



heat transfer society

ANNUAL GENERAL MEETING

Thursday 3 March 2011

Annual General Meeting Notice

AGENDA

1. Minutes of Previous Meeting and Matters Arising
2. Chairman's Report
3. Mike Ackrill Trophy
4. Treasurer's Report
5. Approval of Accounts
6. Election of Officers and Committee
7. Election of Auditors and Auditing System
8. Resolutions
9. Any Other Business

The AGM will start at 7 pm and a buffet will be available from 6:15 pm

Venue

IHS, 2nd Floor, 133 Houndsditch, London, EC3A 7BX. Nearest tube stations are Aldgate and Liverpool Street. Nearby multi-story car park is in Stoney Lane. Note that Houndsditch is inside the Congestion Charging zone, which applies until 6:00 pm.

IHS would appreciate it if you could let them know in advance if you wish to attend. Please give your name and affiliation to Simon Pugh: Email: simon.pugh@ihs.com, Tel: 020 3159 3433.

Enquiries

Martin Gough, Tel: 01789 400 401, Email: martin.gough@calgavin.co.uk

Elections to the committee

Anyone seeking election to the committee should complete following form and return to **Colin Weil, Hon. Secretary, 7 Sequoia Park, Pinner, Middlesex, HA5 4BS** by Friday 25 February 2011, or bring with you to the meeting.

2011/2012 Committee

We nominate _____ (print name) for the following **hts** post
(please circle the one applicable):

Honorary Chairman / Honorary Secretary / Honorary Treasurer / Committee Member

and can confirm that the nominee is prepared to stand.

	Signature	Print name	Date	Mem. No.
Proposer				
Seconder				