

**Notice of Annual General Meeting 2019
and
Call for Nominations for President and Board Members**

**6.30 pm Friday 12 April 2019
at**

Watson Arts Centre 1 Aspinall Street Watson ACT

Agenda

1. Welcome and apologies, and acknowledgement of Ngunnawal people
2. Minutes of the 2018 AGM
3. Matters arising
4. Reports - Board and Treasurer
5. Receipt of annual financial accounts and audited statements
6. Appointment of the auditor
7. Election of Board President
8. Election of one ordinary Board member
9. Confirmation of independent board appointment Mr Lou Malfone (Treasurer)

All members are urged to attend

Financial members and honorary life members of Canberra Potters' Society Inc. (CPS) are eligible and invited to nominate for the position of President and/or ordinary board members. CPS employees are not eligible.

The board has determined that vacant positions are for six ordinary board members and the President.

The two existing independent board members are Ms Nicole Hoffman (Secretariat) and Ms Jo Searle (Education Advisor).

Nominees please complete the form at [Attachment B](#), and address it to the Secretary, or the Returning Officer at Canberra Potters' Society Inc, or send via email to returningofficer@canberrapotters.com.au

Please note: Nominations close on 26 March 2019

A quorum is imperative. For an AGM it is 5% of members who are eligible to vote – this year it is 20 members. While this does not seem many, without a quorum, we cannot elect a President or a Board. So please do your best to be there. Please do not leave it up to others.

If you have received a renewal notice for your membership, please renew your membership before the AGM.

**DRAFT MINUTES
ANNUAL GENERAL MEETING
CANBERRA POTTERS' SOCIETY Inc.
Draft Minutes**

**Annual General Meeting
Canberra Potters' Society Inc.
7.00 pm, 27 April 2018**

Present:

Ingrid Adler, Sue Cant, Russell Cant, Phuong Dang (Board Member), Sue Dyer, Russell Eade (Board Member), Roger Ellyard, Cathy Franzi, Peta Furnell, Judy Greenfield, Maryke Henderson, Sue Hewat, Ian Hodgson, Nicole Hoffman (Board Member), Bev Hogg, Sara Hogwood, Velda Hunter (Board Member), Colin Jefferson, Alya Khan, David Leake (Board Member), Tanya McArthur, Judy McDonald, Christine Pearson, Fran Romano, Jo Searle (Board Member), Galia Shy, Richard Thomas (Director), Josephine Townsend

1. Welcome and apologies

Meeting opened 7.00pm

Acknowledgement of Ngunnawal people

Attendees welcomed.

Apologies noted: Jennifer Collier, Janet DeBoos Paul Dumetz, Anne Masters, Kaye Pemberton, Caroline Walker-Grime

2. Minutes of 2017 AGM

A motion was put that the minutes from the 2017 AGM of the Canberra Potters' Society be accepted:

Moved: Jo Townsend

Seconded: Judy McDonald

3. Matters Arising

There were no matters arising.

4. Reports – Board and Treasurer

Velda Hunter presented the Board Report, noting that the Canberra Potters' Society is performing well.

Russell Eade presented the Treasurer's Report, reiterating the Chair's view, and highlighting a number of areas of success including the Education Program and the Exhibition Program. Work has also been undertaken on Work Health and Safety and Risk Management and the Canberra Potters' Society continues to maintain a good working relationship with artsACT.

An increase in profit from last year has been recorded. This is largely attributable to an increase in student enrolments and classes. There has also been a jump in memberships from the previous year and more people using the facility.

A motion was put to accept the Board Report:

Moved: Roger Ellyard

Seconded: Ian Hodgson

A motion was put to accept the Treasurer's Report:

Moved: Jo Townsend

Seconded: Judy McDonald.

5. Receipt of annual financial accounts and audited statements

It was noted that the annual financial accounts and audited statements are Unqualified.

6. Appointment of the auditor

A new auditor will be appointed from 2018. The Board will vote on the appointment and will advise members.

7. Election of President

Velda Hunter was the sole nominee of Board President. The nominee was duly elected by majority vote.

8. Election of one ordinary Board member

There were no nominations received for ordinary Board members.

9. Confirmation of independent Board appointments Nicole Hoffman and Joanne Searle

Nicole and Joanne were confirmed as independent Board appointments by majority vote.

Meeting closed at 7.15 pm

Canberra Potters' Society Inc. Watson Arts Centre

1 Aspinall Street Watson PO Box 7021 Watson ACT 2602 (02) 6241 1670 www.canberrapotters.com.au

Form for nomination of President and Board Members

Full name of nominee Member number.....

of

.....

Phone:..... Mobile:..... Email:.....

Nominating for: President Ordinary Board Member (Please tick either or both of these boxes)

Previous Community / Board / Ceramics involvement:

.....
.....
.....

Specialist Skills:

.....
.....
.....

I wish to be involved with the CPS Board because:

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.....
.....
.....

Nomination proposed by:

..... Member Number..... Date.....
Name Signature

Nomination seconded by:

..... Member Number..... Date.....
Name Signature

Nominee:

..... Date.....
Signature

Note – Nomination forms must be submitted by 26 March 2019 to the Secretary, nicolel.hoffman@gmail.com or Returning Officer at Canberra Potters' Society Inc, or via email to returningofficer@canberrapotters.com.au