



Memorandum

To: Wheelchair Basketball Canada Members
CC: Provincial Representatives/Committee Chairpersons
From: Wendy Gittens, Executive Director
Date: July 27, 2018
Subject: Wheelchair Basketball Canada Notice of AGM
Call for Nominations

Please accept this as the legal notice, call for reports, nominations and agenda items for Wheelchair Basketball Canada's Annual General Meeting **September 27, 2017 from 1:00 pm – 3:00 pm EST, via teleconference.**

The draft agenda for the meeting will be circulated in the near future. As done in previous years we will conduct the necessary business of the organization to be compliant with our By-laws during the call. We will be holding our Members meeting in November - date is being finalized and further information will be communicated in the very near future.

Reports are requested from all **members, partners, Committee Chairperson's, and Board Members.** We ask for your reports to be prepared and forwarded to the office electronically by **September 15 2018.** We will make available all relevant reports and documentation electronically through the AGM 2018 link from our website.

If you have any concerns or questions, please contact the office at your convenience.

Regards,

Wendy Gittens
Executive Director

SEPTEMBER 27