



NOTICE OF MEETING, RSVP & PROXY FORMS

QWaLC Annual General Meeting

Friday 24th November 2017 | 8.30am to 9.15am

Venue:

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

Agenda

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

RSVPs

Please email Lane Pilon 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

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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: 24th 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 by no later than Monday 13 November, 2017