

ANNUAL GENERAL MEETING AGENDA

The Annual General Meeting will be held 1.00pm, Friday 1 November 2019, 24.1.1. (Building 24, Level 1, Room 1), RMIT University, City Campus, Melbourne.

Paper circulated to list attendees and institutions represented

1. Minutes of 2018 AGM

Attached

Motion: The Minutes be received without amendment as an accurate record of proceedings. Moved: Seconded:

2. Chair's Report

3. Independent Audit Report and Certificate by Member of Committee

3.1 Independent Audit Report – to be signed by the Executive and the Auditor and then presented at the AGM. Certificate by Member of Committee Attached.

<u>Motion:</u> The auditor's report be accepted by the membership and the Certificate by Member of the Committee be signed.

Moved: Seconded:

Sign Attachment 3.2: Certificate by Member of Committee

4. Annual Subscription

In 2019, the Executive Committee propose a new fee schedule. To be announced at AGM. <u>Motion:</u> The Membership fees to be adjusted as presented. Moved: Seconded:

6. Appointment of the Auditor

Motion: The current Auditor, Rod Hutton of McLean Delmo Bentleys be re-appointed Moved: Seconded:

7. Election of Executive

- 7.1 Nomination List Attached
- 7.2 Ballot Paper Attached

Appointment of Returning Officer

9. 2020 Conference Venue: TBA

Co-option of Conference Convenor

8. Other business

Executive convene immediately to elect Office Bearers