

Norwich Forum for the Construction Industry  
c/o AECOM  
Cavell House  
Stannard Place  
St Crispins Road  
Norwich  
NR3 1YE

Dear Member

**28<sup>th</sup> Annual General Meeting of the NFCI – The Penny, OPEN, Bank Plain, Norwich – Thursday 16 May 2019**

The 28<sup>th</sup> AGM of the NFCI will take place in The Penny at OPEN on Bank Plain, Norwich at 1.30pm on Thursday 16 May 2019.

Formal Notice and an Agenda are attached, together with a nomination form for Officers and Members of the Council.

Please note access to The Penny is via the door on Castle Meadow (behind railings). The Penny is on the ground floor.

Jan Gale  
Secretary

[www.nfci.co.uk](http://www.nfci.co.uk)

Please submit your nominations for Officers and Council by completing the slip below and returning it to Jan Gale at janet.gale@aecom.com, **by Thursday 9 May 2019 at the latest.**

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**NOMINATION OF OFFICERS AND COUNCIL FOR 2019/2020  
FOR ELECTION AT THE AGM ON THURSDAY 16 MAY 2019 at 1.30PM**

<b>Office</b>	<b>Nomination</b>	<b>Acceptance of Nomination</b>
<b>Chair</b>	.....	.....
<b>Vice-Chair</b>	.....	.....
<b>Treasurer</b>	.....	.....
<b>Secretary</b>	.....	.....
<b>Member of Council</b>	.....	.....
<b>Member of Council</b>	.....	.....
<b>Member of Council</b>	.....	.....
<b>Proposed by</b>	.....	
<b>Seconded by</b>	.....	

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**28<sup>TH</sup> NFCI ANNUAL GENERAL MEETING**

**THURSDAY 16 MAY 2019 AT 1.30PM**

**in The Penny at OPEN, Bank Plain, Norwich**

Notice is hereby given that the 28<sup>th</sup> Annual General Meeting will be held as above.

**AGENDA**

1. To receive apologies
2. To approve Minutes of the 27<sup>th</sup> Annual General Meeting held on Thursday 17 May 2018
3. To receive Chairman's report for 2018/19
4. To receive statement of receipts and expenditure from the Treasurer
5. To receive Accountant's Report
6. To elect new members of the Council. David Bissonnet, Chris Garner and Jon Nelson are standing down in accordance with the Constitution. Jon Nelson is available for re-election, however, David Bissonnet and Chris Garner have decided to stand down.
7. To elect officers for 2019/20

Chairman

Vice Chairman

Treasurer

Secretary

8. To appoint the Honorary Accountant for 2019/20
10. To consider any matter of which due notice has been received by the Secretary
11. To transact any other business, which in the opinion of the Chairman, may properly be transacted at an AGM