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**CAT HAVEN**  
every cat matters



## Cat Welfare Society Inc. Annual General Meeting Agenda

<b>Date of Meeting</b>	Sunday 10 September 2023
<b>Time</b>	3.00pm <i>(please arrive 10-15 minutes prior for registration and light refreshments)</i>
<b>Venue</b>	Wembley Community Centre, Dining Room 40 Alexander Street, Wembley

Item No.	Item	Party
1	<b>Open meeting</b>	<i>Chairperson</i>
1.1	Welcome to Members.	
1.2	Introduction of Board Members.	
2	<b>Apologies and Order of Business</b>	<i>Secretary</i>
3	<b>Minutes of 2022 Annual General Meeting</b> <i>Motion: That the Minutes of the meeting of the Annual General Meeting held on 11 September 2022 be taken as read and confirmed as a true and correct record.</i>  <i>Note: only members who were present at the 2022 AGM may cast a vote on this item.</i>	<i>Chairperson</i>
4	<b>Chairperson's Report</b>	<i>Chairperson</i>
5	<b>Chief Executive Officer's Report</b>	<i>Chief Executive Officer</i>
6	<b>Treasurer's Report</b>	<i>Treasurer</i>
7	<b>Audited Financial Report</b> <i>Motion: That the Audited Financial Report for the year ended 30 April 2023 be accepted.</i>	<i>Treasurer</i>
8	<b>Notice of Special Resolutions</b> NONE  <i>Motion: NONE</i>	<i>Chairperson</i>

Item No.	Item	Party
9	<b>Election of Board Members</b> <ul style="list-style-type: none"> <li>○ Introduction of Returning Officer and voting process;</li> <li>○ Brief statement by each nominee;</li> <li>○ Voting by secret ballot;</li> <li>○ Supplementary vote (if required); and</li> <li>○ Declaration of elected Board Members.</li> </ul>	<i>Returning Officer</i>
10	<b>Any other business</b>	<i>Returning Officer</i>
11	<b>Date of next meeting</b>	<i>Returning Officer</i>
12	<b>Close meeting</b>	<i>Returning Officer</i>