**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 |  |