

***Trustees***

Dr John Williams	Chair of Trustee Board	Faculty of Clinical Informatics
Professor Jonathan Kay	Chair of Council	6 Alie Street
Dr Nick Booth	Honorary Treasurer	London
Dr Paul Campbell		E1 8 QT
Yinka Makinde		
Bill Morgan		
Sue Turner	Chair Elect	13 September 2021

*To Fellows and Members and, for information purposes only, Associates*

Dear Fellows and Members,

I have pleasure in notifying you of the Faculty's second Annual General Meeting (AGM), to be held on Thursday 30<sup>th</sup> September at 4.30pm. Given the continuing pandemic situation, the Trustee Board has decided to hold the meeting by video conference. The Faculty's membership conference will also be held on the same date, starting at 1.00pm and you are very welcome to attend both.

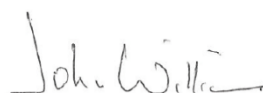
All members of the Faculty, including associates, are able to join the AGM, but only Fellows and Members are entitled to vote. Details about the arrangements for voting, including online voting in advance of the meeting, will be sent to Fellows and Members in a separate email.

This letter contains the formal notice of the meeting, which is largely self explanatory. Agenda item 2, however, on changes to the Constitution, needs some additional explanation.

At the last AGM, members considered and approved proposed changes to the Constitution set out in Resolutions 3, 4, 5, 6A, 6B, 7 & 8 of that meeting. The Charity Commission requires any changes to the Constitution to have been agreed by a General Meeting of members, then to be filed within 15 days of that meeting, and following that to be formally accepted by the Commission before the amended Constitution can take effect. Unfortunately, due to an administrative oversight, the Constitution as revised at last year's AGM was not filed with the Charity Commission within the 15 day limit.

To put the agreed changes into effect, the changes need to be approved again by members and the changes sent to the Charity Commission. Accordingly a single resolution ratifying the previously approved amendments is being put to members in this general meeting. It needs to be passed by a 75% majority of votes cast by members of the Faculty. The Trustee Board continues to believe the changes are in the best interests of the Faculty and recommends you vote in favour of the resolution.

Yours sincerely,



Dr John Williams, Chair of Trustee Board

## NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Second Annual General Meeting (AGM) of the Faculty of Clinical Informatics will be held on Thursday 30<sup>th</sup> September at 4.30pm. It will be virtual conference and all Fellows and Members are encouraged to attend:

You can [join the virtual meeting via this link](#).

Password: FCI2021

*(Please note the password is case sensitive, do not enter the word password)*

The agenda is as follows:

**1 Minutes of the AGM held on 15 December 2020**

Any errors or omissions to be identified

*Download a copy of the Minutes of the first Annual General Meeting held on 15 December 2020 [here](#).*

**2 Resolution 1: Changes to the Constitution**

To approve the changes previously agreed at the last AGM but which have not yet taken effect as not yet recorded in the Register of Charities.

*Download last year's Resolutions 3, 4, 5, 6A, 6B, 7 & 8 setting out the changes previously approved [here](#).*

*Download the Constitution as revised following those previously approved changes [here](#).*

**3 Chair of Trustees Report**

**4 Resolution 2: Annual Report and Accounts**

To receive the unaudited report and accounts for the period to 31 December 2020.

*Download the Annual Report 2020 [here](#).*

**5 Resolution 3: Independent Examiners**

To appoint Godfrey Wilson Limited as independent examiners for 2021 and authorise the trustee board to fix their remuneration

**6 Any other business**

To deal with any matters raised at the meeting.

**7 Retirement of John Williams as Chair of Trustee Board & appointment of as Chair of Sue Turner**

*Download Sue Turner's biography [here](#).*

### **General Notes**

1. Fellows and Members will be asked to provide any comments on Agenda item 1 and to vote on Agenda items 2, 4 and 5 (Resolutions 1, 2 and 3). This can be done online either at the time of the meeting or beforehand. Details of how to do this (with a link) are in a separate email sent to members on 13 September 2021.
2. Associates and students are not entitled to vote on the Resolutions.