



## NOTICE OF MEETING, RSVP & PROXY FORMS

### QWaLC Annual General Meeting

Friday 24<sup>th</sup> November 2017 | 8.30am to 9.15am

Venue:

Alexander Room, Brisbane International Virginia  
Sandgate Rd & Zillmere Road, Boondall

## Agenda

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1. Open, Acknowledgement of Country and Welcome – Chair
2. Apologies/Proxies
3. Presentation of Previous Minutes – Chair  
*Motion: minutes of previous AGM be accepted as true and correct*
4. Reports  
Chair's Report – Chair  
*Motion: That the Chair's Report be accepted*  
Treasurer's Report – Treasurer
  - Financial Statements (2016/17)  
*Motion: that the Audited Financial Statements be accepted*
  - Appointment of Auditors for 2017/2018  
*Motion: that the recommended Auditor be appointed the auditors for the year 2017/18*
5. Endorsement of Board Members
6. Endorsement of Office Bearers
7. Other Business
  - Presentation of the revised QWaLC Constitution to achieve ACNC compliance.
  - Public Liability Insurance (*notification that QWaLC holds appropriate Public Liability Insurance*)
8. Meeting close 9.15am followed by morning tea.

Enquiries regarding the QWaLC AGM can be directed to Darryl Ebenezer, Executive Officer via [darryl@qwalc.org.au](mailto:darryl@qwalc.org.au)

#### RSVPs

Please email Lane Pilon [lane@qwalc.org.au](mailto:lane@qwalc.org.au) by Monday 13 November with the following information:

Name: \_\_\_\_\_ Representing (organisation): \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Yes, I will attend the 2017 QWaLC AGM **in person**  or **via telephone**  OR

Please submit my apology – record us as an **apology**  (click box to select option)

For directions on how to get to Brisbane International Virginia and information on parking go to:

<http://www.brisbaneinternationalhotels.com.au/virginia/virginia-hotel-brisbane-north>



PO Box 344 Fortitude Valley 4006  
darryl@qwalc.org.au

**QWaLC Annual General Meeting**  
24<sup>th</sup> November 2017 | 8.30am to 9.15am  
Brisbane International Virginia, Sandgate Rd & Zillmere Road, Boondall, Brisbane

## PROXY FORM

*(if your group is unable to have one of your members participate in the AGM but would like to nominate a proxy, please complete and return this form)*

I *(insert your name here)* of *(insert the name of your organisation here)*

being a duly authorised representative of an Ordinary Member group of the above-named Association (organisation) hereby appoint:

*(insert name of nominee here)* of *(insert the name of their organisation here)*

or failing their availability, appoint:

*(insert name of alternative nominee here)* of *(insert the name of their organisation here)*

to act as our proxy and to vote on behalf of our group at the Annual General Meeting of Queensland Water and Land Carers Inc. to be held on the: 24<sup>th</sup> day of November, 2017 and at any adjournment thereof.

Signed \_\_\_\_\_ dated this \_\_\_\_\_ day of \_\_\_\_\_ 2017

*(Unless otherwise instructed, the Proxy may vote as the Proxy considers appropriate).*

**Please return completed proxy form to:**  
[lane@qwalc.org.au](mailto:lane@qwalc.org.au) by no later than Monday 13 November, 2017