



Environment Institute
of Australia and
New Zealand Inc.

NOTICE OF EIANZ ANNUAL GENERAL MEETING

Date Friday 2 November 2018

Time 8:00am – 9:00am

Place Hilton Hotel
488 George Street
Sydney NSW 2000

Draft Agenda

1	Welcome and confirmation of agenda	Chair
2	Attendance and apologies	Chair
3	Confirmation of minutes of previous AGM held 31 October 2017	Chair
4	Annual Report on the activities of the Institute for the 2017/18 financial year	Chair
5	Presentation of the Institute's financial statements for the 2017/18 financial year	Treasurer
6	Secretary's report	Secretary
7	Q&A	Board

Important information

Proxies

- Eligible members can appoint another voting member as their proxy to vote on any resolutions and speak on their behalf at the AGM
- The appointment of a proxy must be in writing using the attached AGM proxy form
- The form appointing a proxy must be given to the Chair of the meeting before or at the commencement of the meeting.
- A form sent by post or electronically is of no effect unless it is received by the Association no later than twenty-four (24) hours before the commencement of the meeting.