



**FEDERATION**  
of Religious Institute  
and Ministerial PJP  
Catholic School Authorities  
in NSW and ACT

23 October 2019

Dear Member

### **Annual General Meeting – 18 November 2019**

Last week, the Council of the Federation provided notice of the Federation's second annual general meeting (AGM) (appendix 1), to the nominated member representative for each member. The AGM is to be held in the Taylor/Barlow rooms, Level 8, Polding Centre, 133 Liverpool Street, Sydney NSW on 18 November 2019 commencing at 9am. All of the members of your RI or MPJP Catholic School Authority are welcome to attend and we have asked each member representative that they advise the names of proposed attendees, by completion of appendix 3 and its return by email to [contact@federation.org.au](mailto:contact@federation.org.au) or by post to PO Box 356, Newport NSW 2106, by Friday, 1 November 2019. The Annual General Meeting will be a relatively brief event and **will be followed by a Forum at 10am.**

The Federation's constitution requires that each member nominate a member representative who may vote on behalf of the member at general meetings. Member representatives were asked that should they NOT be planning to attend the AGM in person, they may complete and return the attached "Nomination of Alternative Member Representative" form (appendix 2), nominating someone else either permanently or for the purposes of the AGM only.

None of the existing Councillors' terms will expire at this annual general meeting. However, two Councillors have indicated their intentions to resign at the meeting, and therefore their replacements will be elected by the members at the meeting. Members will be informed of the requirement for the nomination and election of Councillors shortly in order that nominations may be made, and proxy votes directed where required.

Following the annual general meeting, we will be providing a detailed briefing on the activities of the Federation over the year, followed by a light lunch. We hope that you will be able to join us for the morning. Member representatives have been advised that alternatively, if they or their nominee is not able to attend in person, members' rights to vote on resolutions may be exercised by completing and returning the attached "Proxy Form" (appendix 4).

#### **Councillors**

Br Paul Oakley cfc (Chair)  
Mrs Marita Winters  
Mrs Kitty Guerin  
Mrs Leonie Keane  
Dr Frank Malloy  
Mr Paul Mastronardi

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M - 0405 191 905  
[contact@federation.org.au](mailto:contact@federation.org.au)  
PO Box 356 Newport NSW 2106  
ABN 24 622 756 245

We look forward to your attendance on the 18<sup>th</sup> November at the Polding Centre.

Yours sincerely

A handwritten signature in black ink that reads "Paul D. Oakley". The signature is written in a cursive style with a large initial 'P'.

Br Paul D. Oakley cfc  
Chair  
On behalf of the Council

Appendices :

- 1 - Notice of Annual General Meeting and Reports
- 2 - Nomination of Alternative Member Representative Form
- 3 - Notice of Attendance Form
- 4 - Proxy Form
- 5 - Financial Report

## Appendix 1

### **Notice of Second Annual General Meeting**

Notice is hereby given that the Second Annual General Meeting of the Federation of Religious Institute and Ministerial PJP Catholic School Authorities in NSW and ACT Limited is to be held on Level 8, Polding Centre, 133 Liverpool St., Sydney NSW, on 18<sup>th</sup> November 2019, commencing at 9am

### **Agenda**

1. Opening Prayer
2. Apologies
3. Quorum
4. Minutes of the First Annual General Meeting held on 9<sup>th</sup> November 2018
5. Business Arising from the Minutes
6. Review of Federation Activities
7. Financial Report 2018
8. Election of Councillors – None of the existing Councillors' terms will expire at the meeting. Should any Councillor(s) resign before or at the meeting, their replacements will be elected by the members at the meeting. Members will be informed of any requirement for the elections of Councillors (if any) in advance of the meeting in order that nominations may be made and proxy votes directed.
9. Other Business
10. Close

By Order of the Council  
on 3<sup>rd</sup> September 2019

Kitty Guerin  
Secretary

Appendix 2

**Nomination of Alternative Member Representative**

(Only required if the member representative will not be attending the annual general meeting.)

As the Member Representative will NOT be present at the second annual general meeting on 18 November 2019, the member hereby nominates

..... (Alternative Member Representative)  
(full name)

as the Alternative Member Representative who will be present at the second annual general meeting on 18 November 2019 and who shall vote on behalf of the member at this meeting.

.....  
Signed by authority of the Member

.....  
Dated

**PLEASE COMPLETE AND RETURN THIS FORM to [contact@federation.org.au](mailto:contact@federation.org.au) OR BY POST TO PO BOX 356, NEWPORT NSW 2106 BY FRIDAY, 1 NOVEMBER 2019.**

Appendix 3

Notice of Attendance

..... (the Member Representative or  
Temporary Member Representative)

WILL / WILL NOT

be attending the second annual general meeting of the Federation on 18 November 2019.

Optional

The following people from the Member will also be attending the second annual general meeting of the Federation on 18 November 2019.

.....

.....

.....

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OR BY POST TO PO BOX 356, NEWPORT NSW 2106 BY FRIDAY 1 NOVEMBER 2019.**

Appendix 4

Proxy Form

Member Representatives may exercise their right to vote on motions put to the second annual general meeting of the Federation on 18 November 2019 by completing and signing this form **jointly with an authorised officer or attorney of the Member**, appointing a person to attend and vote on their behalf.

..... (the member)  
(Name of Religious Institute or PJP)

of .....  
(Address of Religious Institute or PJP)

The Member Representative hereby appoints

.....  
(Full Name or Position (e.g. The Chair) of Proxy)

as Proxy for the Member Representative for the duration of the second annual general meeting (the Meeting) and directs the proxy as follows:

- Motion that the minutes of the first annual general meeting held on 9 November 2018, subject to any amendments that may be made at the Meeting, be adopted.

(please tick below)

In favour of the motion .... Against the motion ... At the option of the proxy ....

**Signed by the Member Representative**

.....  
(Name) Signed Date

**Signed by an authorised officer or attorney of the Member**

.....  
(Name) Signed Date

**SHOULD YOU WISH TO APPOINT A PROXY, PLEASE COMPLETE AND RETURN THIS PROXY FORM to contact@federation.org.au OR BY POST TO PO BOX 356, NEWPORT NSW 2106, prior to the commencement of the second annual general meeting of the Federation to be held on 18 November 2019.**