

Notice of Annual General Meeting

17th September 2020

Notice is hereby given that the Annual General Meeting will be held on Thursday 17th September 2020.

As you will be well aware, we will not be able to hold a face-to-face meeting at this time, due to the continuing and escalating Coronavirus pandemic impacts in Victoria. In consultation with Network Victoria and using the Manningham U3A COVID-19 AGM program (held in May 2020) as a model, the following process has been proposed and agreed to by your Committee. Following this process will enable us to proceed with our AGM, albeit by postal (email) vote/proxies this year.

The process will be as follows:

1. As required by our constitution, all positions on the committee will be declared vacant as of the 17th September 2020. The following positions will be vacant: President, Vice President, Secretary, Treasurer and all General Committee Members. A Nomination Form for committee positions is attached.
2. Completed Nomination Forms are to be returned to the Secretary U3A Healesville, via email (healesville.u3a@bigpond.com) or post (PO Box 1017, Healesville 3777) by the close of business **27th August 2020**.
3. The AGM Agenda, President's Report, Financial Reports, Committee Position Voting Form(s) [if required where there is more than one nomination for Executive Position(s)] and a Proxy Voting Form (for motions on the Agenda) will be sent via email (or delivered to those without email) on the 7th September 2020. Voting will be by proxy. The proxy will be to the Chairman of the AGM (The President).
4. Completed Committee Position Voting forms [if required] and Proxy Voting forms are to be returned to the Secretary U3A Healesville, via email (healesville.u3a@bigpond.com) or post (PO Box 1017, Healesville 3777) by close of business **14th September 2020**.
5. A declaration of the results of the new Committee and the results of the voting via Proxy of the various motions on the agenda will be published via emailed minutes of the outcomes (or delivery to those without email) on the **17th September 2020**.

Best regards,

Bev Gilbert
Secretary U3A Healesville.
20/8/2020