

SCOTTISH CONTEMPORARY ART NETWORK

A quick guide to attending SCAN's Annual General Meeting

1. Introduction

We want to help support you to attend SCAN's Annual General Meeting and make sure you understand the purpose and the processes.

Our annual general meeting will take place on Tuesday 4th November, online at 11am.

All SCAN members can [register to attend here](#).

2. What is an Annual General Meeting?

Every year, all organisations hold an Annual General Meeting or AGM. SCAN's Annual General Meeting is a great chance to look back on what we have achieved together over the past year and share plans for the future with members.

There is always a formal part to the meeting, led by the organisation's Chairperson. This part of the meeting includes:

- Reviewing our progress and finances from the last year
- Approving or adopting the the minutes (notes) documenting our previous AGM
- Appointing and/or re-appointing our trustees (also known as board members)
- Appointing and/or reappointing "Office Bearers". Office bearer roles include the organisations Chairperson, Treasurer and Secretary
- Appointing and/or re-appointing our accountants
- Discussing important updates or proposals

3. What information will you receive in advance of attending?

All papers to accompany the SCAN AGM are available on our website. These papers include:

- Agenda (outlining the order that the meeting will take and how long it will be)
- Minutes of our last AGM which took place on 11th December 2024
- SCAN's annual accounts for the period 2023 – 2024
- SCANs annual accounts for the period 2024 – 2025

If there is anything in the papers that is not clear or that you don't understand, you are very welcome to contact the SCAN team in advance on info@sca-net.org.

Please do not worry, if financial papers seem complicated, our accountant will be attending the AGM to talk through them, and you can also ask questions there too, either in the chat or by raising your digital hand.

4. Approving the minutes of the previous meeting.

Members will be asked if they have read the minutes of the last AGM and to confirm that they are an accurate version of the meeting. Once this has been agreed, we will ask for a member to adopt the minutes and another member to second the decision. This will again be done by either the chat or using your digital hand. This will also be minuted.

5. How to participate in appointments/re-appointments

For the appointment of trustees, office bearers and the accountant, our chairperson will ask for a one member to nominate the person that is proposed to hold this role, and then ask for another member to second (or also approve) the decision.

We will ask members to do this by either saying so in the chat, or raising their digital hand. This decision will then be minuted.

When it is time to appoint/re-appoint the chairperson, the chairperson will pass control to the Director to ask the members to approve the person, again with a proposer and a seconder. Again, this decision will be minuted.

6. Any other business

At the beginning of the meeting, you will hear an introduction and an update from our Director Veronique Lapeyre. Veronique will introduce our team, talk about SCAN's impact and share details of current work. Our Chairperson Jenny Crowe will then share her annual report, outlining highlights of work we have carried out on behalf of members over the past year.

At the end of the meeting, there is a section called Any Other Business (or AOB). This is a chance for members to ask questions or share suggestions or ideas and you are very welcome to do so. This is a great opportunity to share what we have achieved together and every voice matters. This is your organisation too.

7. Keynote Speaker

Once the formal business of the AGM as outlined above is complete. We will invite members to take a short break before returning for our Keynote session. This is an additional part of our AGM designed to inform and inspire members, and to introduce you to a great speaker carrying out important work in our community.

8. Need more info?

If you'd like more information in advance, please don't hesitate to get in touch with us by:

- Emailing info@sca-net.org
- Calling the SCAN office on 0141 559 4982

In the meantime, we are really looking forward to seeing you there if you can join us!