



PNH Support Association of Australia Inc.

ABN 35 007 279 144

Call 0432 321 207

info@pnhsaa.org.au

PO Box 472, South Yarra VIC 3141

www.pnhsaa.org.au

18 June 2013

Greetings,

I am writing to inform you of the upcoming Annual General Meeting (AGM) for the PNH Support Association of Australia Inc to be held on:

Saturday 10th August 2013 from 10.30am.

Enclosed is an information pack which includes the following:

- Details of the AGM
- Notice of AGM
- Agenda Proxy Form
- Nomination forms for committee positions
- Duties and obligations of office bearers (to assist you when considering nominations)
- Membership Application forms
- Subscription Notice

The AGM will be held in Melbourne at the following location:

**The Bureau of Meteorology
700 Collins Street
Melbourne VIC, 3000.**

Interstate participants can attend the meeting remotely via dial-in on telephone number: (03) 8638 1170.

Any problems on the day please Contact Jenny Strurrock on 0408 357 416.

Video conferencing is also available on: 1170@vc.bom.gov.au or if you wish to use skype please contact Jenny Strurrock as this can also be made available with advance notice.

Nibbles and light refreshments will be available after the meeting in Melbourne.

For catering purposes, please **confirm your attendance** no later than **Monday 29th July 2013.**



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I draw to your attention the use of proxies if you choose not to attend in person or through means of technology such as video conferencing. Each member is entitled to appoint a person as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting for which the proxy is appointed. The person appointed as a proxy need not be another Member. Votes by proxy will only be required if nominations for office bearers or committee member exceed vacancies.

We once again request your support of the Association and have enclosed a Membership Subscription Notice for the 2013/14 year for you to complete and return by 29th July 2013. This will ensure that you are a financial member in time for our AGM. Our annual membership remains unchanged at \$10.00.

We continue to encourage increase to our membership base and therefore we have included application forms for any other family or friends who may wish to join.

The following positions of the Association are open for nominations for election at the Annual General Meeting:

- President,
- Treasurer,
- Secretary; and
- two Ordinary Committee Members (this number may increase if more than 2 nominations are received).

Any member can nominate to hold an office or become a Committee Member and votes will be taken for any nominations exceeding vacancies. Nomination forms are attached and must be received by the PNHSAA by Monday 29th July 2013. Forms can be delivered by email or post.

I look forward to seeing you at the AGM to discuss what has been a busy and accomplished year for the Association, our patients, family and friends.

Yours sincerely,

Jenny Sturrock

Secretary

PNH Support Association of Australia Inc



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Notice of Annual General Meeting

Notice is given that the Annual General Meeting of members of the PNH Support Association of Australia Inc. will be held on Saturday, 10th August 2013 at 10.30am at:

Melbourne: the Bureau of Meteorology, 700 Collins Street, Melbourne 3000.

Other Areas - Participants outside these areas will be able to participate dial-in via phone on **(03) 86381170**.

Skype will also be available but please contact Jenny Sturrock on (0408 357 416) to confirm access requirements.

Any member unable to attend may appoint another person to vote on their behalf by completing the proxy form and returning to me no later than 24 hours prior to meeting. The person holding the proxy does not need to be a member.

The general nature of the business to be conducted includes:

- Receive reports from the Committee of the transactions of the Association during the preceding financial year;
- Appoint an auditor for the following year;
- Elect officers of the Association and Ordinary Committee Members;
- Reports from the Committee of the other activities conducted over the past year.

Please refer to the attached Agenda for further details.



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ANNUAL GENERAL MEETING

AGENDA

Date: Saturday 10TH August 2013

Time: 10:30am

Location: Bureau of Meteorology
700 Collins Street, Melbourne 3000.

1. Welcome (MD)
2. Apologies and record proxies (MD)
3. Chairperson's report (MD)
4. Read and Confirm 2012 AGM Minutes(MD)
5. Treasurer's report (MP)
6. PNHSAA newsletter (GD)
7. GP tri-fold project (MD)
8. Travel Insurance project (CK)
9. PNHSAA's support to NZ PNH community (CK)
10. Update on the Royal Melbourne Hospital PNH Support Service (MB)
11. Election of Office Bearers and Committee (MP)
12. Appointment of Auditors for 2013-2014 (MP)
13. Other business
14. Close followed by refreshments.