

Dear Member

**Forth Housing Association: Annual General Meeting (AGM) 2020  
Special General Meeting (SGM) 2020**

Our AGM will be held on **Wednesday 2nd September 2020**. I am writing to explain the arrangements we are making for the meeting this year as a result of the Coronavirus emergency.

We know that restrictions are being eased but public health advice continues to emphasise the need for caution and the importance of ensuring strict hygiene measures. Large public gatherings are not permitted, and the government advice continues to encourage that gatherings take place outside (unless involving friends and family as permitted in the current rules).

We want to ensure that everybody stays safe. Consequently, we have decided that, for this year only, our AGM will not be held in a venue that members will be able to attend. Instead, we will hold our AGM virtually, using **Zoom**. If you want to attend the meeting remotely, you will be provided with the access details nearer the time.

To attend you will have to be to Access **Zoom** from either a tablet, mobile phone or PC/laptop. You will therefore require to let us know in advance if you intend to join the meeting by completing and returning the enclosed form. If you cannot attend, you may also appoint someone else to act as your virtual representative at both meetings (known as a proxy), this form is also included. Please return the appropriate form by the stated date.

The agenda for the Agenda will be limited to the business that has to be conducted. Nominations for vacancies on the **Management Committee** should be returned in the normal way. The results will be announced at the AGM.

**We will also hold a Special General Meeting (SGM) in order to adopt new Rules on 2nd September 2020 immediately before the AGM. The SGM will be held in the same format and the access details will be the same as those for the AGM. The result of the vote will be announced at the SGM. The new rules will be available on our website from the Thursday.**

Whilst you will be able to virtually attend and watch the proceedings, unfortunately it will not be possible for you to take part. If you have any questions that you want to put to us, you will be able to send them in advance and we will ensure that you receive a reply, whether you attend the meeting or not.

These arrangements are exceptional and will apply only in 2020. They take account of the terms of emergency legislation that was passed at the end of June, even although our Rules do not currently provide for virtual AGMs. We may offer the option of attending remotely in future years, but this will be in addition to holding the AGM in a venue that members are able to attend in person.

I am sorry that we will not have the opportunity to meet members this year and that, although you will be able to attend remotely, you will not be able to participate in the AGM.

I hope that you understand that we have decided to proceed in this way in order to safeguard public health and contribute to reducing the risk of community transmission of the virus.

The Chair's annual report will be available on our website as will the annual accounts on the 2nd September 2020. We will post a report from the meeting on our website the following day. We will also announce the results of any elections on the website

If you have any questions about the annual report or the accounts, please contact Grahame Cairns. Annual reports will be posted to members and tenants early September.

Yours sincerely

A handwritten signature in black ink that reads "Colleen Sharp." The signature is written in a cursive style with a period at the end.

Colleen Sharp  
Secretary  
Enc.

**NOTIFICATION OF INTENTION TO ATTEND SPECIAL/ANNUAL GENERAL MEETINGS**

Use this form to tell us that you will attend our AGM on **2nd SEPTEMBER 2020**. The SGM/AGM are being held virtually and you must tell us if you plan to attend so that we can provide you with the details that you need to join the online meeting.

Your Name .....

Your Address .....

.....

Your **email** address .....

Your contact number .....

I intend to be present at the S/AGM being held virtually on **2nd September 2020**. I am aware that I will have to log in to the meeting using Zoom and that the joining details will be provided **via e-mail** by **31<sup>st</sup> August 2020**.

Your Signature .....

Please return this form by **Friday 14<sup>th</sup> August 2020**

**IF YOU WOULD PREFER TO APPOINT SOMEONE TO ATTEND THE S/AGM IN YOUR PLACE PLEASE APPOINT A PROXY USING THE SEPARATE FORM INCLUDED IN THIS PACK AND RETURN BACK IN THE PRE-PAID ENVELOPE**