



Level 1 North Building  
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[www.craftact.org.au](http://www.craftact.org.au)

Dear Craft ACT Member,

**NOTICE: Annual General Meeting**

I am writing to inform you that the Annual General Meeting of Craft ACT: Craft and Design Centre Incorporated will take place at Craft ACT, Level 1, North Building, 180 London Circuit, Canberra on Tuesday 30 March 2021 at 6pm.

All Craft ACT Members are invited to attend and meet with Craft ACT's Board and staff. At the conclusion of the AGM, a special members-only info session will be presented by CAPO, City Renewal Authority and artsACT about their grant programs. This is an opportunity to uncover current and new funding opportunities for artists. All members and friends are invited to stay for refreshments.

The agenda for the meeting is as follows:

1. Welcome and apologies
2. Acceptance of Minutes of Annual General Meeting held on 31 March 2020.
3. President's Report 2020
4. CEO/Artistic Director Report 2020
5. Financial Report ending 31 December 2020, including Treasurer's Report and Auditor comments
6. Election of Management Committee
7. Other Business

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

As per Section 70AA of the *Associations Incorporation Act 1991*, if an AGM is held during a COVID emergency, the committee of an incorporated association may authorise general meetings to be held via methods of communication other than in person. Currently, the Craft ACT AGM is planned to be held in person in line with the latest national and local health advice, however if current restrictions change the AGM may be presented virtually by Zoom and members will be notified by email and/or telephone.

If you have any questions, please do contact me by email [ceo@craftact.org.au](mailto:ceo@craftact.org.au) or phone 6262 9333. Please RSVP or send apologies by Friday 26 March 2021 to [meagan.jones@craftact.org.au](mailto:meagan.jones@craftact.org.au).

Yours sincerely,

Dr Rachael Coghlan  
CEO + Artistic Director  
Craft ACT: Craft + Design Centre