



NOTICE OF ANNUAL GENERAL MEETING 2022

ARTS ACCESS AUSTRALIA

ABN 20 084 007 321

The 2022 Annual General Meeting of members of Arts Access Australia (**Company**) will be held as follows:

Date **Friday, 27 May 2022**

Time **1.00pm** Australian Eastern Standard Time

Place Australia Council for the Arts

Level 5
60 Union Street
Pymont NSW 2009

Members are also to attend, participate in and vote at, the meeting online, or by phone, using the Microsoft Teams platform.

Members are asked to indicate their intention to attend the meeting, whether in person or online, by registering online at the Company's website www.artsaccessaustralia.org by no later than **1.00pm AEST** on **Wednesday, 25 May 2022**.

REGISTRATION IS REQUIRED TO ATTEND THE MEETING ONLINE. The Teams link will only be sent prior to the meeting start time to people who have registered to attend the meeting online by the registration deadline. Information about the Microsoft Teams platform, including free registration, is available at <https://www.microsoft.com/en-au/microsoft-teams/group-chat-software>.

The Company's annual report, audited financial report and the independent auditor's report for the year ended 31 December 2021 and the minutes of the Company's 2021 annual general meeting will be available to members prior to the meeting on the Company's website at www.artsaccessaustralia.org.

If you need another copy of the proxy form, that is also available at the website.

BUSINESS OF THE MEETING

1. Procedural matters

- 1.1. Quorum
- 1.2. Acknowledgement of Country
- 1.3. Apologies
- 1.4. Minutes of the Annual General Meeting of the Company held on 28 May 2021

To consider and, if thought fit, pass the following ordinary resolution:

“To approve the minutes of the Annual Annual General Meeting of the Company held on 28 May 2021, at 1:00PM AEST, tabled at the meeting, as a true and correct record of that meeting.”

2. Financial statements and reports

- 2.1. Chair’s report
 - 2.2. CEO’s report
 - 2.3. Treasurer’s report and to receive and consider:
 - 2.3.1. the financial statements, notes accompanying the statements and Directors’ declaration, and
 - 2.3.2. the independent auditor's report,
of the Company for the year ended 31 December 2021.
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3. Election of directors

- 3.1. Declaration of the results of the election of Directors of the Company nominated by Original Members.
- 3.2. Declaration of the results of the election of Directors of the Company nominated by Ordinary Members.

IMPORTANT NOTE:

As the number of candidates for election as a director of the Company nominated by Ordinary Members is greater than the number of positions available on the Board for this category, an online ballot will be conducted prior the Annual General Meeting for the election of Directors by the Ordinary Members, in accordance with the Company's Constitution. Each financial Ordinary Member and any Honorary Life Member is entitled to vote for a number of candidates not exceeding the number of vacancies on the Board for Ordinary Members to be filled at the Annual General Meeting.

Further information about the candidates and the voting process is provided in the “Notes and further information for Members” available on the Company's website at www.artsaccessaustralia.org.

4. Award of honorary life membership

5. Votes of thanks

5.1. Vote of thanks - Liz Martin, retiring Deputy Chair

5.2. Response by Ms Martin

5.3. Vote of thanks - Belinda Locke, retiring Chair

5.4. Response by Ms Locke

6. Other business

6.1. To transact any other business which may legally be brought before the meeting.

By order of the Board

Matthew Hall
Company Secretary



4 May 2022

ARE YOU ENTITLED TO VOTE?

Every Original Member, Ordinary Member, and Honorary Life Member of the Company as at 12.01am AEST on Wednesday, 4 May 2022 is entitled to attend and vote at the Annual General Meeting, provided that (with the exception of Honorary Life Members) the Member's annual fee is up to date.

A Member who is an organisation must appoint a corporate representative (or a proxy) in order to be able to exercise the entitlement to vote at the meeting.

WHAT IF YOU CAN'T ATTEND THE MEETING?

Any Member who cannot attend the meeting may appoint another person who is attending the meeting (called a “proxy”) to vote on your behalf at the meeting. See the “Proxies” section of this notice, below for details.

WHO ARE ORDINARY MEMBERS?

Every Member who is not an “Original Member” is an “Ordinary Member”. (This includes Honorary Life Members. The Original Members (set out in clause 2.1(a) of the Constitution) are:

- Access Arts (CPL)
- Accessible Arts NSW
- Incite Arts
- Arts Access Darwin
- Arts Access Victoria
- DADAA
- Access2Arts

PROXIES

1. If you are entitled to attend and vote at the meeting (see “Are you entitled to vote?” above), you may appoint a proxy to attend and vote on your behalf.
2. Your proxy does not need to be a member of the Company.
3. A proxy is not entitled to vote on a show of hands.
4. If you direct your named proxy how to vote on an item of business, the proxy does not need vote on that item, but if your proxy does vote, they may only do so in accordance with your direction.
5. If you direct your named proxy how to vote on an item and the proxy either does not attend the meeting or does not vote on that item, the chairperson of the meeting is automatically taken to be your proxy for the purposes of that vote and must vote as your original named proxy was directed.
6. If the chairperson of the meeting is (or becomes) your proxy and you have directed how your proxy is to vote, the chairperson must vote as directed.
7. If you do not give any directions, your proxy may vote or not vote (abstain) as the proxy thinks fit.
8. A proxy is not entitled to speak or vote for you if you are present at the meeting.
9. The Company must receive your completed and properly signed proxy form (together with any power of attorney or other authority under which it is signed (or a certified copy)) by the Company by **1.00pm AEST on Wednesday, 25 May 2022**.
10. You can lodge a proxy form:
 - By mail, sent to:
Company Secretary
Arts Access Australia

Arts Access Australia

Notice of Annual General Meeting 2022

PO Box 3240

ROBERTSON NSW 2577

- By email, sent to:

info@artsaccessaustralia.org

11. If you require an additional proxy form, please contact the Company Secretary.