



Friday 28<sup>th</sup> October 2022

**NOTICE OF ANNUAL GENERAL MEETING OF U3A KNOX INC.**

To be held **Friday 18<sup>th</sup> November 2021, 10am 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.

Because we do not have a suitable venue to accommodate a large number of people, we have decided to yet again hold the Annual General meeting via Zoom.

We understand that some members have thereby been precluded from attending meetings for some time, but we will get our premises back eventually and then the inconvenience will surely have been worthwhile. We hope that members without personal internet access 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 are acting in what we believe to be your best interest and we do, once again, need your support.

**Business to be conducted at the AGM:**

We do not have any special resolutions this year, but we are legally required to conduct the following business:

1. Apologies
2. Approval of Minutes of 2021 AGM
3. Approval of Minutes of Special General Meeting conducted on 19/8/22
4. Receive and consider the Annual Report of the Committee on the activities of the association during the 2021/22 financial year.
5. Receive and consider the financial statements of the Association for the 2021/22 financial year
6. Approval of the membership fees for 2024
7. Election of a new Committee of Management
8. Appointment of an Auditor.

### **Process for attending meeting.**

- We will once again 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/inDxJ23L9iKJnxfB7>

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 office at the Boronia Bellbird Campus **By Thursday 3<sup>rd</sup> November** during office hours
- 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 18<sup>th</sup> November. This email will include instructions on how to use Zoom for those who are not familiar with Zoom.
- 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, Technology Manager and Events Coordinator.

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 4<sup>th</sup>.

**Request for submission of agenda items or questions to be put at the meeting.** Because of the difficulty of 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](mailto:secretary@u3aknox.org.au) by the 4<sup>th</sup> November. They will be addressed during the meeting.

The Zoom login link, Agenda and Annual Reports will be sent out by the 11<sup>th</sup> November.

All this information and the relevant forms can also be downloaded from the U3A Knox website: [www.u3aknox.org.au](http://www.u3aknox.org.au) .

### **Dates to remember:**

**Friday 4<sup>th</sup> November:**

- Nominations for Committee positions submitted by emailing Secretary at [secretary@u3aknox.org.au](mailto:secretary@u3aknox.org.au) or taking them personally to the Boronia Bellbird Centre during office hours.

- Registration for attendance at AGM completed by following link provided, or by placing the completed printed form personal to the Boronia Bellbird Centre during office hours.
- Agenda items and questions for discussion emailed to Secretary or taken personally to the Boronia Bellbird Centre during office hours.

Friday 18<sup>th</sup> November:

Click on Zoom link sent to you to participate in the AGM at 10am.

Office Hours

The office at the Boronia Bellbird Centre, Cr Erica Ave and Genista Ave, Boronia, is available for personal submissions or any questions you may like to put.

The office hours are:

Tuesdays 9.30 -11.30am

Wednesdays 1pm -3pm

Thursdays 9.30 – 11.30 am

Please remember, that the holding of an AGM is a legal requirement and if we do not have quorum, we cannot hold the meeting. Once again, 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

**Address:** 1A Park Boulevard,  
Ferntree Gully, 3156

Reg. No. A0028638V ABN 26 845 580 828

**Phone:** 9752 2737

**Email:** [office@u3aknox.org.au](mailto:office@u3aknox.org.au)

**Website:** [www.u3aknox.org.au](http://www.u3aknox.org.au)