

NPAQ – AGM 25.9.21

9.00 am set up (Newstead Brewing Co – 67 Castlemain St, Milton)

COVID-19 plan to be implemented

Note: there is also an online option to meet, this will be critical if there are restrictions to the number of people who can meet indoors.

9.30 am attendees start arriving

10.00am AGM Commence

Agenda

(to be available for members at the door or emailed to on line attendees)

1. Welcome
2. Apologies
3. Confirm quorum present
4. Minutes of last AGM
5. Receiving of Audited Financial Statements and Annual Report
6. Comments on Annual Report and Audited Financial Statements
7. Adoption of the Audited Financial Statements and Annual Report
8. Election of Council Members
9. Appointment of Auditor
10. Close of Meeting

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10.00am commence AGM

Agenda

1. Welcome

Welcome members, our auditors and guests. Acknowledgement of Country.

'I would like to acknowledge and pay my respect to the Elders past and present, to those who have passed before us and to the members of the Aboriginal and Torres Strait Islander community who are also attending here today. I want to acknowledge the Turrbal and Jagera Peoples, the traditional custodians of the lands we are meeting on here today'.

Thank you for attending.

Inform attendees of the COVID-19 plan that is in place. In case of fire, point out the exits. Advise guests where the toilets are.

Procedure for this meeting: for good order and conduct of the meeting at question time, each speaker is asked to observe a limit of 3 minutes.

Agendas have been distributed.

2. Apologies

Apologies received by 22.9.2020. Any other apologies?

First Name	Surname
Christine (Ineke)	Ball (P)
Nancy	Bartrim (P)
Carole	Bristow
John	Bristow
Ruth	Bristow
Peter	Cooper (P)
Athol	Lester (P)
Maria	Lester (P)
Peter	Manton (P)
Don	Marshall (P)
Philip	Marwedel (P)
Leon	Misfeld (P)
Tony	O'Brien (P)
Annette	Peacock
Ailsa	Rutherford
Susan	Treloar

Are there any other apologies?

3. Confirm quorum present

Quorum is 'equal to double the number of members of the Association presently on council plus one' – Rule 29(1) – ie 21 members (there are 10 members who currently are Council members). Includes proxies – Rule 28(3).

There are **Y** members present tonight.

A proxy constitutes attendance (Rule 29(3)) – Chair to read out the names and/or number of proxies received (P) above denotes proxy received: (4 proxies received).

X + 4 = Z therefore a quorum is confirmed.

4. Minutes of last AGM (to be available for members at door or emailed to on line attendees)

The minutes of the last AGM were considered at the Council meeting of 19 October 2020 and were then initiated by the President as a correct record.

Procedure as per Rule 31(4)

Call for motion that the minutes be formally accepted as a correct record.

Procedure as per Rule 27(2)(a)

5. Receiving of Audited Financial Statements and Annual Report

The Annual Report was posted on the website by **31 August 2021** and emailed / posted to members on **12 September 2021**. A summary of the audited financial statements was included in the Annual Report. The Audited Financial Statements were posted on the website in August 2021, and hard copies of the Annual Report and Audited Financial Statements are available here at the AGM.

The President moves that the audited financial statements, Auditors Report and annual report have been received.

Procedure as per Rule 27(2)(b)-(d)

The President then to comment on the year's activities.

Copy of President's comments to be attached to minutes.

There is no Rules requirement for President or Treasurer to make such comments, but it is established practice, together with attaching such comments to the minutes.

The Treasurer then to give his report on the Financial Statements.

A copy of Treasurer's Report is available.

6. Comments on Annual Report and Audited Financial Statements

Meeting to be thrown open for discussion of or comments on the Annual Report and Audited Financial Statement.

7. Adoption of the Audited Financial Statements and Annual Report

Call for motion to adopt the Annual Report and the Audited Financial Statement

Procedure as per Rule 27(2)(e).

8. Election of Council Members

Procedure as per Rules 27(2)(f) and 14(6).

The Rules provide that the President [if in attendance] presides – Rule 31(1)(a)].

(No doubt the President should step down if he/she is subject to a contested election. However, that is not the case this year, there being no other nominations for that role, they 'shall be deemed to be elected' – Rule 14(6)(e).)

Nominations received by closing date, Friday 10 September, members were advised of nominations received via memo from the Secretary on 14 September. As noted in the Secretary's memorandum to members ten positions have been filled.

Office	Term	Nominee
Vice President	2 year	Robert Jerrom
Honorary Secretary	2 year	Karin Burroughs
Asst Honorary Secretary	1 year	Julia Collia de Polacek
Councillor	2 year	Nicole Jordan
Councillor	2 year	Emily Griffiths
Councillor	2 year	Steven Noakes
Councillor	2 year	Rana Dadpour

Then **declare** all the above officers elected to the Council for 2021/22.

Rule 14 (6)(e) should there be only one candidate nominated for a specific position other than councillor at the close of nominations, the candidate shall be deemed to be elected; if the number of candidates for the position of councillor does not exceed the number of vacancies, the candidates are deemed to be elected.

Then, **note** that President Susanne Cooper, Honorary Treasurer Clare Birnie, Assistant Honorary Treasurer Andrew Thompson, and Councillors Simon Cavendish and John Dornbusch, continue in office for a further year.

Thank you to the retiring Councillors – Jackie Rose Meyer, Cara-Lee Weise, David Ball, and Julie Hainsworth (say a little about each Councillor).

9. Appointment of Auditor

Chair thanks auditor, Chris King and Pilot Partners for their work as auditors for 2020/21.

Motion required to appoint Mr Chris King, Pilot Partners as NPAQ Auditor for 2021/22.

Action required at the AGM in view of Rule 27(2): 'The following business must be transacted at every annual general meeting – ... (g) the appointment of an auditor.'

Chris King has confirmed his willingness to once again be NPAQ's auditor for 2021/22.

10. Close of Meeting

Chair to thank members for their involvement during the year, especially those who have given their time voluntarily to assist the Association in achieving its objectives.

Chair then to declare the meeting closed.

11.00 am please join us now for morning idea (if present at the venue), farewell to online attendees.

12.00 pm pack up and lock up.

Extract from the Rules

Annual General Meetings

27. (1) An annual general meeting shall be held within 4 months after the end of the Association's previous financial year.
- (2) The following business must be transacted at every annual general meeting –
- (a) confirmation of the minutes of the previous annual general meeting, amended if necessary;
 - (b) the receiving of the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Association for the past financial year;
 - (c) the receiving of the auditor's report on the financial affairs of the Association for the past financial year;
 - (d) the receiving of the annual report of the Association;
 - (e) the presenting of the annual report and the audited statement to the meeting for adoption;
 - (f) the election of members of the Council;
 - (g) the appointment of an auditor.