



NOTICE OF FY24 ANNUAL GENERAL MEETING, AGENDA, EXPLANATORY MEMORANDUM, PROXY FORM AND INSTRUCTIONS FOR PROXY FORM

Notice is hereby given that the Annual General Meeting (**AGM**) of the Members of Brisbane Women's Club (**BWC**) will be held for the purposes of transacting the following business referred to in this Notice of Annual General Meeting. Member and non-members are welcome to attend.

Date of Meeting

Tuesday 25 February 2025

Time of Meeting

7.00pm AEST

Place of Meeting

BWC Registered Address; and online via TEAMS (details will be provided to those expressing an interest to attend the AGM)

From

Brisbane Women's Club Secretary

Secretary@BWC.org.au

2 February 2025

A Proxy Form is Enclosed

Please read this Notice and Explanatory Memorandum carefully.

If you are unable to attend the AGM please complete and return the enclosed Proxy Form (in either PDF Form or Electronic Form) in accordance with the specified directions enclosed with this Notice.

Brisbane Women’s Club; Annual General Meeting FY24; 25 February 2025 7.00pm via TEAMS

ITEM	DESCRIPTION	RESPONSIBLE
1.	Welcome, Apologies and Introduction	Chair
2.	<p>Previous Minutes and Actions</p> <p>Resolution 1 – Acceptance of Minutes of Previous Annual General Meeting To consider and, if thought accurate, pass the following resolution as an ordinary resolution, <i>“That the minutes of the previous AGM held on 19 March 2024 be approved as true and correct.”</i></p>	Chair
3.	<p>Chair’s Report To overview the activities of BWC during FY24 in accordance with its constitutional objectives; and to receive the Chair’s report of the Club’s activities.</p>	Chair
4.	<p>Audited Financial Statements and Report To receive and consider the audited financial statements of BWC for the year ended 30 June 2024 together with the Finance Director’s report.</p>	Finance Director
5.	<p>General Elections</p> <p>Resolution 2 – Re-election of Jacqui Schultz as Director To consider, and if thought fit, pass the following resolution as an ordinary resolution: <i>“That, Jacqui Schultz, who retires in accordance with clause 41.1(a) of the Constitution and, being eligible for re-election, be re-elected as a Director.”</i></p> <p>Resolution 3 – Election of Morag Ingham as Director To consider, and if thought fit, pass the following resolution as an ordinary resolution: <i>“That, Morag Ingham be elected as a Director.”</i></p> <p>Resolution 4 – Election of Melissa Weier as Director To consider, and if thought fit, pass the following resolution as an ordinary resolution: <i>“That, Melissa Weier be elected as a Director.”</i></p> <p>Resolution 5 – Election of Lisa Riley as Director To consider, and if thought fit, pass the following resolution as an ordinary resolution: <i>“That, Lisa Riley be elected as a Director.”</i></p>	Chair
6.	<p>General Business</p> <p>To deal with any other business which may be brought forward in accordance with the Constitution and the Corporations Act.</p>	Chair
7.	Meeting Close	Chair

ITEMS 3 and 4 Chair's Report; and Audited Financial Statements and Finance Director's Report

The *Corporation's Act 2001* (Cth) requires that the reports of the Directors and financial statements be presented to the members at the Annual General Meeting. In addition, BWC's Constitution provides that these reports be received and considered at that meeting.

The financial report and statement of BWC's activities will be circulated to members prior to the meeting for consideration. Members will be given reasonable opportunity at the meeting to raise questions and made comments on these reports.

ITEM 5 Director's Re-Election

The BWC Constitution states that:

41.1 At each annual general meeting:

(a) any director appointed by the directors to fill a casual vacancy or as an additional director must retire; and

(b) at least one-third of the remaining directors must retire.

41.2 The directors who must retire at each annual general meeting under clause 41.1(b) will be the directors who have been longest in office since last being elected. Where directors were elected on the same day, the director(s) to retire will be decided by lot unless they agree otherwise.

In accordance with clause 41.1(b) of the Constitution Jacqui Schultz must retire at this AGM.

Jacqui Schultz has advised that she is nominating for re-election.