



7TH EASTERN BRANCH ANNUAL MEMBERS MEETING NOTICE AND AGENDA

NOTICE IS HEREBY GIVEN THAT THE 7TH EASTERN BRANCH ANNUAL MEMBERS MEETING AND BRANCH ELECTIONS WILL BE HELD AS FOLLOWS:

Date:	Friday 13 th February 2018	
Time:	2.00pm – 5:00pm	
Location and meeting room:	Gelian Hotel, Machakos	
No.	Time	Agenda Item
1.	2:00 – 2:30 PM	Arrival and Registration
2.	2:30 – 3:00 PM	Calling meeting to Order, Opening Prayer, Introductions and Opening Speeches by Invited Guests
3.	3:00 – 3:10 PM	Calling the AMM to order
4.	3:10 – 4:50 PM	To receive apologies if any
		Adoption of Agenda
		Approval of Previous Annual Members Meeting (AMM) minutes
		Matters arising from Previous AMM minutes
		Receive Annual Branch Reports
		Election for Vacancies to Eastern Branch Executive Committee
		Signing Acceptance Letters by Elected Leaders
		Award of Certificates of Service - Executive Committee of 2017/2018
5.	4:50 – 5:00 PM	Any Other Business (Received within 48 hours to the AMM)
6.	5:00 – 6:30 PM	Closing Prayer & Networking Cocktail

No charges will be levied on participants. Members in attendance shall be awarded 2 CPD hours.

For confirmations, kindly book online under *special events* category.