

ANNUAL GENERAL MEETING INSTRUCTIONS

You will undoubtedly know by now that the Seminar for 2020 has been cancelled. In view of what is happening with COVID 19, the Board believes it was the best decision. To meet our ASIC and Constitutional requirements, we still need to conduct an Annual General Meeting. The Board decided that the most suitable way to do this under the current restrictions would be to do it using a bulk email out to members with email, having information etc. in Facet Talk and displayed on the website; and conduct a Zoom meeting. This would enable members to not only view the agenda and the financial report; but to also vote on the 2019 AGM minutes, the financial report, and the motion to increase annual fees.

Having read the information, you can download the proxy voting form, and later on the voting form from the website, or for those without email, the forms will be mailed out with a stamped addressed return envelope. For your vote to count, the proxy vote/voting form needs to be emailed/mailed back to secretary@facetorguild.com.au or mailed to **PO Box 332, MAPLETON QLD 4560** by **23 September 2020**. Late votes will not be counted. The results of the voting and the Annual General Meeting Minutes will be in Facet Talk 235 and available on the website.

On the AGM date, an email will be sent out with the Google Forms Voting Form link. This will enable members to vote on the day of the meeting. This form automatically collates the votes. The email will also contain the Zoom Meeting details for those members to use to join in the meeting. This is the first time that the AFG has had to conduct an AGM in this way and I encourage you to take part to ensure that we end up with a quorum to enable the meeting to be valid

Keiran Simpson

Secretary