

NOTICE OF MiVAC ANNUAL GENERAL MEETING FOR 2025

The 2025 MiVAC AGM will be held:

Date: Saturday 25th October 2025 **Time:** 2:00pm (Qld / AEDT)

Place: 7 Hipwood Street, Norman Park, QLD

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 the MiVAC Secretary by 18 October 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.

Forms:

Proxy forms and Committee Nomination forms are attached. Please return the completed forms to the Secretary by no later than 18 October 2025.

Signed by

Lyn Clark

Secretary

The MiVAC Trust

E: Secretary@mivac.org.au

15 September 2025

Attachments:

1. How to Set Up for a Meeting via Zoom
2. MiVAC AGM Agenda
3. Proxy form
4. Committee Nomination form
5. A 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 computer's 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 computer's or phone's microphone to let you talk to other meeting participants. If you do not have access to a computer, tablet, or smartphone, you can use a phone to dial into a meeting.

Step 1. If you wish to attend the AGM via Zoom, you need to first advise the MiVAC Secretary by email of the email address which you want your Zoom invitation to be sent to. You need to do this by 18 October 2025.

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.