

EM/MO

1st September 2020

To: Life Members
Club & Swim Schools Secretaries
Council & Board of Directors
National Chairs & Committee Members
Barry Cook, **sportscotland**

Dear Colleague

SASA Annual Business Document/Annual Report and Annual General Meeting

Please find attached a copy the Annual Business Document and Annual Report which includes the Agenda for the Scottish Swimming AGM which takes place on Saturday 26th September 2020, commencing at **10.30am** held virtually on a platform called Hopin.

As per C5.16 the Business Document is now emailed to members and has also been posted on the Scottish Swimming website www.scottishswimming.com. Please note Scottish Swimming's 2020 Annual Report will be shared with members the week of Monday 14th September and thereafter will be available to view on the Scottish Swimming website.

The draft accounts also include a comprehensive summary on the accounts. Whilst we hope the notes will provide an answer to the majority of questions that may arise we appreciate that members may still wish to put forward a question directly to the Finance Manager and should do so on the attached form by the 11th September.

Joining the meeting

- The meeting will start at 10.30am, however the waiting room will open from 10.00am to allow the necessary checks when members are logging in.
- We recommend using Chrome Browser as it is faster web browser and it also supports all of the features Hopin which is the online platform that we will host the AGM from.
- Each voting delegate will have to login using a separate device to allow their vote to count.

Registrations will remain open until Wednesday 23rd September 2020.

Should you have any queries regarding the Annual Business Document & Annual Report or the AGM, please do not hesitate to contact the Scottish Swimming.

We look forward to seeing you at the AGM.

Yours faithfully



Elaine Mackenzie
Director of Services

**Annual General Meeting
Saturday 26 September 2020, 10.30am, Virtual**

REGISTRATION FORM

	Name	Club/Swim School (if applicable)
Life Member*:		
Board Director*:		
Council Member*:		
Committee Chairs*:		
Swim School*:		
Affiliated Club*:	Delegate 1:	
	Delegate 2:	
	Delegate 3:	

(*Complete as appropriate)

Closing date for Registrations - Wednesday 23rd September 2020.

FINANCE QUESTION(S)

Finance question(s) submitted:-

Closing date for Finance questions – Friday 11th September 2020.