

From: Smith, Pamela J (DEW) Pamela.Smith@sa.gov.au 
Subject: Friends of Parks Inc. - 2020 AGM - Monday, 23 November, 2020 - 10 am [DLM=For-Official-Use-Only]
Date: 22 September 2020 at 12:15 pm
To: Smith, Pamela J (DEW) Pamela.Smith@sa.gov.au

PS

For Official Use Only

22 September 2020



Volunteers working for conservation

To: All Member Groups, Friends of Parks Inc.

As everyone knows, this last year has been unlike no other.

OCBA (Office of Consumer and Business Affairs) has granted all incorporated associations an extension of six months to hold their AGM. The 2019 AGM was held on 27 May 2019, so time is running out to hold our 2020 AGM.

The date chosen is Monday, 23 November, 2020, at 10 am.

As there are still some COVID-19 restrictions in place, a face-to-face meeting as per previous years is not currently feasible due to the related logistical challenges. Therefore, to ensure that as many groups as possible are able to participate, the AGM will be held using Microsoft Teams to finalise the election of Board positions and review the Board reports. There are no Constitution changes to be considered this year. A minimum of fourteen (14) Member Groups will need to be represented to meet the AGM quorum requirements.

If you don't have the IT capacity to use MS Teams (webcam/microphone), a small number of members will be able to attend in person at a Weymouth St meeting room, or there'll also be an opportunity for some members to connect via phone. We would encourage as many groups across the State to participate as possible. Additionally, the use of this technology means that regional Friends members can easily participate as a Board member, and attend meetings remotely, which are held every two months, on the first Thursday - i.e. February, April, June, August, October, and December from 6pm. Your involvement would be welcomed, and if interested you are welcome to contact either myself, Gill Peacey, or Duncan MacKenzie for further information. Your computer needs to have a webcam and microphone.

AGM documents will be circulated via email, then nominations and reports will be received by email and circulated.

Member groups are invited to attend the AGM via Microsoft Teams, on Monday - 23 November, 2020 - at 10 am. The Board has successfully used MS Teams for several meetings, and it is widely used throughout the State Government. If you or a member of your group can attend the MS Teams meeting, you/they simply need to provide me with their best email address on the reply sheet, and a meeting request will be sent with a Microsoft Teams link and other relevant information. A detailed instruction document is attached - but you simply need

Other relevant information: A detailed instruction document is attached - but you simply need to:

- Have Microsoft Edge or Google Chrome
- Click on 'Join Meeting' link - which appears at the bottom of the meeting request that I send to you
- 'Allow' or activate your microphone and camera
- Click on the 'Join Now' button when it appears
- You will then enter a virtual 'lobby', and then brought into the meeting when your name appears on our screen

Please find attached the following documents:

1. **AGM kit - Invitation and request for report via email, reply form naming voting member (by 26/10/2020)**
2. **Agenda**
3. **Nomination Form - to be returned by 26/10/2020**
4. **Proxy Form (by 19/11/2020)**
5. **Audited Financial Reports - Friends of Parks Inc. and Gift Fund**
6. **Public Officer Report**
7. **Public Officer's Report regarding Constitutional Amendments**
8. **Minutes of the 26th AGM - held on Monday, 27 May 2019**
9. **Microsoft Teams - instructions for external attendees**

Please reply by 26 October 2020 for logistics planning purposes. Apologies are also welcome.

Regards

Pam Smith

Secretary, Friends of Parks Inc. (Monday am, Wednesday am, Friday am)
Rest of the time – Admin Officer, Friends of Parks

Volunteer Programs Unit I

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Helping South Australians conserve, sustain and prosper

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agm kit
2020.doc



AGM agenda
2020.doc



Nomination
form -...20.doc



Proxy
Form.docx



Audited
Financi...rt.docx

FRIENDS OF PARKS INC ANNUAL GENERAL MEETING

REPORTS FROM BOARD MEMBERS

Public Officer's Report for Friends of Parks Inc Annual General Meeting, November 2020

1. Friends of Parks Inc's gross receipts were below the \$500,000 threshold needed to be classified as a Prescribed Association for the year 2019.
2. No changes were made to the Friends of Parks Inc constitution during the year.



Yours faithfully

Mandy Carter
Public Officer
Friends of Parks Inc

15 September 2020

I hereby advise the Board of the Friends of Parks Inc that there are no amendments to the constitution to be put forward to the Annual General Meeting to be held In November 2020.



Mandy Carter
Public Officer
Friends of Parks Inc

15 September 2020



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TEAMS
MEETI...es.pdf