

# AGM Correspondence Sample - 14 days



8th October 2018

Dear members,

In advance of this year's AGM being held on Monday 22nd October 2018 at 7.30pm please see here enclosed Annual Report which includes the following:

- Chairperson's report
- Secretary's report
- Treasurer's report
- Head Coach's report
- Club Children's Officer's report

Also attached are the minutes of the 2017 AGM held on Tuesday 14th October.

Please review documents in advance of the club AGM.

Kind Regards,  
Amanda O'Neill  
Club Secretary