



NATIONAL EXECUTIVE

2 Ruth Avenue, Les Efforts West, San Fernando

To: Chairman and Members of the Association/Stakeholders

Subject: **Notice of Extraordinary General Meeting for 2019**

Date: October 14, 2019

This is to **advise** that the **Extraordinary General Meeting [EGM]** of the **Trinidad and Tobago Music Festival Association [TTMFA]** will be held on **Saturday the 9th day of November, 2019** at **10.00 a.m.** at the Department of Creative and Festival Arts, University of the West Indies, St. Augustine.

The agenda for the meeting is hereinafter listed.

Donna Wong Wai
Secretary
TTMFA

AGENDA

1. Call to Order
2. Welcome
3. Apologies
4. Acceptance of Agenda
5. Approval of Minutes of the AGM held on September 29, 2018
6. Chairman's Report
 - Presentation of Annual Report
7. Treasurer's Report
 - Presentation of Audited Financial Statement
8. Introduction of 2018/2020 National Executive
9. Other Business
10. Adjournment