



## BEAI – AGM

### Agenda

<b>Purpose of Meeting:</b>	<b>Biomedical / Clinical Engineering Association of Ireland (BEAI) - AGM</b>			
<b>Location of Meeting:</b>	<b>AMNCH (Tallaght Hospital), Dublin 24</b>			
<b>Date/Time of Meeting:</b>	<b>30<sup>th</sup> May 2019 @ 10am</b>			<b>N/A</b>
<b>Prepared by:</b>	<b>BK/BC</b>	<b>Date Circulated:</b>	<b>8<sup>th</sup> May 2019</b>	
		<b>8/05/2019</b>		
<b>Attendees:</b>	<b>Title:</b>	<b>Attended</b>	<b>Apologies</b>	<b>Non-Attendance</b>

<b>Item No.</b>		<b>Time Allocation:</b>	<b>Action</b>
<b>1.</b>	Welcome & Apologies by the current BEAI Chairperson		
<b>2.</b>	Minutes of previous meeting to be agreed and signed off		
<b>3.</b>	Report from the BEAI Officers: <ul style="list-style-type: none"> <li>- Chairperson</li> <li>- Secretary</li> <li>- Treasurer</li> <li>- Education</li> </ul>		
<b>4.</b>	To consider the Company's financial statements and the Reports of the Directors and Auditors for the year ended 31 <sup>st</sup> December 2017		
<b>5.</b>	To authorise the Directors to fix the remuneration of the Auditors		
<b>6.</b>	Discussion & Vote on Proposals (if applicable)		
<b>7.</b>	Resignation of Directors (1/3 of directors, longest standing)		
<b>8.</b>	Election of Directors to the Executive		
<b>9.</b>	Election of Officers & Committee Members 2018/2019 <ul style="list-style-type: none"> <li>- Chairperson</li> <li>- Vice-Chairperson</li> <li>- Secretary</li> <li>- Vice-Secretary</li> <li>- Treasurer</li> <li>- Vice-Treasurer / Membership Lead</li> <li>- PRO / Communications Lead</li> <li>- Education/CPD Officer</li> <li>- Spectrum Lead</li> <li>- Committee Members x 4</li> </ul>		
<b>10.</b>	Close of meeting by the incoming Chairperson		