

4 November 2018



A0098376P

## Notice of Annual General Meeting

Notice is given that the Annual General Meeting of the Industrial Hemp Association of Victoria Inc. will be held:

- On:** Sunday 25 November 2018
- Address:** Castlemaine Botanical Gardens Tea Room  
Downes Road  
CASTLEMAINE VIC
- Time:** 11am – 12.30pm

Yes, it seems we have just had an AGM, but as the Incorporation of the Association happened mid-year, we are catching up with and aligning to the *Consumer Affairs Victoria Model Rules of Incorporation* under the **Associations Incorporation Reform Act 2012** which states the 2<sup>nd</sup> AGM must be held by 30 November 2018. So, a short stint for the new committee, but all positions will be again open.

A light lunch will be available afterwards for networking and meeting the new committee.

### Ordinary Business

1. To confirm the minutes of the previous annual general meeting
2. To receive the following reports:
  - President's report
  - Secretary / Business Development Manager's report
  - Treasurer's report – receive and consider the financial statement

3. To elect officers of the Association and any additional ordinary members of the committee.
  - President
  - Secretary
  - Treasurer
  - Ordinary committee members

## Special business

4. Business plan – this is your Association, and this is how you can input in how you want to see the Association evolve. Bring along your comments, feedback, suggestions or email them to [secretary@hempvictoria.org](mailto:secretary@hempvictoria.org).

## Become a committee member

If you are interested in or have knowledge of the **INDUSTRIAL** hemp industry, consider joining the committee. The Association needs a progressive, transparent, collaborative team to drive it into the future. If you enjoy working with others, sharing your knowledge and experiences, enjoy learning and collaborating in an inclusive, supportive environment and have a couple of hours per week to dedicate to such things as research, contributing to or compiling and distributing a regular newsletter, Facebook page updates, website updates, participation at forums and expos, then the Association needs you. Committee meeting timing can be at the discretion of the new committee, the current committee met (face to face or via internet link) monthly. The Model Rules state the committee must meet at least four times per year.

Please note you must be a paid-up member for the current financial year to nominate for a committee position and/or second a nomination.

## Proxies

A member entitled to vote at the AGM who cannot make it on the day may appoint another member who is attending to vote on their behalf as the member's proxy. A proxy may be appointed by returning the completed proxy form (attached) to the Secretary by email to [secretary@hempvictoria.org](mailto:secretary@hempvictoria.org) at least 24 hours prior the commencement of the meeting.

If you are a current member who cannot make the AGM but would like to nominate yourself for a committee position you may submit a nomination form to the secretary prior the meeting with a brief description of why you want to be part of the committee.

## Inquiries

All inquiries can be directed to the:

Secretary – Vicki Stevens 0438 857 009 or [secretary@hempvictoria.org](mailto:secretary@hempvictoria.org)

## Attachments

- Proxy form
- Minutes of previous Annual General Meeting – 29 April 2018



VICKI STEVENS – SECRETARY



0438 857 009 | [secretary@hempvictoria.org](mailto:secretary@hempvictoria.org)

# PROXY FORM

Name:

Address:

Phone:

Date:

I (First Name).....(Last Name).....

am a voting member of the Industrial Hemp Association of Victoria Inc.

hereby give power to

(Full name and address).....

.....

.....

to vote on my behalf at the Industrial Hemp Association of Victoria Inc AGM on Sunday 25  
November 2018

.....on.....  
(Signature) (Date)