

Adelaide Convention Bureau Limited
A.C.N. 007 759 668

Aston House Level 1, 15 Leigh Street, ADELAIDE SA 5000
Telephone: (08) 8237 0100

Notice of Meeting

The 29th ANNUAL GENERAL MEETING will be held at Atura Hotel, Adelaide Airport from 8.00am on Wednesday 26th September 2018.

Please note voting is open from 7.30am and must be completed by 8.00am prior to the commencement of the AGM proceedings.

BUSINESS

1. To confirm the Minutes of the 28th ANNUAL GENERAL MEETING of the Adelaide Convention Bureau held on the 20th October 2017.
2. To adopt the Board's Annual Report.
3. To adopt the company's Annual Financial Statement and the Auditor's Report.
4. To elect two Directors to the Board in accordance with Clause 42 of the Constitution of the Adelaide Convention Bureau.

Board vacancies to be filled are:

- 1 x Director from ESTE (Eat-Shop-Taste-Explore) Level
- 1 x Director from Connect Level

NOMINATION FORM

Members seeking election in their appropriate category of membership are required to lodge nominations together with curriculum vitae (maximum 1 page) with the Secretary, Adelaide Convention Bureau Limited, Level 1, 15 Leigh Street, Adelaide SA 5000 no later than **5.00pm, Wednesday 19th September 2018**. Nomination form attached.

PROXY FORM

If you wish for another member to vote in your absence by proxy, please complete the attached proxy form and email to Mary White, Registrar Adelaide Convention Bureau, mary@adelaideconvention.com.au. Proxy forms will be accepted by return email up to 5.00pm on the 25th September 2018, day prior to the Annual General Meeting.

5. To appoint an auditor.
6. To consider any other business which may be properly brought before the meeting.

Damien Kitto
(Secretary)

ELECTION TO THE BOARD OF DIRECTORS

NOMINATION FORM

In accordance with Clause 42 of the Constitution of the Adelaide Convention Bureau Ltd we, the undersigned, hereby nominate:

Full Name _____

Organisation _____

Signature of Candidate _____

being a fully financial member of the Adelaide Convention Bureau in the following membership category as a candidate for election to the Board of Directors of the Adelaide Convention Bureau:

(Tick appropriate level)

ESTE (Eat-Shop-Taste-Explore)

CONNECT

PROPOSED BY: Name (*Print*) _____

Organisation _____

Signature _____

Date ____/____/____

SECONDED BY: Name (*Print*) _____

Organisation _____

Signature _____

Date ____/____/____

Please lodge this form with the Secretary, Adelaide Convention Bureau, Aston House Level 1, 15 Leigh Street, Adelaide SA 5000 no later than 5.00pm, Wednesday 19th September 2018.

The candidate must attach a brief (maximum 1 page) curriculum vitae of themselves and the company they represent. Please email to mary@adelaideconvention.com.au

OFFICE	Date & time received:	____/____/____	____:____ AM / PM
USE ONLY	Received by:	_____	
	Signature:	_____	



PROXY FORM

I, _____(name)

of _____(company)

in _____(address)

being a Member of the Adelaide Convention Bureau Limited hereby

appoint _____

of _____

as my proxy to vote on my behalf, and as per my instructions, at the Annual General Meeting of the Adelaide Convention Bureau Limited to be held on 26th September 2018.

As witness my hand this _____ day of _____ 2018.

Signed by the said) _____(name)

_____) Signature

in the presence of) _____(name)

_____) Signature

Proxy voter must bring the proxy form to the Annual General Meeting to be entitled to register the proxy vote.
Please note that only **ONE** proxy form will be accepted per Membership organisation