

5<sup>th</sup> May 2017

## NOTICE OF EXTRAORDINARY GENERAL MEETING OF STRATA COMMUNITY AUSTRALIA WA (INC)

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Notice is hereby given that an Extraordinary General Meeting of Strata Community Australia WA (Inc) (SCA(WA)) will be held:

**DATE:** Monday, 29<sup>th</sup> May 2017  
**TIME:** 2.00pm to 3.00pm (Registration from 1.30pm)  
**VENUE:** Conference Room 1, REIWA Learning Centre  
Level 1, 215 Hay Street  
SUBIACO EAST WA 6008

This notice, dated 5<sup>th</sup> May 2017, is given pursuant to Rule 13 of the Constitution on the instructions and authority of the Council.

In accordance with Rule 14 of the Constitution, no business may be transacted at any General Meeting unless a quorum of members is present, either personally or by proxy, when the meeting proceeds to business. If a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting will stand adjourned until the same day and time of the next week or as otherwise determined by the Chairman.

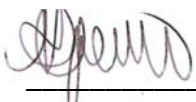
### **Submitting your Proxy Form**

If you are unable to attend the meeting, **please ensure you complete a proxy form** and submit it to the Secretary prior to commencement of the meeting to assist in achieving a quorum. Proxy forms can also be submitted via the SCA (WA) office by close of business Friday, 26<sup>th</sup> May 2017.

The following documents are herewith included for your attention:

- Agenda
- Proxy Form
- Minutes of the 28<sup>th</sup> Annual General Meeting held 27<sup>th</sup> October 2016
- Approved Budget for 2016/2017
- Proposed Amended Budget for 2016/17

Please don't hesitate to contact the SCA (WA) office should you have any queries, or if you would like to receive a copy of the year to date financial reports.



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Kara Grant  
General Manager  
Strata Community Australia (WA) Inc.

**Strata Community Australia (WA)**

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## MEETING AGENDA

<b>Item 1</b>	<b>Preliminary Matters</b>
<b>1.1</b>	Welcome and appointment of Chairman. <i>Note: The President shall preside as Chairman unless absent, in which case the Vice President shall preside as Chairman. A Chairman must only be elected in the absence of both the President and Vice President.</i>
<b>1.2</b>	Call for lodgement of proxy forms
<b>1.3</b>	Verification and announcement of number of valid proxies
<b>1.4</b>	Verification and announcement of number of those eligible to vote, personally and by proxy
<b>1.5</b>	Announcement of those present by invitation
<b>1.6</b>	Announcement of apologies received
<b>1.7</b>	Declaration of quorum present, that the meeting is properly convened and may proceed to business
<b>Item 2</b>	<b>Minutes of Previous General Meeting</b>
<b>2.1</b>	<b>Motion under Notice:</b> That the minutes of the Annual General Meeting held on 27 <sup>th</sup> October 2016 as previously circulated to all members be confirmed as a true and correct record of that meeting, subject to the following amendment: <b>Item 1.6 Apologies:</b> Remove Phill Geary as an apology under the Business Member category.
<b>2.2</b>	Consideration of any matters arising from that meeting.
<b>Item 3</b>	<b>Special Business</b>
<b>3.1</b>	<b>Proposed Budget Amendments for 2016/17</b>
<b>3.1.1</b>	The council have carefully considered the resourcing requirements for the office and subsequently agreed that two full time positions were necessary, with additional duties to be incorporated in to the role of the General Manager. As a result, an amendment to the budget for “Employee Expenses” is proposed. <b>Motion under Notice:</b> That the budget line item “Employee Expenses” is increased by the amount of \$21,860 from \$129,000 to \$150,860 to allow for the cost of employing a new General Manager on an increased salary and increasing the administrative assistance from a part time resource to a full time employee. <i>Note: As at 30/04/17, the actual expenditure was \$124,953.00.</i>
<b>3.1.3</b>	<b>Motion under Notice:</b> That the budget line item “Education Subsidies” is decreased by \$21,860 from \$69,500 to \$47,640. The budget adopted at the Annual General Meeting will not be required during this financial year, therefore a decrease is proposed to offset the increases outlined in item 3.1.1. <i>Note: As at 30/04/17, the actual expenditure was \$0.00</i>
<b>Item 8</b>	<b>Close of Meeting</b>