



Australian Carriage Driving Society

ABN: 28 794 114 302 – Incorporation No: AO1028

Federal Secretary

Tom Dowling
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27 August 2020

Dear Member

2020 Federal Annual General Meeting - 11.00am on Sunday 25 October 2020

Please find enclosed the Notice of Annual General Meeting (“Notice”) for the meeting to be held at 11.00am on Sunday 25 October 2020, together with a Postal Voting Form.

As I have previously advised you, COVID-19 restrictions have prevented the Society from holding an annual general meeting to-date as our Rules require the meeting to be held in person.

Recently the ACT Incorporations Act was amended to recognise the difficulty not-for-profit organisations had in holding meetings using technology when its Rules did not allow it to do so. The amendment to the Act allows organisations whose Rules do not allow for meetings to be held using technology, to use technology and also requires the organisation to allow voting and for members to ask questions.

As a result, Federal Council has scheduled the AGM for 25 October 2020 and it will be held using Zoom technology. To enable this, Federal Council have agreed the following arrangements;

- I. Members wishing to attend the Zoom meeting must be financial by 30 September 2020 and will be required to pre-register to attend. Members should email acds2020agm@gmail.com to pre-register and in the email, include their name, club and membership number. Those that pre-register by this date will be recorded as in attendance at the meeting in the minutes.
- II. No apologies will be taken at the meeting. Any financial member wishing to send an apology should email the Federal Secretary at acds2020agm@gmail.com by close of business on 23 October 2020 and those apologies will be recorded in the minutes.
- III. At the meeting, members will be able to see the current Federal Office-Bearers however all other members in attendance will be by audio only. This is to ensure that internet band width is sufficient to hold the meeting and for as many members as possible to attend.
- IV. All votes for the resolutions will be by postal vote only. No votes will be cast at the meeting for logistical reasons.
- V. Any member who pre-registers for the meeting will be entitled to ask questions. All questions will be required to be in writing and sent to the Federal Secretary at the following email address acds2020agm@gmail.com At the meeting the questions will be read out and responded too. Federal Council reserves the right to consolidate questions of a similar nature and provide one answer.

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For the purpose of the meeting, voting and questions; the following information will be placed on the Federal Website, in the Publications area of the Members Resources:

- I. Minutes of annual general meeting held on 13 July 2020;
- II. President's report;
- III. Annual report and financial statements of the ACDS for the 12 months ended 30 April 2020.
- IV. Schedule of fees approved by Federal Council for the 2020-2021 year.

In the attached information sent to you, there are postal voting slips and to complete, please indicate your vote by circling the relevant response and placing it in the Voting Form Envelope. Complete the information on the Voting Form Envelope and then place the Voting Form Envelope in the larger envelope addressed to the Federal Secretary, attach a stamp and mail to him.

Key Dates

Date for member to be financial to attend AGM	30 September 2020
Closing date for pre-registration to attend AGM	30 September 2020
Closing date for receipt of apologies	18 October 2020
Closing date for receipt of postal votes	18 October 2020
Closing date for receipt of questions	18 October 2020
AGM date	25 October 2020

Covid-19 and the arrangements we have needed to make for the 2020 annual general meeting have shown that the Society will need to make some changes to its Rules to allow for members meetings to be held by technology and the resulting implications of using technology. Notices of motion for the 2020 annual general meeting closed on 15 April 2020 and at that time no-one was aware of how long the pandemic would last, hence we cannot deal with changes to the Society's Rules at this annual general meeting.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Peter Lee'.

PETER LEE
Federal President