

FRIENDS OF THE ASTOR ASSOCIATION INCORPORATED (FOTAA INC VRN 0055426P) AGENDA of 2016 ANNUAL GENERAL MEETING



DATE: Sunday 26th February 2017

TIME: 12.00pm Meet & Mingle/Snacks & Drinks

12.30pm Meeting Commencement

LOCATION: Upstairs at the Astor Theatre

1 Chapel St & Dandenong Rd, Melbourne VIC 3182

AGM 2016 AGENDA - FOTAA Sunday 26th February 2017

MEETING CREATED BY: Arabella Daniel (AD)

MINUTE TAKER: Arabella Daniel (AD)

FACILITATOR: Branko Kezerle (BK)

TIME KEEPER: Arabella Daniel (AD)

MEETING TYPE: Annual General Meeting

OBJECTIVE: To address obligations of Section 30 of the Associations Act

ATTENDEES:

Branko Kezerle BK Arabella Daniel AD Parthena Simone PS Scott Buszard SB

Alison Finch AF Kathy Booth KB Natasha Wickramanayake NW Anita Dal Tio ADT

Guests: Renato Fonti CFO Palace;

Zak Hepburn Astor Theatre GM

Jose Cleisson De Freitas Santos JCDFS

APOLOGIES: Otilie Buszard OB

AGM 2016 AGENDA

No.	AGM 2016 AGENDA ITEM DESCRIPTION	PRESENTER
1.	Call to Order (note time) Opening Remarks - Welcome Nomination of Chair - BK Nomination of Minute Taker - AF	BK
2.	Committee Attendees: As Above Voting members: note numbers Quorum/Proxies: Minimum of 9 Financial members required; otherwise meeting will be dissolved by 1.00pm. Guests: Welcome : Renato Fonti & Zak Hepburn	BK

	Apologies: JCDFS; OB; refer to Secretary's List Correspondence – PO Box mail checked?	
3.	Confirmation of Minutes of Previous (2015/16) AGM Meeting held on Saturday 14 th November 2015	BK/AD
4.	<u>COMMITTEE REPORTS:</u> 4.1 Treasurer's Annual Financial Report FY 15-16 : _____ (i) on the activities of the Association during the preceding financial year; (ii) the financial statements of the Association for the preceding financial year submitted by the Committee in accordance with Part 7 of the Act; (iii) Acceptance of AFR as complete and true and fair 4.2 Presidents' Report _____ 4.3 Special Reports: (i) Outlining of Key Objectives _____ AD (ii) Presentation of proposed "Friend of the Astor" Membership Benefits/Rewards Card ___ BK (iii) Membership Drive proposals – why it's important to support FOTAA _____ ADT (iv) Special Projects – designed to increase Astor Patronage _____ KB/PS (v) FOTAA Website: current status; changes made; future direction _____ SB (vi) Heritage Values – importance to patronage of Astor _____ AF	NW BK
5.	Election of Officers of the Association & Ordinary Members of the Committee	AD
5.	Other Reports/Business	ALL
6.	Announcements/ Any other Business	BK
7.	Adjournment (note time) The meeting will be declared officially closed when all formal AGM matters are completed	BK

OTHER INFORMATION

OBSERVERS/GUESTS	Renato Fonti & Zak Hepburn
RESOURCES	No Remarks
SPECIAL NOTES	<p>Nominations Nominations are called for President, Vice-President, Treasurer, Secretary, and up to nine (9) Ordinary Members of the Committee. The nomination must be in writing signed by two (2) Members of the Association with consent of the Candidate and be delivered to the Secretary not less than seven(7) days before the date fixed for the AGM and may only be nominated for one Office or as an Ordinary Member of the Committee. Please note that Proxy Voting is also allowed. Please see Nomination Form at http://www.fota.net.au/newsevents/ Note that for the 2016 FOTAA AGM, the Nominations will close by Saturday 18th February, by 5pm AEDT. Please send all Nominations to care of the Secretary of Friends of the Astor Association Incorporated: Via EMAIL: friendsoftheastor@gmail.com; OR Via POST to <i>Friends of the Astor Association, PO Box 1149 Windsor, Victoria.</i></p>