

Questions and answers | Craft ACT AGM 31 March 2020

To uphold the Government's physical distancing and other transmission reduction measures in response to coronavirus (COVID-19), Craft ACT will hold its AGM by video conference only on 31 March 2020.

There will not be a physical AGM at Craft ACT – please do not visit our premises in person.

How do I participate in the virtual AGM?

Zoom, a video conferencing website, will allow Craft ACT members to watch and participate in the AGM from home or work. All you need to do is sign up for a free account at zoom.us

We will send you a meeting link, or you can access the meeting with these details:

- Meeting ID: 886-809-813
- Password: 091510

Our constitution states that we need a quorum of members to attend the AGM, so please make an effort to attend virtually. The AGM is a great opportunity to share successes, lessons learned with our community of members.

A guide on how to sign up to Zoom from home is on the Craft ACT website - <https://cdn.shopify.com/s/files/1/1347/8135/files/ZOOM.pdf?v=1584502794>

The AGM meeting will open with a waiting room from 5.50pm. You might want to allow some time to log in if this is your first time using the program.

The AGM proceedings are due to commence at 6pm, or after we have a quorum.

Email Meagan with any questions at membership@craftact.org.au.

Some Zoom tips:

- Microphone on mute unless speaking
- Announce name before speaking
- We will generate a report from Zoom of who participated to record attendees
- The AGM will be audio recorded to assist with minute taking

What is the purpose of the AGM (Part 4, paragraph 28, 1-4)

The AGM on 31 March is a constitutional requirement for Craft ACT:

1. (a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
2. (b) to receive from the Management Committee reports on the activities of the association during the last preceding financial year;
3. (c) to elect members of the Management Committee, including office- bearers; and
4. (d) to receive and consider the statement of account and the reports that are required to be submitted to Members pursuant to section 73(1) of the Act.

2019 was an outstanding year for Craft ACT, and the AGM is an opportunity to report on the successes of the past year: management, artistic programs and our financial position. The AGM will also vote in the new board of management for 2020.

AGM agenda

There is no special business requiring a vote on the agenda for the AGM. This is one of the reasons we are proceeding with the virtual AGM: there are no contentious issues requiring a full vote. Proceeding with the AGM gives us certainty with the new board of management at a time when there is great uncertainty all around us.

To help the virtual AGM run smoothly, an agenda is available online, with simple links to each of the reports. (These reports have also been available on the Craft ACT website for the last week or so.) If you have time, please review these reports prior to the AGM.

What are the requirements of the AGM including quorum (Part 4, paragraph 31)

Craft ACT is required to have 10% of members present at the AGM:

1. No item of business may be transacted at a general meeting unless a quorum of Members entitled under these rules to vote is present during the time of the meeting is considering that item.
2. 10% of the voting Members present in person not being less than 6 in number constitute a quorum for the transaction of the business of the general meeting.

As at 30 March, there are 340 paid members of Craft ACT who are eligible to vote; therefore our quorum is 34 people. That is, we need 34 Craft ACT members to participate in the Zoom video conference to proceed with the AGM.

What happens if we don't get a quorum at the AGM? (Part 4, paragraph 31)

If fewer than 34 (the quorum) people participate in the Zoom video conference, then we simply reschedule the AGM to the same time, same day the following week.

There is no requirement to have more than 3 people at the repeat AGM one week later to comply with our reporting requirements:

3. If within half an hour after the appointment time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the requisition of the Members will be dissolved and in any other case will stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
4. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the Members present (being not less than 3 will constitute a quorum).