

# Admin

Some admin documents available for members

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# General Meetings

Three times a year, on the quarter (with the last quarter being an [Annual General Meetings](#)), the Hackspace holds a general meeting to discuss the state of the Hackspace and to make key decisions for the Hackspace with the members.

Members are informed of a general meeting happening at least a month in advance, via the announcements channel in our discord, and by email.

## Previous Minutes

Each meeting is preceded by an agenda (sent out with the announcement), and has recorded minutes, historical meetings can be found here:

- [2013-05 to 2026-01](#)
- [2026-05-06](#)

# Annual General Meetings

Once a year, in the last quarter of the year, the Hackspace holds an annual general meeting to reflect on the last year, discuss the next year, and make some major decisions for the Hackspace with the members. We also typically vote in new directors in this meeting.

Members are informed of an annual general meeting happening at least a month in advance, via the announcements channel in our discord, and by email.

## Previous Minutes

Each meeting is preceded by an agenda (sent out with the announcement), and has recorded minutes, historical meetings can be found here:

- [2015 to 2025](#)

# Emergency General Meetings

When decisions need to be made or discussions need to be had quickly, we will call an Emergency General Meeting.

This still has a months advance notice, and does not replace a [General Meeting](#) or an [Annual General Meeting](#) in the year.

## Previous Minutes

Each meeting is preceded by an agenda (sent out with the announcement), and has recorded minutes, We have only had one EGM so far in the hackspaces history:

- [2016-07-13](#)