

Notice of Annual General Meeting 2018 and Call for Nominations for President and Board Members

7.00 pm Friday 27 April 2018 at
Watson Arts Centre 1 Aspinall Street Watson ACT

Agenda

1. Welcome and apologies
2. Minutes of the 2017 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 appointments Nicole Hoffman and Joanne Searle

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 staff members are not eligible.

Under the constitution* the Board decides how many positions are vacant at each AGM. As CPS members voted onto the board in 2017 will hold office for another year, the Board has determined that there are two ordinary Board positions vacant.

Members of the Board who are eligible to nominate for the role of President are Jennifer Collier, David Leake,

Velda Hunter, and the two members newly elected at this meeting.

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 6 April 2018

A quorum is imperative. For an AGM it is 5% of members who are eligible to vote – this year it is 16 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.

* Our constitution states that:

4.1 Board Membership

(1) The Board shall consist of between 3 and 9 eligible persons, comprising

(a) the office-bearers of the Association, who may be elected under clause 4.5 or appointed under clause 4.6; and

(b) up to 5 ordinary Board Members, who may be elected under clause 4.5 or appointed under clause 4.6.

(2) Up to 5 Board Members may be Members of the Association. All other Board Members must not be Members of the Association.

Attachment A

DRAFT MINUTES

ANNUAL GENERAL MEETING CANBERRA POTTERS' SOCIETY Inc.

6.00pm 26 May 2017

1. Welcome and apologies

Meeting opened 6.00 pm

Acknowledgement of the Ngunnawal people.

Attendees welcomed, and apologies noted:

Jessica Coates (Board Member), Sue Dyer, Chris Harford, Tyler Harford, Ruby Harford, Ian Hodgson (Board Member), Velda Hunter (Chair), Alya Khan, Tony Steel, Caroline Walker-Grime

2. Minutes of the 2016 AGM and the SGM of 19 March 2017

The motion was put that the minutes from the 2016 AGM of the Canberra Potters' Society be accepted.

Moved: Jackie Lallemand

Seconded: Josephine Townsend

Passed by unanimous vote

The motion was put that the minutes from the SGM of 19 March 2017 of the Canberra Potters' Society be accepted.

Moved: Judy McDonald

Seconded: Jennifer Collier

Passed by unanimous vote

3. Matters arising

There were no matters arising.

4. Reports – Board and Treasurer

Jennifer Collier presented the Board Report in the absence of the Chair, Velda Hunter. Russell Eade, Treasurer presented the Treasurer's Report.

Request for an explanation of a non-entry in the Audited Accounts of Raw Materials and Stock on Hand amounts under Cost of Sales. It was noted that they had been accounted for under Current Assets as an Inventories entry and had therefore been taken into account. However clarification would be sought from the Auditor and the Membership would be notified of the outcome.

Request for an explanation of the amount shown in the Audited Accounts against Internet expenses as it represented a significant increase as compared to previous year. It was explained that this amount was paid for development costs of the new website.

The motion was put that the Board and Treasurer's reports (Attached) be accepted.

Moved: Russell Eade

Seconded: Judy McDonald

Passed by unanimous vote

5. Receipt of annual financial accounts and audited statements

A motion was put that the annual financial accounts and audited statements (attached) be accepted.

Moved: Russell Eade

Seconded: Zoe Slee

Passed by unanimous vote

6. Appointment of auditor

The motion was put that Mercury Financial Group be reappointed as the independent auditor for Canberra Potters' Society Inc..

Moved: Russell Eade

Seconded: Maryke Henderson

Passed by unanimous vote

7. Election of Board President

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

8. Election of up to five ordinary Board members

The meeting was informed by the Chair that as Board nominations had not exceeded our constitutional requirement elections of new members were not required and nominees were duly appointed. New Board members Jane Jervis and Phuong Dang were welcomed by the meeting.

9. Confirmation of independent Board members

The meeting was informed by the Chair that Independent Board members would be appointed at the next Board meeting.

The meeting concluded at 6.25pm.

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:

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

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 6 April 2018 to the Secretary, or

Returning Officer at Canberra Potters' Society Inc, or via email to returningofficer@canberrapotters.com.au