



Memo Office, Reynolds House Courtyard
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Notice of Annual General Meeting

Notice is hereby given that the Financial Year 2014/2015 Annual General Meeting of the **Millbank Estate Management Organisation Limited (MEMO)** will be held on

Tuesday 29th September 2015 at 19:00 hours

MERTA Hall

Reynolds House Court Yard

Erasmus Street

London SW1P 4HP

AGENDA

1. Introductions and Apologies
2. Minutes of the AGM 2014/2015
3. Chairman's Report
5. Estate Director's Report
6. Finance Report
7. Presentation of Accounts, approval and appointment of the Auditor
8. Vote to continue as a TMO
9. Election of Management Committee Members

The following Board members were voted on at the previous AGM 2014 and are continuing in office:

Nina Chitnavis	(Tenant)
Peter Doherty	(Tenant)
Maria Gouveia	(Tenant)
Margaret Landman	(Leaseholder)
Oscar Martone	(Tenant)

Retiring Board members that are intending to re-offer themselves for election are:

Gina Bobin (Tenant)

Phil Hayes (Leaseholder)

Gwendolyn Morgan (Tenant)

Co-opted Member retiring and intending to stand for election

Harry Bourne (Tenant)

Retiring Board members are:

Aziz Habib (Tenant)

Linda Hiscock (Leaseholder)

The skills, qualities and experience which the Board require:

- Finance/Accounting experience
- Organisational Skills
- Human Resources
- Communications
- IT
- Property Management
- Legal
- Mediation
- Fund Raising
- Supporting Independent Living
- Mental Health Support/advocacy
- Surveying
- Construction
- Community/Arts & Design
- Leasehold Management - *As indicated above there is an under representation of leaseholders on the Management Committee*

Notes

1. All residents of the estate who are shareholders are eligible to stand for election to the Committee. Forms can be requested from the MEMO Office
2. To be valid under rule D15 of MEMO's rules, completed nomination forms must be received by the MEMO office by 4:00pm on **Tuesday 22nd September 2015**
3. At the first board meeting following the AGM, the newly elected Committee will elect from its members the following officers: Chairman, Vice-Chair, Secretary and Treasurer to serve until the next AGM.
4. A copy of the MEMO Accounts Financial Year 2013/14 will be available shortly on www.millbank-emo.co.uk or hard copy available from Millbank Estate Office upon request. AGM Minutes are also available on our website/upon request

Gina Bobin, Secretary Millbank Estate Management Organisation