



Environment Institute
of Australia and
New Zealand Inc.

NOTICE OF 2019 EIANZ ANNUAL GENERAL MEETING

Date: Tuesday 5 November 2019
Time: 8:00am – 9:00am
Place: Adelaide Convention Centre
North Terrace, Adelaide,
South Australia

Draft Agenda		
1	Welcome and confirmation of agenda	Chair
2	Attendance and apologies	Chair
3	Confirmation of minutes of AGM held 2 November 2018	Chair
4	Declaration of the results of the election of the Board	Returning Officer
5	Annual Report on the activities of the Institute for the 2018/19 financial year	Chair
6	Presentation of the Institute's financial statements for the 2018/19 financial year	Treasurer
8	Secretary's report	Secretary
10	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.

