



## MEMORANDUM

**TO:** RDA(NSW) Board of Directors  
**DATE:** 19 June, 2020  
**SUBJECT:** 2020 AGM - Zoom Meeting and Notices of Motion

---

Hello Everyone,

Our Company Secretary has sent the appropriate AGM paperwork to Centres including the legal advice regarding Centre Incorporation.

To further assist, below is the process the Board is taking we feel will help Centres to ensure a smooth running of our AGM. Further documents, including the Notices of Motion which have been put forward for discussion at the AGM will be circulated soon.

Below are 2 procedures the Board wishes to advise Centres of, A being AGM by Zoom and B being Notices of Motions received from the Box Hill Tall Timbers Centre.

A...AGM by Zoom:

- 1) Centres to send their completed Ballot Papers to SO prior to 5pm Tuesday 14<sup>th</sup> July 2020, however because of the extra work involved for SO to hold the AGM by teleconference, to give the Scrutineers more time to count votes, it would be preferred if the completed Ballot Papers are sent to SO no later than 5pm on Friday 3<sup>rd</sup> July 2020
- 2) Centres to advise SO no later than 5pm Friday, 17 July who your official Representative will be for voting and proxies. This will allow SO time to place a tick against your Centre name of your Official Representative
- 3) The same procedure applies for those Centres who will be logging in via phone, advising who their Representative will be.
- 4) Supply of the telephone number will need to be at State Office no later than 5pm, 17 July.
- 5) A list will be prepared so that our co-hosts, Olwen and Joe can record the names of Members that align with the phone number and computer registration as they log in on the day of the AGM.
- 6) State Office will then allocate Centre numbers but this number will NOT be disclosed until your Centre registers on the day of the AGM.
- 7) By now, some Centres have had experience with teleconferencing, but for those Centres who require some assistance, an option is available for you to have a "trial run" by Zoom. This can be arranged by contacting Olwen;  
by email: [Olwen.smith@rdansw.org.au](mailto:Olwen.smith@rdansw.org.au) OR by mobile: 0400460337.

- 8) Any persons who wishes to comment or ask questions during the AGM are free to do so by typing into the "Chat" area anytime. These comments/questions will be addressed at an appropriate time during the AGM. Any speaker will have their Camera/Audio. on.

B.. Notices of Motion put forward by the Box Hill Tall Timbers Centre

The Company Secretary has informed Centres that we are awaiting advice from our Legal Advisor with regard to the Notices of Motion. This is how the Board sees the procedure;

1) Legal advice received in time to table at the AGM

- a) if Legal advice is received 3 weeks prior to the AGM, allowing time for the Board to respond to same, the Notices of Motion put to the AGM will be actioned at the AGM .
- b) The Notices of Motion will be sent to Centres allowing their Members to discuss and then at least 14 days prior to the AGM, send Centre enquiries/questions through to State Office. This will allow time for the Board to respond (including seeking additional advice from the solicitors if needed).

2) Legal advice received too late to table at the AGM

- a) if Legal advice does not come through in time i.e. 3 weeks prior to the AGM, an EGM will be called as soon as practicable after the AGM to address the Notices of Motion and the Board's response to same.
- b) At the EGM discussion and questions from the floor will take place - by "Chat". If needs be, we can put them "on Notice" and answer later. However, if the questions are put at least 14 days prior to the EGM, any information or clarification which may be needed from the solicitors could be able to be obtained.

Please contact me if needed.

Yours in RDA,

*Margaret Norman* OAM

Hon Director/Chairperson

Riding for the Disabled Association (NSW)

Email: [stateoffice@rdansw.org.au](mailto:stateoffice@rdansw.org.au)

Web: [www.rdansw.org.au](http://www.rdansw.org.au)

*"Riding Develops Abilities"*

