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**THE ANNUAL GENERAL MEETING OF**

**The BROOKFIELD SHOW SOCIETY Inc.**

**PLACE: 550 Brookfield Road, Brookfield**

**TIME: 7 pm Wednesday 29 September 2021**

NOTICE OF MEETING:

Members are requested to note that the above meeting is scheduled to take place in the **Brookfield Show Society Members’ Bar on Wednesday 29 September 2021 at 7pm** provided that all members wishing to attend can be accommodated in this venue.

The Secretary, Treasurer and one Vice-President have advised that they will not be re-nominating this year. Together with an existing Vice President vacancy, this means that there are four positions available on the Executive Team of the Management Committee. The Society welcomes nominations from members to participate as members of the Management Committee.

If there is more than one nomination for a position, a ballot will take place. A nominee is asked to provide a biography with their nomination for distribution to all Members.

When elections have been held in the past, substantial numbers of Members have attended. Such numbers may be greater than those permitted in the Members’ Bar under COVID-19 regulations.

ALTERNATIVE VENUE:

If it is likely that numbers will exceed those permitted, it will be necessary to transfer the meeting to the Art Pavilion which can accommodate the increased numbers as required under the current Queensland Government COVID-19 regulations.

This decision will be taken during the weekend of 25/26 September 2021 and if there is a change of venue a notice will be published via newsletter, on the website and all social media where possible.

RSVPs:

While it isnot mandatory to notify that you will be attending this AGM it will assist if Show Society Members advise of their intention to attend by emailing the Secretary at secretary@brookfieldshowsociety.org.au .

This will assist in ensuring that the Society complies with all requirements of the Queensland Government in respect of COVID-19.

Your assistance in this regard will be greatly appreciated.

PROXY VOTES (Alternatives to Attending in Person):

Current members are reminded that if they are unable to attend the meeting (or choose not to do so) they may vote by Proxy.

Clause 44 of the Rules of the Society permits the granting of general and restricted proxies.

If a Member gives a General Proxy to someone attending the meeting, then the Proxy is empowered to vote as they see fit on behalf of the Member.

If a Member gives a Restricted Proxy to someone attending the meeting, then the Proxy must vote in strict accordance with the directions provided in writing by the Member and detailed in the grant of proxy.

A Proxy may be given to a named individual or the holder of an office, such as the President or Treasurer or Secretary provided that there is no doubt as to whom the grant is being made. Where there is more than one holder of a position (such as Vice-President), to be valid the Proxy must identify the name of the person holding that office to whom the Proxy is to be granted.

Proxies must be submitted to the Secretary prior to the start of the meeting by the person authorised to vote on behalf of a member.

They must be in writing and in either of the aforementioned formats.

****FORM 1**

**GENERAL PROXY FORM**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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being a financial member of the Brookfield Show Society Incorporated,

Member #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

appoint \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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as my proxy to vote for me, on my behalf, at the Annual General Meeting of the Brookfield Show Society Incorporated.

This is to be held on Wednesday 29 September 2021 at the Brookfield Showground.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

****FORM 2**

**RESTRICTED PROXY FORM**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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being a financial member of the Brookfield Show Society Incorporated

Member #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

appoint \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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as my proxy to vote for me, on my behalf, at the Annual General Meeting. This will be held on Wednesday 29 September 2021 at the Brookfield Showground.

My Proxy is to vote in favour or against each of the following resolutions, decisions or votes as are specified below and in the manner detailed in respect of each vote.

1. ……………………………………………………………………………………………………………………………………………………………………………………
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7. ……………………………………………………………………………………………………………………………………………………………………………………

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

****FORM 3**

**REQUEST FOR MOTION – AGM 2021**

I ask that the following motion be included in the Agenda for the 2021 Brookfield Show Society AGM to be held on Wednesday 29 September 2021.

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Proposer's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Membership Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form must be **delivered** by post or email **no later than Monday 27th September 2021**.

By Post

The Secretary

Brookfield Show Society Inc.

PO Box 372

KENMORE QLD 4069

secretary@brookfieldshowsociety.org.au

**NOMINATION FORM**

**MANAGEMENT COMMITTEE**

**Nominations close 5pm Wednesday 22 September 2021**

Nominations are called for:

SECRETARY

TREASURER

VICE- PRESIDENT – 2 POSITIONS

MANAGEMENT COMMITTEE MEMBERS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STATUS** | **Name in**  **BLOCK LETTERS** | **Member Number** | **Signature** | **Date** |
| **Nominee:**  **TREASURER** |  |  |  |  |
| Proposer |  |  |  |  |
| Seconder |  |  |  |  |
| **Nominee:**  **SECRETARY** |  |  |  |  |
| Proposer |  |  |  |  |
| Seconder |  |  |  |  |
| **Nominee:**  **VICE PRESIDENT** |  |  |  |  |
| Proposer |  |  |  |  |
| Seconder |  |  |  |  |
| **Nominee:**  **COMMITTEE MEMBER** |  |  |  |  |
| Proposer |  |  |  |  |
| Seconder |  |  |  |  |

Please note, the management committee advises all nominees that the Brookfield Show Society Inc. has public liability insurance of $20,000,000. Further details available on request.

BIOGRAPHY: LIMITED TO 200 WORDS

Please attach your biography to your Nomination Form and return by 5pm on Wednesday 22 September 2021.

Please email to secretary@brookfieldshowsociety.org.au allow for biographies to be sent to members on Monday 27 September 2021 for members to peruse and consider in the event that a vote is required for any of the above positions.

The biographies will also be read out by the Chair of the Annual General Meeting as required.

For biographies submitted that are over 200 words in length, only the first 200 words will be published and read out if required.

**This Nomination Form, inclusive of biography, must be received by the Secretary no later than 5.00 pm Wednesday 22 September 2021.**

Lodgement of Nomination Forms:

By Post

The Secretary

Brookfield Show Society Inc.

PO Box 372

KENMORE QLD 4069

By Email

The Secretary

secretary@brookfieldshowsociety.org.au

(NB: emailed forms must be in PDF format showing scanned signatures)

**ANNUAL GENERAL MEETING OF**

**BROOKFIELD SHOW SOCIETY INC.**

**550 Brookfield Road, Brookfield**

**Wednesday 29 September 2021**

**PLEASE NOTE THAT NO MOTIONS WILL BE TAKEN FROM THE FLOOR.**

**VALID MOTIONS MUST HAVE BEEN SUBMITTED TO THE SECRETARY BY MONDAY 27 SEPTEMBER 2021 ON THE REQUEST FOR MOTION FORM ATTACHED TO THE NOTICE OF MEETING ISSUED TO MEMBERS AND HAVE BEEN INCORPORATED IN THIS AGENDA.**

**AGENDA**

1. Opening of Meeting
2. AGM Attendance: Please sign the Attendance Sheets provided.

1. Registration of Proxies: Please provide to Secretary.
2. Apologies
3. Minutes of Previous 2020 Annual General Meeting
4. Business arising from the Minutes
5. Management Committee Reports:
6. President's Report
7. Treasurer’s Report – Statement of Income & Expenditure, Assets & Liabilities for the financial year 2020/2021.
8. Receipt of the Auditor’s Report upon the books and accounts for the financial year 2020/2021.
9. Appointment of the Auditor for FY 2020/2021.
10. Notification of Public Liability Insurance to members (The Brookfield Show Society Inc. holds Public Liability Insurance coverage to the sum of $20,000,000 with Regional Insurance Brokers).
11. The 2021 Election of Members to the vacancies of the Management Committee

* Secretary
* Treasurer
* Vice-Presidents - 2 positions
* Committee Members - such numbers determined by Members.

Please Note: that following changes to the Brookfield Show Society Rules in 2017, and a motion passed at the 2018 Annual General Meeting, committee members elected at the 2020 Annual General Meeting serve two year terms unless they resign. The Secretary and Treasurer have resigned as of this meeting. Continuing Vice-Presidents are James Booth, Alistair Harvey and Christian Hedberg. The Retiring Vice-President is Jane Prentice.

1. Appointment of members from the floor to Brookfield Show Society vacant positions outside the management committee\*

\*See ‘Vacant Positions Outside Management Committee’ document

1. Special Resolutions

12. General Business

13. Closure of Meeting

**Vacant Positions**

**outside management committee\***

\*Note: these are not elected positions. Short job descriptions are given below for all positions. Each incumbent will have access to relevant supporting information and documents. The management committee will assist people who take on these roles in fulfilling them.

* + 1. **Volunteer Marketing Coordinator**

Duties: working closely with the President and Committee throughout year for specific events, particularly the Show, including:

* Regularly writing the member’s newsletter
* Ensuring the website is always current and updated
* Communicating to members and the public about upcoming events via newsletter, social media and road signage
* Designing marketing materials such as digital materials, signs and flyers
* Writing and disseminating press releases to the media and following up with media to gain publicity for specific events
* Updating the Marketing Plan document and creating a marketing strategy for the Show

Attributes: Excellent communication skills, organisational skills, some marketing experience preferable, knowledge of or willing to learn programs and media such as Mailchimp, Canva, Facebook and Instagram

* + 1. **Volunteer Entertainment Steward**

This role includes the development of all aspects of the Entertainment Program for the 2022 Show.

A full set of documentation and handover support from the previous Steward together with support from the Management Committee will be provided.

Key aspects of the role include:

* Sourcing a range of professional entertainers and community based performers to meet the scope of interests and age range of attendees at the Annual Brookfield Agricultural Show.
* The development of a comprehensive three day Entertainment program to promote the engagement of attendees during the Show
* Monitor and report regularly on Entertainment budget

Attributes:

Keen personal interest in the world of entertainment and /or experience in event management of activities similar to the requirements of the Brookfield Agricultural Show.

* + 1. **Signage Steward**

Duties: for the Show -

* Undertaking an audit of current signs early each year
* Consulting with stewards and management committee about numbers, contents and placement of signs both within the showground and externally
* Ordering and collecting signs from printers
* Placing them within the showground and externally in the fortnight before the show and removing and suitably storing them in the week after the show.

Attributes: Good communication skills, good organisational skills, able to work on one’s own and in teams.

Documents: current inventory of signs

* + 1. **Wine and Cheese Function Steward**

Duties: (during Show) comprise -

* organising wine and cheese tasting at Brookfield Show on Sunday afternoon
* organising signage and publicity for event

Attributes: Organisational skills, communication skills, knowledge of wine and sources available

**5. Children’s Art & Craft Stewards**

**Children’s Art**

This involves running the Children’s Art Show during the Brookfield Show.

You will need to co-ordinate a small team of volunteers, develop entry forms, schedules, organize judges, order ribbons and organize the display of art. You will be given assistance to support the redevelopment of this important and very popular Show activity.

Approximate hours would be two hours a week from January to May leading up to the show, hosting the Opening on the Thursday night prior to the commencement of the Show and being present with other team members during the Show.

**Children’s Craft**

This involves running the Children’s Craft Show during the Brookfield Show.

You will need to co-ordinate a small team of volunteers, develop entry forms, schedules, organize judges, order ribbons and organize the display of art. You will be given assistance to support the redevelopment of this important and very popular Show activity.

Approximate hours would be a couple of hours leading up to the show and being present with other team members during the Show.

It is possible to combine these two complimentary sections.