**AGENDA**

**for COOTHARABA COMMUNITY ASSOCIATION INC**

 **19th ANNUAL GENERAL MEETING:**

Scheduled for Saturday 09 May 2020 – postponed due to COVID-19

NOW TO BE HELD ON **SATURDAY 8 AUGUST** 2020 at 11am

at **Boreen Point Rural Fire Brigade Shed, Teewah Road, Boreen Point**

***This Meeting will be conducted in accordance with current COVID-19 Restrictions.***

**PLEASE READ PRIOR TO ATTENDING …………… IMPORTANT COVID-19 GUIDELINES FOR ATTENDEES**

**A. STAY AT HOME IF YOU ARE SICK, OR GO HOME IF YOU BECOME UNWELL, and VISIT YOUR DOCTOR as soon as practicable.**

B. **STAY AT HOME IF YOU** have been in contact with a confirmed case of COVID-19 must **self-isolate at home for 14 days** from date of contact.

C. **If you are over 70, 65 and over with chronic medical conditions, Aboriginal and Torres** Strait Islander people, over 50 with chronic medical conditions, or have a compromised immune system, or who are caring for someone who is compromised, **you are considered more vulnerable** and you should stay home or take additional care where possible and you should avoid crowds.

**YOU MUST USE** the hand sanitiser that is supplied, when entering the meeting, before and after eating, and before and after using any equipment.

**ON ARRIVAL: Record your name on the Attendance Register and ensure you have name, address, mobile contact and time of arrival and departure for contact tracing purposes.**

**MAINTAIN PERSONAL HYGIENE whilst on site.**

**MAINTAIN NON-CONTACT GREETINGS** and do not high-five, hug or shake hands.

**Adhere to 1.5m SOCIAL DISTANCING at all times.**

**AVOID TOUCHING YOUR EYES, NOSE AND MOUTH** & cover coughs and sneezes with your arm or a tissue. · Put tissues straight into the bin and then wash your hands.

**General physical distancing guidelines WHILST ON SITE**.

Chairs will be arranged to leave as much space as possible between attendees. Avoid gathering together or crowding around.

***THE MANAGEMENT COMMITTEE ENCOURAGE ALL ATTENDEES TO SIGN UP******FOR THE COVIDsafe APP*.**

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**A Attendance and Apologies:** as per the sign in sheet

**B Minutes:**

That the minutes of the Annual General Meeting No.18 of 11 May 2019 as circulated at the Meeting be taken as a true and accurate record**.**

 **Moved: Di Elsworth Seconded: Carried YES /No**

**C Correspondence:** Nil pertaining to AGM.

**D Business:**

 **1.** President’s Annual Report

**2**. (1) In accordance with CCA Inc Constitution para 34 – ‘other Level 3 incorporated associations’, the following business must be conducted at each AGM of the Association –

(a) **receiving the Association’s financial statement, and signed statement, for the last reportable financial year** (01April 2019 – 31 March 2020);

(b) **presenting the financial statement and signed statement to the meeting for adoption**;

 **Moved: Seconded: Carried: Yes/No**

(c) **electing members of the Management Committee**. 2019-2020

 Outgoing committee (2019/2020):

President – Rob Dessaix

Vice President – Alex Hajkowicz

Treasurer – Rhonda Killeen

Secretary – Di Elsworth

Ordinary Committee Members (2):

Charlie Charlesworth and Anne Gunn.

**Close AGM:** (to be followed by General Meeting No.73)

Thank you!

AGM 08/08/20 Covid