

**CAITHNESS CHAMBER of COMMERCE**

**REGISTERED NO.SC350926**



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TOGETHER**

## **NOTICE OF SEVENTEENTH ANNUAL GENERAL MEETING**

NOTICE IS HEREBY GIVEN that the SEVENTEENTH Annual General Meeting of Caithness Chamber of Commerce will be held at 8 Doors Distillery, John O'Groats on the 3rd day of October 2024 at 1730 hrs.

BY ORDER OF THE BOARD

Trudy Morris

Chief Executive/Director

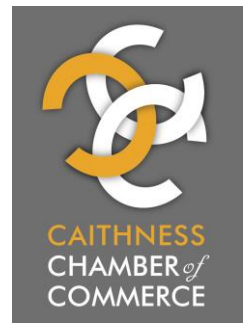
Date: 22 August 2024

Registered office: Naver Business Centre, Naver House, Naver Road, Thurso, Caithness KW14 7QA

# CAITHNESS CHAMBER of COMMERCE ANNUAL GENERAL MEETING

**3 October 2024 – 8 Doors Distillery, John O’Groats**

**1730**



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## **A G E N D A**

1. Welcome and introductions
2. Apologies for absence
3. Approval of minutes of last Annual General Meeting held on 5 October 2023
4. Adoption of Accounts for the year to 31 May 2024
5. Appointment of Accountants
6. To consider, and if thought fit, pass amendments to the Memorandum and Articles of Association as notified
7. Resignation & election of Directors
8. Overview of Chamber activity over last 12 months
9. Any Other Business
10. Close meeting
11. The AGM will be followed by:
  - Buffet, networking and tours of 8 Doors Distillery and John O’Groats Brewery

In accordance with the Memorandum and Articles of Association, the directors shall be the Chief Executive and eleven Directors elected by the members. The Chair and Vice Chair are appointed by the Board.

In accordance with Article 41 of the Memorandum and Articles of Association, at least a third of the directors shall retire, those being Shona Kirk, Alex MacDonald, Ian Neale, Dr Keith Nicholson, Jennifer Simpson, Stephen Sutherland.

Directors standing for re-election being Shona Kirk, Alex MacDonald, Ian Neale, Dr Keith Nicholson, Jennifer Simpson, Stephen Sutherland.

At present there are TEN vacant posts for Directors, nominations of which may be submitted under the Memorandum and Articles of Association of the Company. If the number of candidates exceeds the places available, then there will be an election. Nominations should be made on the attached nomination form and submitted to the Chief Executive at Caithness Chamber of Commerce to arrive no later than **12 noon Friday 6 September 2024**.

**By Order of the Board  
Trudy Morris  
Chief Executive/Director  
22 August 2024**



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## **NOMINATION FORM FOR DIRECTORS**

I hereby nominate the following as a Director of Caithness Chamber of Commerce:

**Nominee:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

**Confirmation:** I confirm that I am eligible to stand as a director & that my business is a fully paid up business member of the Caithness Chamber of Commerce.

**Signed:** \_\_\_\_\_

**Nominated by:**

**Proposer:** \_\_\_\_\_

**On behalf of:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Nominees must provide a biography detailing their business experience along with their reasons for applying and what they can bring to the role. A photo will also be required of each candidate should a ballot be required.**

**Nomination forms & biography must be received by the Chief Executive by 12 noon on Friday 6 September 2024**

Email [trudy@caithnesschamber.com](mailto:trudy@caithnesschamber.com)