



Notice of the Annual General Meeting of British Taekwondo Limited (the “Company”)

Company Number 7501788

Date: Saturday 10th December 2022

**Place: In person: GB Taekwondo Boardroom, Manchester (M40 2SP)
& Zoom: Virtual meeting**

Time: 3:45 pm – 5:15pm (Doors open 3:30pm / Online Log in open from 3:35pm)

AGENDA

- 1) To approve the minutes of the Annual General Meeting of 11th December 2021
- 2) To receive a full statement of account, in the form of a presentation of the Company's Financial Statements for the year ended 31 March 2022
- 3) To delegate to the board the appointment of the Company's Auditors for the year ended 31 March 2023 and delegate agreement of their remuneration to the Board
- 4) To receive, from the Board, a report on the activities of the Company since the previous Annual General Meeting
- 5) To approve the appointment of Independent Non-Executive Director for a second term of 3 years as defined by the Articles of Association of the Company:
 - a) Eamonn O'Rourke
- 6) To approve the re-appointment of Independent Non-Executive Director for a second term of 3 years as defined by the Articles of the Company:
 - a) Helen Martin
- 7) To approve the re-appointment of Independent Non-Executive Director for a second term of 3 years as defined by the Articles of the Company:
 - a) Matthew Barnes
- 8) To approve the re-appointment of Non-Executive Director for a third term of 3 years as defined by the Articles of the Company:
 - a) Sarah Stevenson Jennings

Notice given on 7th November 2022 by order of the Board of the Company

AGM Attendance Notes

- All members or proxies are requested to confirm attendance at the AGM using the forms published. Please submit them to British Taekwondo by email only to Ian.Leafe@britishtaekwondo.org to arrive by **5pm on Friday 25th November 2022**
- Members attending – please use **VOTING MEMBER ATTENDANCE CONFIRMATION** form
- Proxies attending – please use **PROXY NOMINATION AND ATTENDANCE CONFIRMATION** form
- Eligible members and proxies will receive email confirmation of their attendance and zoom log in details approx 7 days before the meeting
- Attending members will receive confirmation of voting rights and proxies (if applicable) by email approx 7 days before the meeting.

AGM Voting Right Notes

- Only Full Members and representatives of Group Members, as defined by the Articles of the Company, may vote at the AGM.
- Voting members are defined as representing a club / group that has been a member of British Taekwondo for more than 1 year and with 20 or more currently registered members on 25th November 2022.
- The attention of each Member is drawn to their right, under section 324 of the Companies Act 2006, to appoint a proxy to exercise the Member's rights of attendance, speaking, and/or voting.
- Members wishing to appoint proxies should complete the form of proxy attached to this Notice and send it to British Taekwondo by email only to Ian.Leafe@britishtaekwondo.org to arrive by **5pm on Friday 25th November 2022**

AGM Voting Process Notes

- **All voting will take place using a secure independent online voting platform**
 - All registered members attending in person should ensure they bring a internet enabled device (phone, tablet or laptop) and at the appropriate time as directed by the chair, log into the secure voting portal to vote
 - All registered members attending online should switch to the secure voting portal on a new window at the appropriate time as directed by the chair.
- Mi-Voice - An independent online voting service provider will be conducting the voting process to ensure transparent and secure voting.
- British Taekwondo will contact all registered attendees during week commencing 28th November and confirm voting status (see voting rights notes) and provide AGM log in details.
- Confirmed eligible members and proxies will also receive a separate email from **Mi-Voice**. An email will be sent from elections@mi-voice.com providing voting members and proxies with a personal, unique and secure link to a AGM voting site with details of how to cast vote(s).
- The voting will take place during the AGM itself as usual, so eligible members must attend and vote when the voting platform time window opens.
- Live voting will take place during a 15-minute window, as signaled by the Chair during the meeting. *(All resolutions requiring a vote will be voted upon during this time window)*
- Results will be collated by the independent representative from **Mi-Voice** and presented to the meeting.