**Notice of Meeting**

**AGM**

**Moulsecoomb Forest Garden and Wildlife Project**

**Wednesday 11th November 2020 at 19:00**

**Agenda**

**Via Zoom** [**LINK**](https://us02web.zoom.us/j/81786941875?pwd=SmVSRWY4N3d4Wk5QMCt1c0Q1SGY1Zz09)

**Agenda**

1. Welcome - Susie
2. Apologies for absence - Duncan
3. Minutes of last meeting - Duncan
4. Project Manager’s report - Warren
5. Financial report. Approval of accounts - Julie
6. Chair’s report - Susie
7. Election of committee - Duncan

Standing for committee are

* + Susie Howells (chair)
  + Duncan Graham-Cameron (secretary)
  + Julie Shergold (treasurer)
  + Mick Ardron (trustee)
  + Rachel Bicker (trustee)
  + Ross Blackman (trustee)

1. Notices and upcoming events – Warren
2. Close - Chair

Documents available

* Annual Report and Accounts 2019-20
* Project Managers Report
* Draft minutes of the AGM 2019

**ZOOM information**

Join the meeting with this link

<https://us02web.zoom.us/j/81786941875?pwd=SmVSRWY4N3d4Wk5QMCt1c0Q1SGY1Zz09>

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To join a meeting on your phone or tablet you will need the Zoom app. Go to the App Store or Play Store. Search for Zoom. Download the app called Zoom Cloud Meetings.

**To join the meeting on your phone or tablet**

1. Tap the [link](https://us02web.zoom.us/j/81786941875?pwd=SmVSRWY4N3d4Wk5QMCt1c0Q1SGY1Zz09)
2. Tap Join with Video
3. Tap ‘Call with Internet Audio’

You are now in the meeting.

**To join the meeting on your computer**

1. Click the [link](https://us02web.zoom.us/j/81786941875?pwd=SmVSRWY4N3d4Wk5QMCt1c0Q1SGY1Zz09)
2. Click ‘Join Audio by Computer’

You are now in the meeting.

At the start of the meeting we will mute everyone other than the current speaker. This is so we can clearly hear the current speaker.

**To show you want to speak**

* On a smartphone or tablet: click the more button ( ... ) and click reactions (smiley face) and click the raised hand.
* On a computer: Click the reactions button (smiley face) and click the raised hand.

When it's your turn to speak, click the unmute button (microphone) before you start speaking so we can hear you!