

**NOTICE OF ANNUAL GENERAL MEETING OF THE MEMBERS
OF
THE ALBERTA ASSOCIATION OF PROFESSIONAL PARALEGALS**

TAKE NOTICE that the Annual General Meeting of the Members of the Alberta Association of Professional Paralegals (hereinafter called the "Association") will be held via private Zoom meeting on Wednesday, October 18, 2023, at 12:00 p.m. for the following purposes:

1. To consider and, if agreed, approve the 2022 Annual General Meeting Minutes;
2. To receive the President's report and any other officers' reports;
3. To consider and, if agreed, approve the appointment of the auditors for the 2023/2024 year;
4. To receive the audited financial statements for the year ended December 31, 2022;
5. To consider and, if agreed, approve the appointment of Directors for the 2023-2025 term, in accordance with the provisions of the *Societies Act* and the By-laws of the Association;
6. To consider and set out the goals for the next year; and
7. To transact such other business as may properly be transacted at such Meeting or at any adjournment thereof.

NOTICE IS HEREBY ALSO GIVEN that a record date has been fixed by the Board of Directors for the purpose of determination of Members of the Association entitled to receive notice of the Meeting of the Members to be held on October 18, 2023, and any adjournment thereof, and accordingly only Members of record at the close of business on October 17, 2023, and their registered guests shall be entitled to attend the Meeting. Further, only Legal Assistant, Paralegal, Independent Paralegal and Alumni members whose membership is in good standing shall be entitled to vote at the Meeting or any adjournment thereof.

DATED at the City of Edmonton, in the Province of Alberta this 26th day of September 2023

BY ORDER of the Board of Directors.



Heidi Semkowich, President