

## COPYRIGHT SOCIETY OF BOTSWANA

Annual General Meeting (AGM)

**Date:** 18 January 2020

**Time:** 09:00 hrs

**Venue:** Francistown City Council Civic Centre Hall

### PROPOSED AGENDA

No.	BUSINESS TO BE DISCUSSED	LEAD PERSON	TIME
1.	Opening Prayer	Mr. M. Motlhasedi	5mins
2.	Apologies / Confirmation of quorum	Company Secretary	10mins
3.	Adoption of the Agenda	Chairman – P. Setsiba	5mins
4.	Introductions	Vice-Chair -A.Mosimanegape	5mins
5.	Welcome Remarks	Chairman – P. Setsiba	5mins
6.	Minutes of meeting held 1 <sup>st</sup> December 2018	Chairman – P. Setsiba	10mins
7.	Matters arising from the minutes - 1 December 2019	Chairman – P. Setsiba	10mins
8.	Consideration and adoption of the Board report <ul style="list-style-type: none"><li>- Chairman’s annual statement</li><li>- CEO’s Report</li></ul>	Chairman/Auditor	30mins
9.	Consideration of Financial Statements and Internal audit report for the year ended 30 June 2019	Treasurer/Auditors	30mins
10.	Consideration of proposals by Members and/or the Board	Chairman – P. Setsiba	30mins
11.	Appointment of auditors and fixing of Auditor’s remuneration	Chairman / All	10mins
	Motions to be put to the AGM	Chairman – P. Setsiba	
12.	Closing Remarks	Membership Committee Chairman – Mr Kopano Mantswe	5mins
13.	Closing Prayer	Volunteer	3mins
	<b>TOTAL TIME</b>		