**SOUTH AUSTRALIAN ISOLATED CHILDREN’S PARENTS ASSOCIATION (ICPA)**

**ANNUAL GENERAL MEETING**

**(enter branch name) BRANCH**

(add meeting mode F2F/Zoom/Phone) meeting held (add day/date/Time)

[input](https://us06web.zoom.us/j/82450675088?pwd=WnBzb2lPZmUzVzVtanJEUlJjamE4Zz09) zoom link/location of meeting here

**AGENDA**

**Meeting Open and Welcome**

**Present**

**Apologies**

**Conflict of interest:** A reminder that all present have a duty to declare a conflict of interest should one arise.

**Previous Minutes**

Motion: That the minutes of the 202\_ Annual General Meeting held on (enter previous year’s AGM meeting date), be accepted as a true and accurate record.

Moved: Seconded: Carried Y/N

**Branch Financials//Treasurers Report** (send report with minutes)

Motion: That the Financial statement be accepted (Tabled)
Moved: Seconded: Carried Y/N

**Annual membership**

Membership for the (insert next year) year will be $\_ \_ per family. This amount includes your branch fee, $25 to be paid to Federal Council and $22 to be paid to State Council. Reminder that all Branch Executives must be financial members. Members are encouraged to pay online if possible.

Moved: Seconded: Carried Y/N

**Election of office bearers**

All offices are declared vacant. *\*Please note office bearers MUST be financial members*

President: Nominated by: Accepted:
Secretary: Nominated by: Accepted:

Treasurer: Nominated by: Accepted:
Publicity Officer: Nominated by: Accepted:
State Council Delegate 1: Nominated by: Accepted:

State Council Delegate 2: Nominated by: Accepted:

**General business:** (only for general business related to an AGM)

Things like appointment of Auditor and yearly donations belong here.

**Meeting Closed:**