

Executive Board Meeting

3 Jun 2008

Agenda item no. 6.1

Prepared by: Roger Garland

Date: 2 Jun 2008

Topic: 2008 AGM - report

1. Recommendation

- 1.1 That the Executive Board note this report.
- 1.2 That the Executive Board decide on a preferred course of action to complete the business of the 2008 AGM.

2. Background

- 2.1 The 2008 AGM was convened at 4.40pm on 19 May 2008 in the Visions Theatre, National Museum of Australia, Canberra and adjourned to a later date for completion of outstanding business.
- 2.2 The outstanding business items are:
 - acceptance of the 2007 Financial Report
 - appointment of auditor for 2008.
- 2.3 The National Secretary contacted the ACT Office of Regulatory Services regarding options for compliance by ICOM Australia under the *Associations Incorporation Act 1991* (ACT) in completing this business and submitting its annual return.
- 2.4 Advice from the Office indicates that while it is preferable to reconvene the AGM in a face-to-face meeting a teleconference alternative is acceptable provided the process is transparent.
- 2.5 The AGM noted and accepted the unsigned financial report as presented to the meeting pending finalisation with signatures. If the final signed report remains unchanged in content and the auditors provide a declaration to that effect the ACT Office of Regulatory Services advise that the report could be accepted by them without a further need for approval by the AGM.
- 2.6 The Executive Board is yet to formally recommend that the 2007 Financial Report and a preferred 2008 auditor be presented to the AGM for acceptance.

3. Issues

- 3.1 Since the AGM was adjourned to a latter date it needs to be formally reconvened and closed.

- 3.2 The Executive Board needs to:
- review and recommend that the 2007 financial report be presented to the AGM
 - make a recommendation to the AGM on the appointment of an auditor for 2008.
- 3.3 The reconvening of the AGM requires a quorum of 15 members. Obtaining these numbers through a physical face-to-face meeting will be difficult given the national membership of ICOM Australia.
- 3.4 The Executive Board might like to consider reconvening the AGM through a teleconference with email notice to all members.
- 3.5 The financial report and other annual return information need to be lodged with the ACT Office of Regulatory Services by 30 June 2008. A request for an extension beyond this date can be made, with a late fee of \$31 for the first six months delay, escalating to \$59 after this time.