**THE COMMUNITY DATA COOPERATIVE LIMITED**

**A Cooperative Society (Reg. No. 4698)**

NOTICE AND AGENDA FOR ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting of The Community Data Co-operative Limited (CDC), will be held on Tuesday 20th October 2023 from 17.00-18.30, via this Zoom [link](https://us02web.zoom.us/meeting/register/tZEqceGrqT0iHdwRmefM6eASPb3fogYpHimW).

Any Member may attend the AGM and may speak on any motion or amendment and vote thereon.

Any proposed draft motions or resolutions Members would like to be considered should be submitted in writing to Quentin, not later than midnight on 16th October 2023, at quentin@communitydatacoop.co.uk

If you have any questions about the proceedings or standing for officer positions, please get in touch with Quentin Boyes by the 13th of October 2023 at the email address above.

**AGENDA**

Welcome and Apologies (Chair Quentin Boyes)

Approval of notice convening the meeting (Secretary Lisa Boyes)

Company update and Accounts for the accounting period ending 5th April 2023

(presented by Quentin Boyes)

Retirement, Ratification and Election of Board Members:

* Lisa Boyes will retire as a director
* The following candidates offer themselves for re-election:
	+ Lisa Boyes

Answers to questions received by midnight on 16/10/23 (facilitated by Lisa Boyes)

Overview of the Co-op’s projects in 2023 and up-and-coming ones for 2023/4 (Steve Rose)

Any other business permissible under Rules and Standing Orders (facilitated by Lisa Boyes)

Chair’s Closing Remarks (Quentin Boyes)

By Order of the Board on 3rd October 2023

Lisa Boyes – Secretary

**ZOOM USER GUIDE FOR AGM ATTENDEES**

**Installing Zoom**

1. Install the Zoom Application on your laptop or PC by clicking [here](https://zoom.us/download#client_4meeting).
2. Install the Zoom application on your mobile device or tablet for Google Play’ (Android) by clicking [here](https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en_IE).
3. Or the equivalent for the ‘App Store’ (iPhone) by clicking [here](https://apps.apple.com/us/app/zoom-cloud-meetings/id546505307).

**In advance of the AGM**

To attend the AGM, you must register using the Zoom link by midnight on Monday 16th November 2022. The registration step will only take a minute and means only registered Members will have access to the AGM.

**Joining the AGM**

To join the AGM, follow the joining instructions within the email you received after registering on Zoom (step one above). These instructions will include a link to the meeting – do not share this link with anyone else as it is unique to you.

Alternatively, if you have the Zoom application on your phone / PC, you can join the meeting manually without having to follow a link:

* Sign into the Zoom Desktop Client or Mobile App and Click or tap ‘Join a Meeting’.
* Enter the 9-digit ID found in your joining instructions and click ‘Join’ or tap ‘Join Meeting’.

There should be an option for you to test the audio to ensure you can hear noise coming from your device. As an attendee, you can mute/unmute your audio (if the host has given you permission to do so), virtually raise your hand and ask a question through the chat.

**Participating in the AGM**

Speaking - if you wish to ask a question at the appropriate time, please use the ‘Raise Hand’ function and wait to be asked.

Questions - aside from submitted in advance you can submit a question through the chat function, answers which will be facilitated by the Chair or a presenter at the relevant time, this may be after the meeting if we are unable to answer on the day.

Proposers, Seconders and Objectors
Throughout the AGM, there may be calls for someone to propose a motion and for someone to second it. You can propose / second by raising the ‘raise hand’ tool and we will take the name of the first member to raise their hand in each instance. Similarly, if you wish to object to a motion, you can use the ‘raise hand’ tool when prompted. When voting for some agenda items there will be a call to participate in a vote, which will be done using the Polls function on Zoom. When prompted, please select Yes, No or Abstain.