

BEAI – AGM Agenda

Purpose of Meeting:	Biomedical / Clinical Engineering Association of Ireland (BEAI) - AGM			
Location of Meeting:	General via Zoom/Video Conference Call			
Date/Time of Meeting:	16 th July 2021 @ 9am	Date/Time of Next Meeting:	N/A	
Prepared by:	BK	Date Circulated:	18 th June 2021	
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 2020		
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 2021/2022 <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 - Professional Development Lead - IT Lead - Committee Members x 4 		
10.	Close of meeting by the incoming Chairperson		