

Federation of Recorded Music Societies Ltd

A Company Limited by Guarantee



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October 2021

Dear FRMS Contact,

Annual General Meeting – Second Mailing

I am pleased to enclose further documents for the **84th FRMS Annual General Meeting** to be held on **Saturday, 6 November 2021** at **2pm** by Zoom videoconferencing. Details of how to join the meeting were sent in the first mailing, but further copies can be downloaded from the FRMS website. If you plan to join the meeting, it is essential that you let me know in advance so that I can ensure that you receive the electronic invitation.

This second mailing includes: **Notification Letter; the Committee Report 2021 including the Committee List 2021/22; Treasurer's Report, Accounts and Independent Examiners' Verification; AGM Agenda; Proxy Form.**

Any number of Affiliate Society members may join the meeting and contribute to the debate, but each Affiliate Society is entitled to only one voting delegate should voting be required. **If more than one member is attending, please decide in advance and make it clear to me who will have voting rights.** If it is not possible for your Affiliate Society to join the meeting, please consider appointing someone to act as your Proxy who may vote on your behalf. The meeting is an important opportunity, both to become involved in the Federation's business and to validate its affairs. Please note, however, that no person may act as Proxy for more than one Society, so be sure to check before naming your proxy in case they have agreed to act for somebody else.

Minutes for the AGM 2020 (by Zoom) were included in the first mailing already dispatched to Affiliate Societies' Secretaries; additional copies are available on the FRMS website.

On behalf of the Chairman and Committee I do hope you will be able to attend.

Yours faithfully

Adele Wills

Adele Wills
Secretary, FRMS

