



... Active and Positive Ageing ...

Thursday 28th October 2021

NOTICE OF ANNUAL GENERAL MEETING of U3A KNOX INC.

To be held **Friday 26th November 2021, 10.30am on Zoom**

Dear U3A Knox Member,

You are probably aware that we are an Incorporated Association which means that we must follow the legal guidelines set out by Consumer Affairs Victoria and our own constitution. These rules include that:

- We must hold an AGM before the end of November.
- We must have a quorum of at least 50 members present.

Due to COVID restrictions we cannot anticipate meeting face to face and must therefore hold the meeting electronically.

We understand that this may preclude some members who don't have access to the internet. We hope that they can, if they choose, sit with a family member or friend who does have the technology. We apologise to all of you for the extra effort required in the online process, but we do need your support and ask you to follow it through.

Business to be conducted at the AGM:

1. Apologies
2. Approval of Previous Minutes
3. Receive and vote for the acceptance of the Financial Reports for 2020/2021
4. Receive General Reports from President, Secretary and Course Coordinator
5. Special Resolution for changes to Divisions 2 and 3 of the Constitution dealing with Disciplinary Action and Grievance procedure.
6. Special Resolution to award life membership to the following tutors who have taught 20 years and over, in accordance with Section 14(4) of the Constitution:
Sylvia Don, David Evans, Judith Harradence, Alistair Hopkins and Robyn Key
7. Special Resolution to amend Section 14(2) of the Constitution to change the term "Provisional Membership" to "Honorary Membership".
8. Confirmation of the membership fees for 2023
9. Election of a new Committee of Management
10. Appointment of an Auditor.

Process for attending meeting.

- We will use an application called Zoom. Many of you will by now be familiar with it.
- **If you would like to participate, you are required to register in order to attend.** This is to ensure that only members who are entitled to vote will be present at the meeting. To be able to attend via Zoom, you will need to have access to the internet via a tablet, computer or mobile phone. This could be that of a relative or a friend, but you must provide your name and an email address. All you need to do is click the following link and follow the prompts:

<https://forms.gle/fsSzMu1VxnGLWVyK7>

Microsoft, or whatever security protection program you have, may come up with a standard security warning. Just click “continue anyway”.

- A manual application form for registration is attached to this letter. If you prefer manual registration, please fill it in and return by hand to the letter box at Parkhills by 3.00pm Friday 12th November. The letterbox will be emptied at 3pm on this date
- Once you have registered you will be sent an email, to the email address you have listed, with a link to enable you to join the meeting on the 26th November. This email will include instructions on how to use Zoom for those who have not used it before.
- One of the problems with online voting via Zoom is that only one vote per device can be received. If 2 people in the one household wish to vote at the AGM, they would have to use separate devices.

Nominations for Members of Committee of Management.

All positions on the Committee of Management must be declared vacant and we now call for nominations for the following positions:

President, Vice President, Secretary, Treasurer, Course Coordinator, Communications and Publicity Manager, Office Manager, Database Manager, Knox City Council Relationship Manager, Technology Manager and Events Manager.

Nomination Forms are attached. They must:

- be completed by hand
- be signed by 2 members
- be accompanied by the written consent of the person nominated
- include a statement of relevant skills and/or experience
- reach the Secretary no later than 3.00pm on November 12th.

Request for submission of agenda items or questions to be put at the meeting. Because directing discussion during an on-line meeting, where only one person at a time can be seen or heard, and only once they have been unmuted, we would like to minimise unexpected questions from the floor during the meeting. We ask you to please submit any agenda items, questions or points for discussion to secretary@u3aknox.org.au by the 12th November. They will be addressed during the meeting.

The Agenda and Annual Reports will be sent out by the 19th November.

All this information and the relevant forms can also be downloaded from the U3A Knox website: www.u3aknox.org.au.

Dates to remember:

Friday 12th November:

- Nominations for Committee positions submitted by emailing Secretary at secretary@u3aknox.org.au or placing them in Parkhills letterbox.

- Registration for attendance at AGM completed by following link above, or by placing the completed printed form in the Parkhills letterbox.
- Agenda items and questions for discussion emailed to Secretary or placed in Parkhills letterbox.

Friday 26th November:

Click on Zoom link sent to you to participate in the AGM at 10.30am.

Please remember, that the holding of an AGM is a legal requirement and if we do not have quorum, we cannot hold the meeting. In the end this would mean no U3A Knox. We realise that attending online is a challenge to many, but we need your support if our U3A is to continue its good work. We thank you sincerely in advance for your effort.

Brigitte Salwat
Hon. Secretary

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