

THE EDUCATIONAL RECORDING AGENCY LIMITED

Minutes of the Annual General Meeting held on Thursday 19 September 2013 at the offices of the Educational Recording Agency, Verulam House, 60 Gray's Inn Road, London WC1X 8LU

Present:	Ms D. Annetts	-	ISM (Chair)
	Mr R. Combes	-	ALCS
	Ms E. Gibson	-	BBC
	Mr A. Chowns	-	Directors UK
	Ms C. Waite	-	PPL
	Mr J. Fahey	-	C4
	Mr A. Harwood	-	Compact Collections
	Mr C. Zimmerman	-	DACS
	Mr J. Barclay	-	Equity
	Mr B. Jones	-	MU
	Mr A. Harrower	-	MCPS and PRS
	Ms S. Malden	-	FOCAL
	Mr N. Glynn	-	BPI
	Mr H. Koszuszec	-	AGICOA
	Mr J. Vandermeer	-	ITV
In attendance:	Ms H. Nicholson	-	ERA
	Ms A. MacLaren	-	ERA
	Mr A. Yeates	-	ERA
	Mr M. Harris	-	ERA
	Mr J. Robinson	-	ERA

1. Apologies for Absence

There were apologies from Ms Payne (Equity), Mr Smith (MU), Mr Harmsworth (PPL), Mr Kirkham (BBC), Mr Kimberlin (C4) and Mr O'Sullivan (Compact Collections), all of whom were represented by their alternates. Apologies were also received from Mr Hally (RIG), Ms Evans (S4C), Mr Lee (C5) and Ms Hales (OU), none of whom were able to send alternates.

Mr Vandermeer (ITV) arrived for the Board Meeting following the AGM.

With the approval of all Members present Ms Annetts took the chair.

The Chair drew the attention of the Members to the formal business of the

meeting set out in the Notice for the Annual General Meeting issued on 19 August 2013.

1. To receive and approve the Minutes of the previous Annual General Meeting held on Thursday 20 September 2012.

Minutes of the previous Annual General Meeting held on 20 September 2012 were received. There being no matters arising from the Minutes formal adoption of the resolution was unanimously approved by those present. Ms Annetts was authorised to sign the Minutes as a correct record.

2. To receive the report of the Chief Executive, including changes to ERA membership and Directors representing ERA on the Board during the year.

The admission of The Open University as ERA Members was noted. Ms Nicholson informed the Board that any other changes to Directorships over the course of the year were contained in the Directors' Report and Financial Statements.

3. To receive and consider and, if thought fit, approve the Directors' Report and the Financial Statements of the company for the year ended 31 March 2013, and the Auditor's Report thereon.

The Members had considered the Directors' Report and Financial Statements of the company for the year ended 31 March 2013 and the Auditor's report thereon at the previous meeting of the Board in July. The Members unanimously resolved to approve the Report of the Directors and the Financial Statements of the company for the year ended 31 March 2013 and the Auditors' Report thereon.

4. To consider and, if thought fit, pass a resolution that the auditors of the company, Shipleys LLP, be reappointed as auditors of the company, to hold office from the conclusion of the meeting until the Annual Report and Financial Statements are next laid before the Members, and that their remuneration be determined by the Directors.

Following a proposal by Mr Chowns, seconded by Mr Harrower, the Members unanimously resolved that the following Resolution set out in the Notice of the Annual General Meeting be approved, namely:-

'That Shipleys LLP be and are hereby reappointed as Auditors of the

Company, to hold office from the conclusion of the Meeting for the period until the Annual Report and Accounts are next laid before the Members and that their remuneration be determined by the Directors’.

5. There being no further business, the Chairman declared the meeting closed.

Signed

Chair

Dated this day of 2014