



Annual General Meeting

ZOOM Virtual Meeting, Saturday 28th November 2020, 10.30 am

Registered Members Only Admitted at 10.20 am

Agenda

All AGM reports will be available on nswstoma.org.au

from 9 November 2020

10:30 Chair opens meeting

- Welcome and Apologies
- Declaration of Quorum achieved and voting strength
- Declaration of any pecuniary interests
- Introduction of the board
- Motion to approve minutes from the 2019 AGM
- Business arising from the minutes

2019-20 Chair Report - Carol Quast

- Questions

2019-20 Financial Report - Treasurer Dr Allen Nash

- Questions

Appointment of Auditor 2020-21

2019-20 General Manager's report – Mary Egan

Presentation of new and current directors

Any other business

Meeting Ends 11.30am

PROCEDURES and PROTOCOLS FOR THE AGM

- Due to Covid-19 restrictions the Board of NSW Stoma Ltd has decided that the 2020 AGM will be transacted by the use of virtual technology. To participate please download ZOOM.US (free) on your personal computer, tablet or mobile phone, prior to the day.

- All those members, associates and proxies interested in attending remotely must register their attendance by Thursday November 26, 2020. There is capacity for **100 attendees**
- **Proxies** may be posted or emailed or faxed and must be received at the NSW Stoma Ltd office by **10am, 26 November 2020** [5/7-29 Bridge Rd, Stanmore 2048; agm@nswstoma.org.au; Fax 02 9565 4317]
- To register for the AGM, please email your name and member number to agm@nswstoma.org.au by 4pm, 26 November, 2020. An automated reply will signify we have received your expression of interest (which is only limited by maximum capacity of 100)
- After your membership has been verified, **you will receive an invitation by email to join the meeting on Friday, 27 November, 2020 with a link to use on Saturday**
- On Saturday, 28/11/20 at 10.20am **click on the link inside the invitation email**, and follow the Zoom instructions, such as turning on your video and sound
- A facilitator will run the meeting to ensure all participants are given an opportunity to ask questions
- **Questions for the Chair or Treasurer or GM submitted in advance of the meeting** (to agm@nswstoma.org.au) would be appreciated, but questions on the day will be accepted, using the chat facility
- During the formal part of the meeting all participants will have their microphones muted by the host, but can ask questions using chat (typing), or raising their hand symbol (in reactions)
- It is also asked that you mute your microphone after speaking (bottom left of Zoom Screen, a microphone symbol, or use the ALT key+ A) to minimise outside noises
- If your connection is intermittent, try turning your video off as well (bottom left hand corner) as this can help with poor internet connections; you will still be able to hear
- If you are not hearing well, minimise your screen, and turn your speakers up
- Voting will be done using the Polling facility on Zoom

As this is a completely new experience for NSW Stoma Ltd, and a lot of organisations in 2020, we ask for your patience. We may experience technology hiccups, you may experience them at your end, but we hope it will be successful. For the first time in our experience, members from all over the state will be able to attend.

If there are any questions or clarification on procedures please contact me at the email below and we will try and sort out any concerns you may have.

Thank you

Ken Batten
 Secretary
 NSW Stoma Ltd
 E: secretary@nswstoma.org.au

Attached:



- Proxy form