# Chairman's Agenda Annual General Meeting

#### 1. Welcome

Good evening ladies and gentlemen. It is my pleasure to welcome you to the Annual General Meeting of Pinjarra Community Financial Services.

#### 2. Chair

My name is Rose Reynolds, the Chairman of the Company. I would like to introduce to you those seated with me .......

Name other directors present at meeting, Iggy Castle and Deborah Eaton Directors are apologise for their absence at tonights AGM. We have also received an apology from Ian Ilsley, Company Account.

In attendance we have Mitchell Adjuk from RSM Bird Cameron Partners.

#### 3. Quorum

I confirm that a quorum is present and now declare the Meeting open for business.

(Quorum: clause 3 – two shareholders)

# 4. Notice of Meeting

The Notice of Meeting was made available to all shareholders. Can I take it that the Notice convening this Meeting be taken as read?

Thank you.

(If someone objects, concede and the Company Secretary reads out the Notice)

# 5. Minutes of previous Annual General Meeting

The minutes of the previous Annual General Meeting of shareholders of Pinjarra Community Financial Services held on 23<sup>rd</sup> November 2010, were approved by the Board and signed by the Chairman in accordance with the provisions of section 251A of the Corporations Act.

A copy of the minutes is available for inspection should any shareholder wish to see the minutes.

# 6. Proxies

I ask the Company Secretary to report to you on the matter of proxies.

**Amanda:** I report that the number of valid Proxy Forms received at the Registered Office of the Company by <u>5.00pm</u> on <u>18<sup>th</sup> November 2011</u> was <u>10</u>.

# 7. Annual Report

The first item of business is the consideration of the Company's Financial Report for the year ended 30 June 2010 and Directors' Report and the Auditor's Report, which are now before the Meeting.

### Chairperson's address – Rose Reynolds

Rose delivers her prepared address.

# Branch Manager's address - Paul Foletta

I now invite the Branch Manager, Mr Paul Foletta to address the Meeting.

Paul delivers his prepared address.

#### Regional Manager's address - Brad Peel

I now invite the Bendigo Regional Manager for the South Coast to address the meeting

#### **Discussion**

The subject of the Company's annual Financial Report is now open for discussion. If you wish to ask a question, would you please indicate this by raising your hand and wait until you are acknowledged? When asking your question, start your question by identifying yourself by name.

- Are there any questions or comments on the annual Financial Report or the reports of the Directors and Auditor?
- Are there any questions or comments on the management of the Company?
- Are there any questions to be put to the Auditor relevant to any of the following?
  - o the conduct of the audit
  - o the preparation and content of the Auditor's Report
  - the accounting policies adopted by the Company in relations to the preparation of financial statements
  - o the independence of the Auditor in relation to the conduct of the audit

#### 8. Election of Directors

The next item of business is the election of Directors.

# Re-election of Director's appointed since last AGM

The first resolution concerns the election of <u>Ms Barbara Hammond</u>. Ms Barbara Hammond, a Director appointed by the Board since the last Annual General Meeting, retires in accordance with the Company's Constitution and being eligible, offers herself for election.

I now ask for someone to move the motion that **Ms Barbara Hammond** be elected as a Director of the Company.

Is there a mover of the motion?

Is there a seconder?

Is there any discussion?

#### If no discussion

Those in favour, please raise your hand ...

Those against ...

I declare the resolution carried.

The next resolution concerns the election of <u>Ms Deborah Eaton</u>. Ms Deborah Eaton, a Director appointed by the Board since the last Annual General Meeting, retires in accordance with the Company's Constitution and being eligible, offers herself for election.

I now ask for someone to move the motion that **Ms Deborah Eaton** be elected as a Director of the Company.

Is there a mover of the motion?

Is there a seconder?

Is there any discussion?

#### If no discussion

Those in favour, please raise your hand ...

Those against ...

I declare the resolution carried.

As the next item of business relates to my own-re-election, I pass the Chair to Mr Ernest Hiddlestone.

#### Ernie Hiddlestone:

Ms Rosemarree Reynolds, a Director appointed by the Board since the last Annual General Meeting, retires in accordance with the Company's Constitution and being eligible, offers herself for re-election.

I now ask for someone to move the motion that **Ms Rosemarree Reynolds** be re-elected as a Director of the Company.

Is there a seconder?

Is there any discussion?

#### If no discussion

Those in favour, please raise your hand ...

Those against ...

I declare the resolution carried.

# Ernie Hiddlestone:

I now invite Rosemarree Reynolds to resume the Chair.

# 9. **Appointment of Auditor**

The Board has received Mr David Hutchings of Andrew Frewin & Stewart consent to act as Auditor and written notice of Mr David Hutchings nomination as Auditor from a shareholder.

I now ask for someone to move the motion that the appointment of <u>Mr David</u> <u>Hutchings</u> of Andrew Frewin & Stewart as Auditor of the Company be approved.

Is there a mover of the motion?

Is there a seconder?

Is there any discussion?

If no discussion

Those in favour, please raise your hand ...

Those against ...

I declare the resolution carried.

# 10. Our Presentation

# Rose announces our presentation

Our PowerPoint presentation is shown

The meeting is now open for General Discussion

# 11. Meeting Closed

That concludes the business of the Meeting.

Light refreshments will now be available for all.

I now close this Meeting and thank you for your attendance.