



## **AGENDA: Northern Rivers Screenworks Inc – Annual General Meeting**

<b>Date / Time:</b>	5:30pm, Monday 23 October 2023
<b>RSVP:</b>	In-person at Screenworks' Office (Ballina) or via Zoom - RSVPs must be received at least 24 hours in advance to <a href="mailto:ceo@screenworks.com.au">ceo@screenworks.com.au</a>

Item	Description	Responsible
1	<p><b>Welcome &amp; Introductions</b></p> <p>Acknowledge the Traditional Owners of Country in the Ballina Shire where Screenworks is based, the Nyangbul People of the Bundjalung nation, and pay our respects to elders both past and present.</p> <ul style="list-style-type: none"> <li><b>Attendees:</b> Dustin Clare (DC), Tracey Mair (TM); Richard Keenan (RK), Neil Lollback (NL), Rosemary Blight (RB), Chris Oliver-Taylor (COT), Brooke Satchwell (BS); John Welch (JW), Rodney Cambridge (RC), Kaylene Butler (KB), Kris Kotwicki (KK), Lisa O'Meara (LO).</li> <li><b>Apologies:</b></li> </ul>	Chairperson
2	<p><b>Review of actions from previous annual general meeting</b></p> <ul style="list-style-type: none"> <li>Form A12-T1 (Financial Statements) was submitted by the CEO to the Department of Fair Trading within the required timeframe.</li> <li>Screenworks retained the auditing services of McCABE WESTERN ACCOUNTANTS (Bangalow) for the 2022/23 financial year.</li> </ul>	Chairperson
3	<ul style="list-style-type: none"> <li><b>Acceptance of minutes of previous annual general meeting</b></li> </ul> <p><b>Motion:</b> To accept the minutes of the 2022 annual general meeting held 24 October 2022.  Moved by: _____ Seconded: _____ Carried: Yes / No</p>	Chairperson
4	<p><b>Chairperson's report</b></p> <ul style="list-style-type: none"> <li>Chairperson to read out report.</li> </ul> <p><b>Motion:</b> To accept the Chairperson's report  Moved by: _____ Seconded: _____ Carried: Yes / No</p>	Chairperson
5	<p><b>Treasurer's report</b></p> <ul style="list-style-type: none"> <li>Treasurer to read out report.</li> </ul> <p><b>Motion:</b> To accept the Treasurer's report  Moved by: _____ Seconded: _____ Carried: Yes / No</p>	Treasurer

6	<p><b>Questions to directors</b></p> <ul style="list-style-type: none"> <li>An opportunity for members attending AGM to ask questions to directors or CEO</li> </ul>	Chairperson
7	<p><b>Special Resolution: Minor changes to Northern Rivers Screenworks Inc. Constitution</b></p> <p>DC and LO present suggested amendments to the SW constitution to make it easier and more efficient for LO to approve new members.</p> <p>Background:</p> <ol style="list-style-type: none"> <li>The current version of the Northern Rivers Screenworks Inc. Constitution was adopted at its AGM on 19 October 2020</li> <li>Following a review of new membership application processing, it is recommended by the Screenworks Board that some changes are made to the constitution to ensure that it reflects how members are approved in practice. This will ease the administrative burden on the board to approve each new member.</li> </ol> <p>DC then read out the following procedural matters.</p> <p>Procedural matters in relation to the proposed Special Resolution:</p> <ol style="list-style-type: none"> <li>All current Screenworks members are entitled to attend the AGM and vote on the Special Resolution.</li> <li>To be passed, the Special Resolution requires votes in its favour from not less than three quarters majority (75%) of those current Screenworks members who being eligible to do so, vote in person at the AGM.</li> <li>The Special Resolution must be considered as a whole and cannot be altered by motions from the floor of the meeting.</li> <li>The Screenworks Board (Executive Committee) of Northern Rivers Screenworks Inc. recommends that members vote in favour of the resolution. In effect, the proposed constitutional change will allow the Screenworks CEO to approve or reject new membership applications, rather than requiring a majority of committee members to approve each new membership application.</li> </ol> <p>DC then table the following motion.</p> <p>Motion: That, Part 2, Section 3.2 of the Northern Rivers Screenworks Inc. Constitution adopted on 19 October 2020 be changed from;</p> <p><i>“As soon as practicable after receiving an application for membership, the application will be referred to the committee, which is to determine whether to approve or to reject the application.”</i></p> <p>to;</p> <p><i>“As soon as practicable after receiving an application for membership, the application will be reviewed by the CEO, to determine whether to approve or reject the application.</i></p> <p><i>3:2a The names and locations of all new members will be provided to the committee at the next committee meeting for their review.”</i></p> <p>Moved by:                      Seconded:                      Carried: Yes / No</p> <p>Motion: To authorise the CEO (LO) to complete form A6 for Department of Fair Trading notifying the adoption of the amended Constitution.</p> <p>Moved by:                      Seconded:                      Carried: Yes / No</p>	



12	<b>General Business</b> <ul style="list-style-type: none"> <li>- An opportunity for the board or members to raise any general business</li> </ul>	Chairperson
13	<b>Meeting close</b>	Chairperson