

## Villa Alba Museum Inc. Letterhead

### Notice of Annual General Meeting

Notice is hereby given that the 2020 Annual General Meeting of Villa Alba Museum Inc (the Association) will be held:

**Date and time:** Sunday 25 October 2020 at 3.00 pm

**Place:** Online using Zoom <https://us02web.zoom.us/j/82763454995>

The business of the Annual General Meeting will be the following:

#### Agenda

1. *Apologies*
2. *Minutes* – to confirm the minutes of the Annual General Meeting held on 25 August 2019.
3. *Reports* – to receive and consider:
  - a. The Annual Report of the Board on the activities of the Association during the 2019-2020 financial year; and
  - b. The financial statements of the Association for the 2019-2020 financial year.
4. *Election of the Board* – to elect the President, the Vice-President, the Secretary, the Treasurer, and two other elected members of the Board.
5. *Any other business of which notice has been given*

Nominations are called for the positions of:

- President
- Vice-President
- Secretary
- Treasurer
- Two ordinary Board Members

Please note that nomination and proxy forms are available from the Secretary or on our webpage at <https://www.villaalbamuseum.org/membership/>

Nomination forms should be signed by two (financial) voting members of the Association, and accompanied by the written consent of the candidate, either on the nomination form or separately, and emailed to the Secretary by no later than 18 October 2020 to, or by post to PO Box 436, Kew, Vic, 3101.

A member may appoint another member as his or her proxy to attend, speak and vote on his or her behalf at the meeting. Any proxies must be delivered to the Secretary, either as a scanned document sent by email or by post, no later than 24 hours before the meeting.

Andrew Dixon

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28/9/2020