

SHINE Procedures AGM Agenda and Minutes

Agenda:

CPD Group and Chair draw up Draft Agenda.

CPD Group finalises agenda with Chair 1 month prior to AGM.

CPD Group circulates the Agenda, with other papers for the AGM, and copies to Secretary for files.

Minutes:

Secretary minutes AGM.

Once Minutes have been approved at the following AGM, Secretary sends minutes to the Website Editor to load onto the SHINE website.

Helen Marlborough, Secretary and Lynn Easton, Co-Chair. Ratified 5/2/07