



21 October 2021

Dear VLGA Member

In accordance with Clauses 18 and 20 of the VLGA Constitution and on behalf of the VLGA board, I am pleased to provide "Notice" of the 2021 VLGA Annual General Meeting (AGM)* which will be held via Zoom on Thursday 18 November 2021 at 4.30pm.

We invite and encourage you to attend the VLGA AGM which will be held via Zoom commencing at 4.30pm. Please register your attendance via [VLGA AGM 2021](#).

Should you be unable to attend, you may complete and return the attached proxy form by 5.00pm Wednesday 17 November 2021 via email to vlga@vlga.org.au.

If you have any questions, please contact me on (03) 9349 7999 or kathryn@vlga.org.au or the VLGA President, Cr Denise Massoud on sue@vlga.org.au.

Kind regards

A handwritten signature in black ink, appearing to read 'K Arndt', written in a cursive style.

Kathryn Arndt
Chief Executive Officer
Company Secretary



**Victorian Local Governance Association (VLGA)
Incorporated**

Reg. No. A0032212V, ABN 25 401 385 085

Notice of Annual General Meeting 2021*
Thursday 18 November 2021 at 4:30pm

***Note:** Due to COVID-19 restrictions this meeting will be held via Zoom

Business

The VLGA acknowledges the Traditional Owners of the country throughout Victoria and recognises their continuing connection to land, waters and community. We pay our respects to the Traditional Owners, their elders past, present and future, and to their culture.

1. Introduction and Apologies

2. Confirmation of Minutes:

Recommendation

That the Minutes of the Annual General Meeting held on 25 February 2021 be confirmed.

3. President's Report: Cr Denise Massoud

Recommendation

That the President's Report be received.

4. Receipt of Audited 2020-2021 Financial Statements (incorporating Treasurer's Report):
Andrew Sloman

Recommendation

That the Audited 2020-2021 Financial Statements (incorporating Treasurer's Report) be received.

5. Confirmation of auditors for 2021-2022 financial year:

Recommendation

That Stannards Accountants and Advisors be confirmed as auditors for the 2021-2022 financial year.

6. CEOs Report: Kathryn Arndt

Recommendation

That the CEO's Report be received.

7. Other Business

Close of AGM

Presentation: Guest Speaker

Please note: Attendance and Voting

In accordance with clause 20.4 of the VLGA Constitution, all councillors of a VLGA member council are its representatives and are entitled to attend, and if applicable, speak and vote* in regard to the items of business listed on the agenda at the VLGA's AGM on behalf of the member council.

In accordance with clause 21 of the VLGA Constitution, all representatives may appoint a proxy to attend, and if applicable, speak and vote* in regard to the items of business listed on the agenda at the VLGA's AGM on behalf of the member council, instead of the representative. The proxy must be a representative of the same member council.

Proxy forms must be returned by 5.00pm Wednesday 17 November 2021 to vlga@vlga.org.au

*In the event that there are resolutions listed on the agenda for the AGM that require a vote.

Proxy Form

Appointment of Proxy

I _____ (insert full name) of
_____ (council)

being a representative (councillor)* from a financial council member of the Victorian Local Governance Association (VLGA Inc) appoint

as my proxy to vote (if applicable) on my behalf at the 2021 Annual General Meeting of the VLGA to be held on 18 November 2021 and at any adjournment of that meeting.

I confirm that my proxy is a councillor from the same member council, as per clause 20.4 (b) (ii) of the VLGA Constitution.

(Signature of Member & Date)

- A proxy must be a councillor at the same member council as the Member appointing him/her, as per clause 20.4 (b) (ii) of the VLGA Constitution.
- *Every councillor at a VLGA member council is a representative and therefore is entitled to vote.
- Associate members are entitled to attend the AGM but do not have a vote.

Return completed proxy form via email by 5.00pm 17 November 2021 to vlga@vlga.org.au