

Coffs Harbour U3A Inc;  
**Annual General Meeting (AGM)**  
to be held at the **Cavanbah Centre, Harbour Drive, Coffs Harbour**  
starting at **2.15pm on Friday 23<sup>rd</sup> October 2020**

The **agenda** for this meeting is at the end of this notice.

Committee Nominations

Any candidate for a position of Office Bearer, or a position on the committee, needs to ensure their written nomination, with the name, member number, and signature of their nominator and their seconder, and similarly endorsed by the candidate, is received by the Secretary seven days prior to the AGM, that is, by Friday 16<sup>th</sup> October. There is a nomination form available on the Coffs U3A website (<https://coffs.u3anet.org.au>) – follow the link to the “Committee” page. Nominations can be posted to The Secretary, Coffs Harbour U3A, P.O. Box 1596, Coffs Harbour, 2450, or scanned and emailed to [info@coffs.u3anet.org.au](mailto:info@coffs.u3anet.org.au)

Attendance at the AGM

Due to COVID restrictions, the conditions under which we may conduct this AGM differ from previous years. The number wishing to attend is restricted, though we believe the Cavanbah Centre will give us the necessary scope to accommodate all who wish to attend, (based on recent AGM attendances ).

- Everyone attending **MUST** register with the Secretary, preferably one week prior (by Frid 16<sup>th</sup>) to allow the necessary preparations to occur. Those wishing to attend should do so by email to [info@coffs.u3anet.org.au](mailto:info@coffs.u3anet.org.au) stating “...(Name)... Mem.No .... Phone Number ..... wishes to attend the 2020 AGM of CHU3A”. The one email may list the [Name/ MemNo,/ PhNo.] of other persons wishing to attend. If desperate, sms or phone your request to 0423 744 643 with the above details.
- Do not attend if you are unwell.
- Apologies may be submitted to the Secretary. Do inform the Secretary if you have registered to attend, but are unable to attend on the day.
- Those attending must sign in. The sign-on sheet will be pre-printed with your name and contact details.
- While in the meeting, do follow all the prevailing hygiene regulations- smother your cough, sanitise hands on entry, maintain social distance, refrain from singing,...
- No refreshments will be provided.

Other

Only financial members are entitled to vote at the AGM, but all members are welcome to attend.

# COFFS HARBOUR U3A INC

Annual General Meeting

Friday 23 October 2020

Cavanbah Centre, Earl St, Coffs Harbour

Commencing 2.15 pm.

## AGENDA

1. Welcome from the President
2. Apologies
3. Minutes of the 2019 Annual General Meeting  
**Motion:** That the Minutes be received .
4. Matters arising from the Minutes

## Reports

5. President's report – previously circulated  
**Motion:** That the report be received.
6. Matters arising from the Report
7. Treasurers Financial Report and Statement  
**Motion:** That the report be received.
8. Matters arising from the report
9. Auditors report.  
**Motion:** That the report be received.
10. Matters arising from the report

## 2021 Membership Fees

11. **Motion:** That the 2021 fee for rejoining members be set at \$40 and that for new members remain at \$75.

## Election of Office Bearers and Management Committee for 2021

## General Business

12. Prospects for 2021

## Close of Meeting