



## Australian Post-Tel Institute (Queensland) Limited

### Notice of 100<sup>th</sup> Annual General Meeting

Wednesday 29<sup>th</sup> November 2023, at 5.30pm

Level 2, 160 Wharf St, Spring Hill Qld 4004 & via video link

#### MEMBERS MUST RSVP TO ATTEND THE MEETING

RSVP is required by 5.00pm Friday 24<sup>th</sup> November 2023 by responding to the prompts in the email invitation. The meeting will be held in a hybrid format, with a confirmation sent to your registered email to confirm either in person or video/phone attendance. In-person attendance at Wharf St is limited by space, those joining via video-link or phone will be emailed joining instructions on Wednesday 29<sup>th</sup> November 2023.

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#### AGENDA

Item	Description	Responsible
1	Welcome and introductions	President/Chairperson
2	Apologies	Company Secretary
3	Review of actions from previous annual general meeting	President/Chairperson
4	Acceptance of minutes of Annual General Meeting 30th November 2022	President/Chairperson
5	President's report	President/Chairperson
6	Finance & Risk Management Committee (FARM) Report	FARM Chairperson
7	Questions to Directors	President/Chairperson
8	Acceptance of financial statements	FARM Chairperson
9	Acceptance of annual report	President/Chairperson
10	Appointment of and questions to the Auditor	FARM Chairperson
11	Election of Directors	Returning officer
12	General business	President/Chairperson
13	Meeting close	President/Chairperson