17th October 2022

Dear Member,

**Chamber Annual General Meeting, Friday 11th November, 2pm, CBS Arena, Judds Ln, Coventry CV6 6GE**

It is my pleasure to enclose the Notice of the Annual General Meeting of Coventry & Warwickshire Chamber of Commerce AGM , to be held on Friday 11th November.

At the AGM we propose to update the Chamber’s articles of association. It has been almost two decades since the Chamber last updated its articles of association and the Board considered several sections to be out of date. The Board has been through a process of updating and modernising the articles of association. A copy of the proposed articles (in clean and a comparison that shows the proposed changes) can be found here: <https://cw-chamber.co.uk/about-us/annual-general-meeting-statutory-accounts/>

Should you be unable to attend the meeting you may appoint a duly authorised Company Representative to attend on your behalf, by completing the proxy form found here: <https://cw-chamber.co.uk/about-us/annual-general-meeting-statutory-accounts/>

In my letter dated 16th September 2022, the names of the Directors were listed, and members were given the opportunity to propose candidates for the four vacancies for the elected directors. There have been three nominations for four positions, so an election is not required.

Related information to the AGM including its Directors report and accounts can be found here: <https://cw-chamber.co.uk/about-us/annual-general-meeting-statutory-accounts/>

Yours sincerely

A close-up of a fork

Description automatically generated with medium confidence

Tom Mongan

Chamber President