

**RUSKIN FELLOWSHIP**  
**REUNION/ AGM SUB COMMITTEE MEETING – 23/01/2011**  
**AGENDA**

1. Apologies for absence
2. Terms of reference of the sub committee: To organise all arrangements for the reunion / AGM meeting, including costings, and to report back to the Fellowship Executive for approval.
3. Date of Reunion / AGM - possible dates
  1. The weekend of 10/11 September 2011
  2. The weekend of 17/18 September 2011
4. To review the Booking Form
5. To review arrangements for sending the Booking Form out:
 

NB: The invitations and booking forms are usually sent out with the College mailing of the Summer edition of the Newsletter in late June.
6. To review what should be sent out. Last year we sent out a brief report of the work of the Executive over the year in a leaflet with the invitation and the programme.
7. To review what papers should be available at the AGM. Last year we had available:
  - The agenda
  - The minutes of the last meeting
  - Written reports from all Executive officers and representatives to College Council.
    - We may want a Fellowship History pamphlet available this year.
8. To review the structure and theme of the activities. The usual structure is as follows:

<b>Time</b>	<b>Activity</b>	<b>Comments</b>
Friday evening	Early arrivals. Informal drink at a local pub.	Left to individuals to organise themselves. However we can identify the favoured pub on the leaflet, as we did last year.
Saturday morning	Speaker from about 11 am	Last year the first speaker was late and we had an informal discussion, which worked very well. It has also been suggested that we have a history theme and provide photos from the archive for people to look at and discuss
Saturday afternoon	Speakers	We usually invite the Principal to speak. See notes in the box above also.
Saturday evening	Social event	Live music provides a much better social.* Last year we had two quizzes that seemed to work well. Prizes are needed for the quizzes. This was a problem last year. The 'evening meal' becomes the buffet. However we need to order and collect alcohol and soft drinks from a local provider.
Sunday morning	The AGM – 3 hours	The business needs very careful organisation to enable us to address all the issues, to give the members a chance to have their say and to conduct elections. We used "Timed Business" last year.

\* Last year's live music was provided by: Robert Ryan ([robert\\_thomas-ryan@yahoo.co.uk](mailto:robert_thomas-ryan@yahoo.co.uk)) 07879 847 370 and Dan Plews ([danplews@dial.pipex.com](mailto:danplews@dial.pipex.com)) 07801 796216

9. Other issues