

## Questions & Answers – NAGF AGM Monday 9 November 2020

To uphold the Government's physical distancing and other transmission reduction measures in response to coronavirus (COVID-19), NAGF will hold its AGM by video conference only on Monday 9 November 2020. Our Constitution (Section 25) allows for technology to be used to hold an AGM, and all members using the technology is taken to be present in person at the meeting.

***There will not be a physical AGM at the usual venue, Newcastle Art Gallery.***

### How do I participate in the virtual AGM?

Zoom, a video conferencing website, will allow NAGF members to watch and participate in the AGM from home or work. The NAGF Board have been using this platform to meet during 2020. If you do not have camera facilities on your computer, ipad or phone, you will be able to join the meeting by audio only. All you need to do is sign up for a free account at zoom.us. Attached is a *Zoom: How to Guide* for the information of Foundation members.

After we receive your RSVP and on the day of the meeting, we will send you a meeting link, or you can access the meeting with these details:

- Meeting ID: XXX XXX XXX
- Password: XXXXXXXX

Our Constitution states that we need a quorum of members to attend the AGM, so please make an effort to attend virtually. The AGM is a great opportunity to share our 2019-2020 successes, and report back to our Foundation members.

A guide on how to sign up to Zoom from home is listed under 2020 AGM Information on the NAGF website –

[www.nagfoundation.org.au](http://www.nagfoundation.org.au)

The AGM meeting will open from 5.50 pm. You might want to allow some time to log in if this is your first time using the program.

The AGM proceedings are due to commence at 6 pm, or after we have a quorum.

Email Dawn Mullane with any questions at [harefield2@bigpond.com](mailto:harefield2@bigpond.com)

Some Zoom tips:

- Microphone on mute unless speaking

- Announce name before speaking
- We will generate a report from Zoom of who participated to record attendees
- The AGM will be audio recorded to assist with minute taking

### **What is the purpose of the AGM (Section 20 of NAGF Constitution)?**

**The Annual general meeting of the NAGF is a constitution requirement. It serves to:**

1. To confirm the minutes of the last annual general meeting.
2. To receive from the Board Chair and Treasurer, reports on the activities of the association during the last preceding financial year.
3. To elect members of the Board.
4. To receive and consider the audited Financial Statements of the Foundation and Foundation Trust.

### **AGM agenda**

There is no special business requiring a vote on the agenda for the AGM. This is one of the reasons we are proceeding with the virtual AGM: there are no contentious issues requiring a full vote. Proceeding with the AGM gives us certainty with the new board of management at a time when there is great uncertainty all around us.

To help the virtual AGM run smoothly, an agenda with the meeting notification is enclosed, including our Financial reports from our auditor. All these documents will also be available on our NAGF website for a week before the AGM. If you have the time, please review these reports prior to the AGM.

### **What are the requirements of the AGM including quorum (NAGF Constitution, Section 22)?**

1. NAGF Constitution requires 8 members to be present for the whole meeting.
2. If there is no quorum present within 30 minutes after the starting time stated in the notice of general meeting, the AGM is adjourned to the date, time and place that the chair specifies. If the chair does not specify one or more of those things, the meeting is adjourned to the same day, time and place the following week.