**AGENDA**

1. Welcome and Introductions
2. Call to Order and Establishment of Quorum
3. Approval of Agenda

**MOTION:** To approve the agenda as presented

1. Minutes of Annual Meeting **Date of the previous AGM**

**MOTION:** To approve the minutes of Date, YEAR as presented

1. Report of the Board Chair/President

**MOTION:** To receive the Chair’s/President’s Report as presented

1. Report of the Executive Director/Manager

**MOTION:** To receive Executive Director’s/Management’s report as presented

1. Ratify Decisions of the Board

**MOTION:** To ratify the decisions of the board during Previous YEAR

1. Auditor’s Report – December 31, YEAR Enclosed – Auditor to present

**MOTION:** To approve the financial statement year ended December 31, YEAR as presented

1. Appointment of Auditor for (current year)

**MOTION:** To appoint Auditor’s company name as the auditors for the year ending Date, YEAR for an estimated budget fee of $0000 for all number of buildings

1. Nominating Committee Report
   1. Recognition of departing Board Members
   2. Presentation of list of nominees
   3. Call of additional nomination (depending on by-laws)
   4. Election

**MOTION:** To appoint the following as Directors of the Name of the Non-Profit:

|  |  |
| --- | --- |
| Name #1 | Name #6 |
| Name #2 | Name #7 |
| Name #3 | Name #8 |
| Name #4 | Name #9 |
| Name #5 | Name #10 |

1. Optional – Guest speaker, special announcement, prize draw, etc.
2. Adjournment