**Northumbrian Cambridge Association AGM: Plan & Progress as of 14/09/21**

Friday 17 September 2021, 1800 to 2030 BST

*RGS, Newcastle upon Tyne*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Before event** | **On the day** | **After event** |
| **Market the event** | * Dates, details and booking forms on NCA and CUDAR websites, and mailed to members without email ✓
* First reminder emailed to members 19/8/21 ✓
* Second reminder email to members 03/09/21 ✓
* email papers to members 14/09/21 🛠
 |  |  |
| **Order and Receive catering** | * Place orders with suppliers ✓
* Confirm delivery and time with suppliers ✓
 |  | Return undrunk wine and other drinks? |
| **Papers** | * Gilbert to bring spare newsletters and copies of papers

 GC to prepare Agenda ✓and distribute via email and web with these papers: 🛠1. Minutes of last AGM (September 25, 2020). ✓
2. President’s Report.
3. Hon. Secretary’s Report. ✓
4. Membership Secretary’s Report. ✓
5. Treasurer’s Report. ✓
6. Financial Statement for Year ending 31/7/21.  ✓
7. Auditor’s Report. 🛠
 | * Provide hard copies for members who would like them
 | Dispose of spare hard copies. |
| **Set up** | * Prepare notices, signs and banners
* Heather, Susan, Gilbert and other helpers to arrive RGS by 1700
* Check tables and chairs etc. for catering.
 | * Set up registration desk, tables and chairs
* Put up/out notices and signs
 |  |
| **Registration desk materials** | * Sue to maintain registration list 🛠
* Heather to bring committee badges 🛠
 | Sue to bring final registration list. GC to bring photo use notice |  |
| **Lecture** | * Receive speaker’s slides for RGS PC ✓
* Check PC set up
 | Heather to introduce, load slides on PC |  |
| **Tidy up** | * Agree how we will leave rooms
 | Clear room by 2100 |  |