



BHNPS P&C AGM Agenda
 Tuesday Feb 20, 2024
 7.30 pm via Zoom

● **Welcome and Administration**

7.30pm

- Welcome and Acknowledgement of Country. P&C President
- Attendees and apologies
- Rules of Engagement on Zoom
 - Everyone on mute unless invited to speak
 - When speaking, introduce speaker
 - Use the chat function to raise issues / concerns / ideas and seek an opportunity to speak

Item	Issue/Topic /Updates	Responsibility
1	Motion – That the minutes of the previous Annual General Meeting, held 21 February 2023 be confirmed as a true record account of the proceedings at the meeting.	OL
2	Matters arising from those minutes	OL
3	Executive members to give brief reports – Please hold any questions to the end of each report.	
3-1	President’s Report	OL
3-2	Treasurer’s Report	HC
3-3	Grants Coordinator’s Report	DW
3-4	Auditor’s Report	Duselis & Co
4	Meeting turned over to Returning Officer (Graham Holmes) for Election of Office Bearers for 2024	
5	Returning Officer to declare all positions vacant and election to be held	GH
6	Election of executive office bearers 2024. The returning officer to call for nominations for the following positions - <ul style="list-style-type: none"> ● President ● Vice President (x 2) ● Secretary ● Treasurer ● Grants coordinator ● Supernumerary executive officers (number to be advised) 	GH



	<p>Process -</p> <ul style="list-style-type: none"> ▪ Graham Holmes to conduct election. ▪ GH will list each position. ▪ GH will call for nominations <ul style="list-style-type: none"> ▪ Use the chat (all) to nominate someone or self-nominate or you can unmute. State your name ▪ Secorder – state your name or put in chat ▪ GH will ask nominated person if they accept ▪ GH will call for further nominations – same process ▪ If only a single nomination, GH will declare the person elected ▪ If election required, each paid up attendee is entitled to vote <ul style="list-style-type: none"> ▪ To vote, use chat ▪ GH and ST to be scrutineers ▪ You have 2 minutes to cast your vote ▪ Result will be declared ▪ Any unfilled positions will be carried over. 	
	Control of meeting returned to 2023 President	OL
7	<p>Change of Signatories</p> <p>Motion that the bank account signatories be amended to reflect the names of the newly elected President, Vice Presidents, Treasurer and Secretary. Any other signatories to be removed.</p>	OL
	<p>Appointment of Auditor for 2024</p> <p>Motion that Duselis & Co be appointed auditor for 2024.</p>	OL

● **Meeting Dates 2024 P&C**

Noting

The February P&C General meeting will be immediately following the AGM on 20 February 2024.

● **Meeting End**

8pm