby given that the Annual General Meeting of the Association will be held at St Lukes Community Centre, 90 Central Street, London EC1V 8AJ on Saturday 7<sup>th</sup> July 2018, 2pm.

The Annual General Meeting of the Hand Engravers Association is called to:

- Receive and approve the accounts of the Association
- Receive the Chairman's Report on the activities of the past year
- Elect Officers and Trustees of the Association
- Consider any Resolutions of which due notice has been given
- Discuss informally any other business with the permission of the Chairman

Members of the Association are entitled to make nominations for Officers and to submit resolutions for consideration at the AGM. These should be in writing, proposed and seconded by Association members. The final date of receipt of Nominations and Resolutions by the HEA Association Manager is Thursday 5 July 2018.

The final AGM Agenda including details of the Nominations and Resolutions and the Chairman's Report and Accounts will be distributed via email prior to the meeting or is available by post on request from the Association Manager.

Each member and each organisation registered as a member of the Hand Engravers Association is entitled to one vote at the AGM. The person nominated by an organisation to vote on their behalf at the AGM will be required to declare this to the Association Manager before arrival.

Please RSVP to [finance@handengravers.co.uk](mailto:finance@handengravers.co.uk) by 5 July 2018

HEA Association Manager, Sally Dodson, [finance@handengravers.co.uk](mailto:finance@handengravers.co.uk) 01732 301 821