

MEMO



TO: Centres

FROM: Olwen Smith

DATE: 6th July 2020

RE: Registration of Attendees for the AGM 26th July 2020

Hi Centre Secretaries,

As this RDA(NSW) 2020 AGM is being held by teleconference, the usual AGM registration form has been adapted to reflect this situation but still needs to be completed prior to the AGM by each Centre Secretary.

Important for Centres to Register the following information to **state office by 20th July – see attached form.**

NB: There is no limit to numbers of attendees.

Do this for every member of your centre attending the AGM, including multiple RDA members at the one venue or household. This is to ensure all attendees are listed.

Also complete the form even if you have previously notified State Office of attendees or spokesperson.

This is especially important for Phone Attendees.

Registration on the night is 5.30pm, please log in early - especially if you are using your phone.

- On the night you will first be asked “Your centre?” to assist finding your name on the prepared list
- If other RDA Centre members are attending with you?

This will enable the registration process to run smooth and on time.

Thanking you for your co-operation

Yours in RDA

Olwen Smith

Hon. Director/MPIO Officer/DO

Riding for the Disabled Association (NSW)

Email: olwen.smith@bigpond.com

Web: www.rdansw.org.au

Mobile: 0400460337

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