



English PEN
101st Annual General Meeting

Thursday 8 December 2022, 6.00-7.30pm
Society of Authors, 24 Bedford Row, London. WC1R 4EH (Hybrid Meeting)

AGENDA

	Item	Lead	Time
1	Apologies	RB	2 mins
2	In memoriam	RB	3 mins
3	Minutes of the 100 th AGM of English PEN	RB	5 mins
	i) Accuracy		
	ii) Matters arising		
4	To receive and consider the Annual Report and Audited Accounts 2021-22		
	i) Chair's Report	RB	5 mins
	ii) Treasurer's Report	JS	5 mins
	iii) Director's Report	DG	3mins
	iv) Activity Reports		
	A. Writers at Risk	CL	3mins
	B. Writers in Translation	WF	3mins
	C. Events	ZS	3mins
	D. Communications	SE	3mins
	E. Membership	SE	3mins
5	Appoint the auditors Knox Cropper	RB	2 mins
6	Delegate authority to the trustees to fix the remuneration of the auditors on an ongoing basis until this authority is revoked by further members' ordinary resolution	RB	2 mins
7	Election and re-election of trustees to the Board of English PEN	RB	5 mins
8	Any other business		5mins
9	Questions from members	DG	10 mins