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**Annual General Meeting**

**Agenda**

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| **Date:** | 16 November 2019 |
| **Time:** | 9.00–11.30am |
| **Place:** | Museum of Brisbane |

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| **Item** | **Description** | **Responsible** |
| 1 | Welcome and introductions | President: Jo Hine |
| 2 | Apologies | Secretary: Dani Towers |
| 3 | Review of actions from previous annual general meeting | President: Jo Hine |
| 4 | Acceptance of minutes of previous annual general meeting | President: Jo Hine |
| 5 | President’s report | President: Jo Hine |
| 6 | Acceptance of president’s report | President: Jo Hine |
| 7 | Treasurer’s report | Treasurer: Katy Ward |
| 8 | Acceptance of financial statements | Treasurer: Katy Ward |
| 9 | Appointment of and questions to the auditor  Proposed Resolution: that Brian Tucker Accounting be appointed as QATA’s auditor for the next reporting period. | Treasurer: Katy Ward |

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| 10 | Election of executive officers  Thank you to Katy Ward for her work as Treasurer this year and previous dedication to QATA Executive. | | | Returning Officer |
| **Position** | **Nominated by** | **Seconded by** |
| President |  |  |
| Vice President. |  |  |
| Treasurer |  |  |
| Secretary |  |  |
| Sub-committee Positions:  Communications Officer-  Sunshine Coast Subcommittee-  Gold coast Subcommittee-  Ipswich SubCommittee-  Toowoomba SubCommittee\_  Conference Committee: | | |
| 9 | Business | | |  |
| 13 | Meeting close | | | President: |