

Dundee Bat Group. Agenda for Meeting to be held on 30/01/08. 7:30 pm

Aims: Primary aims of meeting are to form the Dundee Bat Group and to elect Officers and Trustees.

ITEM	Time	Information
Introduction and sign-in	1930 hrs	Set meeting ground rules and give short overview of aims & items set for discussion. Pass around sign-in sheet.
Item 1 Dundee Bat Group Constitution.	1935 hrs	Discuss the proposed Constitution, and have it proposed, seconded and accepted by those present.
Item 2 Election of Officers	1950 hrs	Discussion of Officers roles & requirements. Proposing, seconding and acceptance of people to fill the offices of Chair, Secretary & Treasurer.
Item 3 Election of Trustees	2010 hrs	Discussion of Trustees roles & requirements. Proposing, seconding and acceptance of people to fill the Trustee roles. If necessary, this item could be postponed until more members are available, or position could be filled by proxies as a temporary solution.
Item 4 Membership	2020 hrs	Discuss membership issues, look at and agree draft membership form and fees.
Item 5 Affiliation to Bat Conservation Trust	2030 hrs	Discus affiliation process and benefits. Propose, second and vote on affiliation.
Item 6 Online Resources	2040 hrs	Give members details of web site, forum and newsletter.
Item 7 Group bank account	2045 hrs	Discuss Group bank account requirements , propose, second, vote.
Any other business & date / venue of next meeting.	2055 hrs	Ask members to think about items for next meetings agenda. Ask for Venue suggestions. Particularly request views on the Group's Development Plan, future projects etc. Give out and ask those present to complete membership forms and to actively recruit new members.