

# Plenty Valley Montessori School Association

## NOTICE OF ANNUAL GENERAL MEETING 2020



You are invited to participate in the Annual General Meeting of Plenty Valley Montessori School Association (trading as Plenty Valley International Montessori School), which will be held **using videoconference technology** on:

**Date:** Wednesday 27nd May 2020

**Time:** 7.00 pm sharp

As we are in challenging times, this year's AGM will be conducted entirely virtually!

**All voting is to be via the attached Appointment of Proxy Form.**

Please return your vote by email to [bus\\_mgr@pvims.vic.edu.au](mailto:bus_mgr@pvims.vic.edu.au) by no later than **5:00pm on Friday 15 May, 2020.**

Reports from the Chair, Principal and Business Manager will be emailed to the community (and specifically to all Members) approximately one week prior to our virtual AGM.

Although there will not be a physical meeting where Members can attend in person to vote, Members and the community will still be able to participate in the AGM.

To participate in the AGM, you will need a device connected to the Internet and must use the following link to our Jitsi Meet videoconference technology:

<https://meet.jit.si/PVMSA2020AGM>

Jitsi Meet prefers the Chrome Internet browser, but will also work in Firefox. If you intend to use a phone or tablet, you will need to install the free Jitsi app beforehand (see <https://meet.jit.si>). We encourage you to click the link above ahead of time to "practice" and make sure the technology can work on your device.

### **AGM AGENDA**

1. Opening and Welcome
2. Resolutions:
  - 2.1 Acceptance of the 2019 AGM Minutes (attached to this email);
  - 2.2 Acceptance of the 2019 Audited Financial Report (attached to this email);
  - 2.3 Reappointment of Margaret Salter of MMS Consulting Pty Ltd as the Auditor for the Association until the next AGM;
  - 2.4 Election of a nominated Member\* as a Director of the Association.
3. Noting of Reports sent out prior
  - 3.1 Principal's Report
  - 3.2 Financial Controller's Report

3.3 Board Chair's Report

3.4 Annual Report

4. Q&A - to assist the flow of the meeting, questions will only be accepted if submitted in writing prior.

Questions may be submitted by email to the Board Chair on [chair@board.pvims.vic.edu.au](mailto:chair@board.pvims.vic.edu.au) up to 48 hours prior to the AGM.

5. Meeting Close

\* Please find below the Nomination Form and Candidate Statement from our nominee for Director.

## OTHER INFORMATION

### Voting

Each Member of the Association is entitled to vote on each resolution at the AGM.

Members **must vote via the Appointment of Proxy Form**, and

- The proxy must be a Member of the Association;
- You must complete the Appointment of Proxy Form and return it by email to [bus\\_mgr@pvims.vic.edu.au](mailto:bus_mgr@pvims.vic.edu.au) marked '**ATTENTION: PVMSA BOARD SECRETARY**', by no later than **5:00pm on Friday 15 May 2020**.

**We thank all of our members for their patience and understanding as we plan our first virtual AGM. If there are any questions, please contact the Board Chair on [chair@board.pvims.vic.edu.au](mailto:chair@board.pvims.vic.edu.au).**

Yours sincerely,

Karen Bennetts, Neil Champion, Justin Garrett, Susan Jansen, Amod Joshi Rebecca Norris, and Matt Vella (Acting Chair) on behalf of the **Plenty Valley Montessori School Association**