

# NIRAC AGENDA

Agenda for 1<sup>st</sup> annual general meeting to be held at Windhoek (Bowls club) on 23 May 2013 at 17H00

- 1) Opening and welcoming.
- 2) Notice of meeting.
- 3) Attendance list: determining of votes.
- 4) Absent with/without apology.
- 5) Congratulations and condolences.
- 6) Minutes of previous meeting.
- 7) Correspondence received:
  - a) Hydrocarbon gas training (Body to certify)
  - b) Importation for HCFC equipment with permit until 2017 (Ref;T.Amadihla 11/12/1)
  - c) Phase out HCFC extension (Ref;T.Amadihla 11/12/1)
- 8) Report s:  
President's report (Postpone to Next AGM)  
Treasurer's report (Postpone to next AGM)
- 9) Approval of financial statements.(Postpone to next AGM)
- 10) New member applications
- 11) Matters for discussion
  - a) HCFC equipment imports
  - b) Gas certification for artisans
  - c) Apprentice Training (T.Zwar)
  - d) Artisan Certification , standards and Workmanship
  - e) Outside Company's contracting in Namibia.
  - f) Tender procedures (T.Zwar)
  - g) Sub-Contracting agreements and payments for sub-contractors (R.STARKE)
  - h) Using of NIRAC logo
  - i) Correspondence to trade and industry (Through Channels)
  - j) Notification to members for R22 imports (Tonnage per year)
  - k) Web Site and control thereof/ NIRAC Booklet (E.Graham)
  - l) Sub committee's for inspection purposes
- 12) Election of committee.
  - a) President
  - b) Vice President
  - c) Treasurer
  - d) Secretary
  - e) Ordinary Member (acting as PRO)
  - f) Ordinary Member
  - g) Election of Chairman out of Committee members

Conclusion.