

Annual Meetings 2020 Covid 19 Times

This is my simplified format for an Annual Meeting in these complex times. If you feel this is too complicated then you can extend your Annual Meeting for 3 months, but you must have your accounts completed for year end.

1. Notice of your annual Meeting should be given 21 days in advance.
2. All accounts must be completed and checked by your auditor or you can use a NYWF IFE (Independent Financial Examiner) there is a small charge for this service.
3. Send out either by email or post a copy of the following to every member in your WI 21 days in advance.
 - a. Financial statement (the official Financial Statement does not need to go out, some treasurers/committees do a simplified spreadsheet showing the years expenditure. If any members want to see the full statement it is available anytime).
 - b. President's report
 - c. Secretary's report
 - d. Voting papers for committee(if needed)
 - e. A list of Committee Members names to help with the election of the President.
 - f. Voting papers for President
4. If your committee is happy to remain in place then let all your members know. If you have members wishing to join your committee and there is room then co-opt her on to your committee for this year. If you have more members wishing to join your committee than there are spaces, then you will have to have a vote. This can be done by email or post, but it is recommended that your teller is a WI Adviser, and all votes must be sent to her.
5. The WI Adviser will count the votes and let the secretary know the result, which is then sent to all members either by email or post.
6. Nominations will be needed for President if there is only one nomination then a vote is not needed. If there is more than one nomination then send out the voting papers with the names of the nominees and ask for the votes to be sent to the WI Adviser, either email or post.

Please remember in this pandemic our health and well being is paramount. Instead of getting worried then extend your Annual Meeting for three months and give me a ring. Sometimes it is easier to talk things through. However, remember your accounts do need to be done for year end or as near as possible.

I hope this helps, if you were planning a meeting then under the new rule of six this will not be able to happen for the foreseeable future.

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