



Memo Office, Reynolds House Courtyard
Erasmus Street, Millbank Estate, London SW1P 4HP

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www.millbank-emo.co.uk

Notice of Annual General Meeting

Notice is hereby given that the Annual General Meeting for the Financial Year 2016/2017 of the **Millbank Estate Management Organisation Limited (MEMO)** will be held on

Thursday 28th September 2017 @19:00 hrs.

in the MERTA Hall
Reynolds House Courtyard
Erasmus Street
London SW1P 4HP

AGENDA

1. Introductions and Apologies
2. Minutes of the AGM 2016
3. Chairman's Report
5. Estate Director's Report
6. Finance Report
7. Presentation and approval of Accounts and appointment of the Auditor
8. Vote to continue as a TMO
9. Election of Management Committee Members

The following Board members were elected at previous AGM's and are continuing in office:

Nina Chitnavis	(Tenant)
Peter Doherty	(Tenant)
Maria Gouveia	(Tenant)
Oscar Martone	(Tenant)

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

Caroline Andrews	(Tenant)
Gina Bobin	(Tenant)
Harry Bourne	(Tenant)

Phil Hayes (Leaseholder)

Gwendolyn Morgan (Tenant)

Co-opted Member retiring and intending to stand for election

James Crowe (Tenant)

Retiring Board members are:

Neil Cocking (Leaseholder)

Margaret Landman (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

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 Thursday 14th September 2017**
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 2016/17 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

Gwendolyn Morgan
Secretary - Millbank Estate Management Organisation Limited

P.P. Guna Babini