

NOTICE OF MiVAC ANNUAL GENERAL MEETING FOR 2023

The 2023 MiVAC AGM will be held:

Date: Saturday 18th November 2023

Time: 12:00 Noon AEST/Qld Time

Place: 2139 Riverside Dr, Hope Island QLD 4212

Agenda: A copy of the agenda is attached.

Attendance:

Attendance may be in person or electronically via “Zoom” (see below regarding how to join and link up via Zoom).

Please advise Lyn at secretary@mivac.org.au by 11 November if you wish to attend the meeting – either in person or via Zoom.

Voting:

A Member must be a Financial Member to vote.

A Financial Member has the right to appoint a proxy.

Election of Directors:

All Director tenures expire at the AGM. Any Financial Member can nominate or be nominated using the attached Committee Nomination form to fill one of the following positions available for election: Chairperson, Secretary, Committee member.

Forms:

Proxy forms and Committee Nomination forms are attached. Please return the completed forms to secretary@mivac.org.au by no later than 11 November 2023.



for **Lyn Clark**

Director

The MiVAC Trust

E: Secretary@mivac.org.au

25 October 2023

Attachments:

1. How to Set Up for a Meeting via Zoom
2. MiVAC AGM Agenda
 - a. Minutes of Previous Meeting dated 17 September 2022
3. Proxy form
4. Committee Nomination form
5. Detailed Step-by-Step Guide to a Zoom Meeting

How to Set Up for a Meeting via Zoom:

Zoom is a computer program used to hold online virtual meetings. You can use Zoom on a smartphone, a tablet, a laptop, or a desktop computer (as long as you have a camera, speakers, and a microphone). It uses your computers or phone's camera to show live video of all attendees (if you don't want to be on camera, that's fine, too. You can just display your name). Zoom uses your computers or phone's microphone to let you talk to other meeting participants.

Step 1. If you wish to attend the AGM via Zoom, you need to first advise the MiVAC Secretary Secretary@mivac.org.au by email to of the email address which you want your Zoom invitation to be sent to. You need to do this by 10 September 2022.

Step 2. You must download this program from the Zoom website to your computer, phone, or tablet – ideally no later than the day before the AGM.

Step 3. The Chairperson will email you an invitation to join the Zoom meeting,

Step 4. After you install Zoom, there are a few different ways to join a Zoom meeting. You can click the link in your invitation email or go to the Zoom website and enter the meeting ID that you will receive in your invitation email.

A more detailed Guide is also attached to these documents.