

4 March 2024

Dear Craft + Design Canberra Members

NOTICE:

- Annual General Meeting 6pm Tuesday 26 March 2024
- Notice of Intention to Propose a Special Resolution

I am writing to inform you that the Annual General Meeting of Craft ACT: Craft + Design Centre Incorporated, reporting on 2023, will take place at Craft + Design Canberra, Level 1, North Building, 180 London Circuit, Canberra at 6pm on Tuesday 26 March 2024.

All Craft + Design Canberra Members are invited to attend and meet with Craft ACT's Board and staff. We require a quorum of 10% of members to run the AGM. At the conclusion of the AGM, two special members-only door prizes will be drawn. The first prize is a \$300 voucher to the Craft ACT shop and second is your current membership renewed on us. Only members in attendance will be eligible.

The agenda for the AGM meeting is as follows:

1. Welcome and apologies
2. Acceptance of Minutes of Annual General Meeting held on 28 March 2023.
3. President's Report 2023
4. Financial Report ending 31 December 2023, including Treasurer's Report and Auditor comments
5. CEO + Artistic Director Report 2023
6. Election of Management Committee
7. Special Business: Constitutional Amendment
8. Other Business

**CRAFT+
DESIGN
CANBERRA**

(02) 6262 9333

craftanddesigncanberra.org

Address.

Level 1, North Building
180 London Circuit
Canberra ACT 2601

Post.

PO Box 1545
Canberra ACT 2601

Opening hours.

Wednesday-Saturday | 12pm-4pm
Or by appointment.

Special Business: Constitutional Amendment

At the AGM on Tuesday 26 March 2024, we will also be voting on proposed changes to the Constitution. Members will be asked to vote on a special resolution to adopt the proposed changes to the Constitution that have been endorsed by the Board of Management. Many hours of volunteer work have gone into reviewing and amending the Constitution, which was last changed in 2015.

In accordance with the *Associations Incorporation ACT 1991* (ACT) we provide the Notice of Intention to Propose a Special Resolution to members in writing 21 days prior to the AGM. The reason for the changes to the Constitution are:

- comply with our Arts ACT Deed of Grant
- meet mandated legislative requirements for Not-for Profit organisations
- ensure our Constitution reflects contemporary arts organisation standards
- update language to be more contemporary
- update changes for technology options for meetings and decision making
- create more flexibility and clarity with membership categories

Craft + Design Canberra is continuing to support our members and ensure the management process is current, concise, and fair. For transparency, and to ensure every member understands where the changes have been made, we have included in this document an outline of each change made in the Notice of Intention to Propose a Special Resolution. We encourage you to review the document carefully so that you are informed when it comes time to vote. The attached documents include:

- Annexure A: Summary of Changes to Constitution
- Annexure B: New Constitution with changes tracked

Please note: If you would like to review the current Constitution, please review it here:

<https://craftanddesigncanberra.org/pages/corporate-documents>

Craft + Design Canberra has already run one **online consultation session** with members and is hosting another one online tomorrow 5 March 2024 at 6pm. Book here:

<https://events.humanitix.com/members-information-session-constitutional-changes>.

A copy of the **Audited Financial Statements for 2023** will be published on the Craft + Design Canberra website once the audit is complete, one week prior to the meeting on 19 March 2024. The Annual Report will also be available at this time. These documents will be published here: <https://craftanddesigncanberra.org/pages/corporate-documents>.

We look forward to seeing you at the **AGM at 6pm on Tuesday 26 March 2024**. Please RSVP by booking here: <https://events.humanitix.com/2024-annual-general-meeting-craft-design-canberra>.

All members wishing to vote at the AGM, including Accredited Professional and Associate Members are required to have **current, up-to-date membership**.

If you would like to renew your membership or cannot attend and you would like a **proxy vote** please use the form enclosed and email to membership@craftandedesigncanberra.org.

We have **vacancy for a member artist representative** to sit on our Board of Management. If you are interested in nominating, or if you have any other questions regarding the AGM or special resolution, please contact the CEO at jodie.cunningham@craftandedesigncanberra.org or by calling 62629333.

Yours sincerely

Penny Boyer

President

Management Committee

Craft + Design Canberra

CRAFT ACT: CRAFT + DESIGN CENTRE INCORPORATED

FORM OF APPOINTMENT OF PROXY

Rule 39(2)

I,

.....
.....

(full name)

of.....

(address)

appoint the President of the general meeting as my proxy to vote for me on my behalf at the general meeting of the Association (AGM or other General or Special Meeting, as the case may be) to be held on **Tuesday 26 of March 2024** and at any adjournment of that meeting.

.....

(signature of Member appointing proxy)

.....

(name in capital letters)

NOTE: A proxy vote may not be given to a person who is not a Member of the Association

Please email a copy of this form to membership@craftandedesigncanberra.org by 12pm 26 March 2024