



ITAA Annual Membership Meeting to Be Held Online

In this time of COVID-19, we hope you are safe and well. Since the 2020 World TA Conference is canceled, we are moving our annual general membership meeting (AGM) to an online format. It will be held on Saturday, 18 July 2020, at 10:00 GMT.

We, the ITAA Board of Trustees, urge members to attend this meeting online. The agenda is as follows:

- Welcome to members and visitors
- Adoption of the minutes of the 2019 AGM
- Reports from the president and members of the board of trustees (BOT)
- Farewell and thanks to those leaving the BOT
- Introduction of new BOT members
- Process around the Birmingham conference
- Any other business
- Questions and answers
- Notice of 2021 AGM

Registration: For us to plan the event, we need you to register for the event through this link: <https://tinyurl.com/y9v5838x>. You will receive a Zoom invitation link closer to the date.

Logistics: We will use the Zoom online meeting platform for hosting this event. You can download the application free from the website: <https://www.zoom.us>. Please note: The eventbrite invitation gives the meeting time as 11 BST (British Summer Time). Be aware this is not the same as GMT (Greenwich Mean Time), which is an hour earlier. When you convert the meeting time to your own time zone, make sure to use 10:00 GMT or 11:00 BST to convert from.

To participate in the Zoom meeting, you must have a signed “Consent to Electronic Transmissions” form on file with the ITAA. Individuals with consent forms on file and who are ITAA members in good standing as of 18 June 2020 (the “Record Date”) are entitled to vote.

An alternative in-person AGM will be held at the same time by ITAA President Elana Leigh at 158 Wellington Street, Bondi, 2026 NSW, Australia for anyone without internet access, who



does not have a signed “Consent to Electronic Transmission” form on file with the ITAA, or who is unable to phone into a Zoom meeting. Please RSVP to Elana by 18 June 2020 for details.

Proxy Vote Form: If you cannot attend the 2020 AGM online or in person, please fill out the proxy form by downloading it: <https://tinyurl.com/y9erfvkc>. The ITAA Bylaws state that the quorum for holding the membership meeting is 50 voting members or 5% of the qualified voting membership, whichever is smaller.

Please fill out, sign, and send the proxy vote form to ITAA Vice President Research & Innovation Steff Oates by email to lcfan@me.com if you have a signed “Consent to Electronic Transmissions” form on file with the ITAA. If you have not signed and returned such a consent form, return your proxy form by postal mail to Steff Oates, Swallowfield, Slade Lane, Mobberley, Knutsford, WA16 7QN, United Kingdom. The deadline for receipt of proxy forms sent to Steff Oates is 1 July 2020, or you can download, print, sign, scan, and transmit the form online to her at least 2 hours before the scheduled start time of the AGM. A “Consent to Electronic Transmissions” form to and from the ITAA is located on the ITAA website under “Governance Documents.” This may be printed, signed, and returned to Steff Oates to expedite return of your proxy vote form by email.