

NOTICE OF MiVAC ANNUAL GENERAL MEETING FOR 2024

The 2024 MiVAC AGM will be held:

Date: Saturday 5th October 2024

Time: 5pm AEST

Place: 18 Carwoola Cres., Mooloolaba QLD. 4557

Agenda: A copy of the agenda is attached.

Attendance:

Attendance may be in person or electronically via “Zoom” (see below regarding how to join and link up via Zoom).

Please advise Lyn at secretary@mivac.org.au or Lee at membership@mivac.org.au by 20 September if you wish to attend the meeting – either in person or via Zoom.

Voting:

A Member must be a Financial Member to vote.

A Financial Member has the right to appoint a proxy.

Election of Directors:

All Director tenures expire at the AGM. Any Financial Member can nominate or be nominated using the attached Board Nomination form to fill one of the following positions available for election: Chairperson, Secretary, treasurer or Committee member.

Forms:

Proxy and Board Nomination forms are attached. Please return the completed to Lyn Clark, 275 Elphinstone Street, North Rockhampton Qld 4701 or email to Secretary@mivac.org.au with a Cc to membership@mivac.org.au to be received no later than 28 September 2024.

for **Lyn Clark**

Director

The MiVAC Trust

E: Secretary@mivac.org.au

8th September 2024

Attachments:

1. How to Set Up for a Meeting via Zoom
2. MiVAC AGM Agenda
 - a. Minutes of Previous Meeting dated 18 November 2023
 - b. Model Rules Grievance Procedure
3. Proxy form
4. Board Nomination form
5. Detailed Step-by-Step Guide to a Zoom Meeting

How to Set Up for a Meeting via Zoom:

Zoom is a computer program used to hold online virtual meetings. You can use Zoom on a smartphone, a tablet, a laptop, or a desktop computer (as long as you have a camera, speakers, and a microphone). It uses your computer or phone's camera to show live video of all attendees (if you don't want to be on camera, that's fine, too. You can just display your name). Zoom uses your computer or phone's microphone to let you talk to other meeting participants.

Step 1. If you wish to attend the AGM via Zoom, you need to first advise the MiVAC Secretary Secretary@mivac.org.au by email to of the email address which you want your Zoom invitation to be sent to. You need to do this by 10 September 2022.

Step 2. You must download this program from the Zoom website to your computer, phone, or tablet – ideally no later than the day before the AGM.

Step 3. The Chairperson will email you an invitation to join the Zoom meeting,

Step 4. After you install Zoom, there are a few different ways to join a Zoom meeting. You can click the link in your invitation email or go to the Zoom website and enter the meeting ID that you will receive in your invitation email.

A more detailed Guide is also attached to these documents.