



Institute of Materials Finishing
Exeter House
48 Holloway Head
Birmingham B1 1NQ

October 2021

AGM information 2021 to be held at Windmill Village Hotel – Coventry

Dear Member

Please find enclosed Calling Notice, Proxy Form and the Agenda for the AGM on Tuesday the 7th December 2021. Please note that the following will be posted on the website (www.materials-finishing.org) under AGM menu when approved by the Management board in October:

2020-21 Report of the Management Board
2021 Agenda
Draft Annual Accounts for 2020 - 21
Draft 2020 minutes

This system saves the IMF a significant printing and postage cost as well as minimising paper waste! However, if you would prefer a hard copy (or an emailed copy) of any of the documents please contact me and I will send one in due course.

Your attendance at the AGM and the Christmas Lunch would be welcome. If you are unable to attend the AGM please complete the proxy form overleaf.

If attending please complete and return the form below and let me know your choice of meal. We are hoping to also be able to use Zoom for those people who can't attend in person, if this is your preference, please let me know at helen@materialsfinishing.org .

Luncheon preceding the Annual General Meeting

At the conclusion of the morning lectures there will be a Traditional Christmas Luncheon. Members are welcome to bring guests.

I, a member of the IMF (Membership No) **will be in attendance/will not be in attendance** at the pre-AGM luncheon.

I **will/will not** be bringingguest(s) (Name/Names.....)

Choice of course - (please circle preference)

1) Tomato and sweet Potato Soup
2) Duck Liver Pate

1) Turkey
2) Seared Salmon
3) Camembert

1) Christmas pudding
2) Lemon Tart

Please send this completed section by **Friday 12th November 2020** to:
Helen Wood, IMF, Exeter House, 48, Holloway Head, Birmingham, B1 1NQ.
Or email: - helen@materialsfinishing.org

Helen Wood
Office Manager

Proxy form for Voting at the AGM on Tuesday 7th December 2021

I, (we) name

.....

a member of the INSTITUTE OF MATERIALS FINISHING

Hereby appoint: -

.....

and failing him/her

.....

to vote for me (us) and on my (our) behalf at the Annual General Meeting of the Institute to be held on the 7th December 2021 and at any adjournment thereof.

As witness thisday of 2021

Signature

Membership Number

Of (address)

.....

.....

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NOTE: Only Professional Members, Affiliates and Sustaining Members are entitled to vote. Please forward the above to the Secretary General at Exeter House to be received prior to the day of the meeting.