



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

**Company Number 7501788**

**Date: Saturday 23rd November 2024**

**Place: In person: National Taekwondo Centre, Ten Acres Sports Complex, Ten Acres Lane,  
Manchester (M40 2SP)**

**& Teams: Virtual meeting**

**Time: 3:30 pm – 5:00pm (Doors open 3:15pm / Online Log in open from 3:25pm)**

### **AGENDA**

- 1) To approve the minutes of the Annual General Meeting of 2<sup>nd</sup> December 2023
- 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 2024
- 3) To delegate to the board the appointment of the Company's Auditors for the year ended 31 March 2025 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 re-appointment of Non-Executive Director for a third and final term of 3 years as defined by the Articles of Association of the Company:
  - a) Gemma Biescas
- 6) To approve the re-appointment of Independent Non-Executive Director for a second term of 3 years as defined by the Articles of Association of the Company:
  - a) Ian Tussie

**Notice given on 17<sup>th</sup> October 2024 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](mailto:Ian.Leafe@britishtaekwondo.org) to arrive by **5pm on Friday 8<sup>th</sup> November 2024**
- 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 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, as defined by the Articles of the Company, may vote at the AGM.
- Voting members are defined as representing a club that has been a member of British Taekwondo for more than 1 year and with 20 or more currently registered members on 8<sup>th</sup> November 2024.
- 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](mailto:Ian.Leafe@britishtaekwondo.org) to arrive by **5pm on Friday 8<sup>th</sup> November 2024**

## 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 11<sup>th</sup> 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](mailto: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.