



**THE DEVON AND EXETER INSTITUTION**  
**7 Cathedral Close, Exeter, EX1 1EZ**

The 2<sup>nd</sup> annual general meeting of The Devon and Exeter Institution Charitable Incorporated Organisation (CIO) will be held at the Exeter Guildhall on Wednesday 21 November 2018 at 2:30 p.m. (being also the 205<sup>th</sup> annual meeting of the Institution since its formation).

The business will be:

1. Apologies
2. Chair of the Board of Trustees: Introductory Remarks
3. Approval of the Minutes of the AGM held on 26<sup>th</sup> October 2017. These are available in the DEI Office and can be found on the website
4. Matters arising
5. Hon. Secretary: Annual Report and Review
6. Membership Secretary: Report
7. Hon. Treasurer: Report and presentation of the accounts for 2017-18
- 7.1 *Resolution:* That the Financial Statements for the year ended 30 June 2018 are accepted
- 7.2 *Resolution:* That the Devon and Exeter Institution appoint Griffin Chartered Accountants as auditors for 2018-19 financial year
8. Librarian and Partnerships & Programme Manager: Report
9. Election of Trustees  
There are six vacant trustee posts and the following members have been nominated for election:
  - Robert Guyver
  - Geoff Roberts
  - Lindsay Roderick
  - Richard Templeton
10. Any other business

Margaret Knight, Chair Board of Trustees  
1<sup>st</sup> November 2018

**Notes:**

- a) Details of the annual statement of accounts, trustees, annual report and details of persons standing for election as trustee can be found on the Devon and Exeter Institution website
- b) Any member of the Institution present at the meeting may vote provided that his or her subscription is not in arrears
- c) Tea and biscuits will be available at the DEI following the AGM. All members are welcome to come along and meet the trustees and staff
- d) Before the AGM, Darren Marsh will be signing copies of his book, *Exeter's Royal Clarence Hotel*, which has recently been awarded the W.G. Hoskins Prize for 2018 from the Devon History Society