

BEAI – AGM Agenda

Purpose of Meeting:	Biomedical / Clinical Engineering Association of Ireland (BEAI) - AGM			
Location of Meeting:	NCH Executive Meeting Room, AMNCH (Tallaght Hospital), Dublin 24			
Date/Time of Meeting:	5 th May 2017 @ 10am	Date/Time of Next Meeting:	N/A	
Prepared by:	BK	Date Circulated:	28 th April 2017	
Attendees:	Title:	Attended	Apologies	Non-Attendance

Item No.		Time Allocation:	Action
1.	Welcome & Apologies by the current BEAI Chairperson		
2.	Minutes of previous meeting to be agreed and signed off		
3.	Report from the BEAI Officers: <ul style="list-style-type: none"> - Chairperson - Secretary - Treasurer - Education 		
4.	To consider the Company's financial statements and the Reports of the Directors and Auditors for the year ended 31 st December 2016		
5.	To authorise the Directors to fix the remuneration of the Auditors		
6.	Discussion & Vote on Proposals (if applicable)		
7.	Resignation of Directors (1/3 of directors, longest standing)		
8.	Election of Directors to the Executive		
9.	Election of Officers & Committee Members 2017/2018 <ul style="list-style-type: none"> - Chairperson - Vice-Chairperson - Secretary - Vice-Secretary - Treasurer - Vice-Treasurer / Membership Lead - PRO / Communications Lead - Education/CPD Officer - Spectrum Lead - Committee Members x 4 		
10.	Close of meeting by the incoming Chairperson		