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Notice is hereby given that the **167th ANNUAL GENERAL MEETING** of the Launceston Chamber of Commerce Inc. will be held in the **Chamber Boardroom** on the 1<sup>st</sup> Floor, 29 Paterson Street Launceston at 5.30pm for 6.00pm on Wednesday 11<sup>th</sup> October 2017.

**BUSINESS**

1. To confirm the minutes of the 2016 Annual General Meeting (attached).
2. To adopt the Annual Report and Statement of Accounts for year ended 30 June 2017.
3. To elect 4 members to the Board of the Launceston Chamber of Commerce for a 3 year term.
4. To appoint an auditor.
5. Any other business of which due notice shall be given.

Please **RSVP your attendance at the AGM** to the Chamber office on 6331 9364 or by email [info@lcc.asn.au](mailto:info@lcc.asn.au) by close of business Friday 6<sup>th</sup> October 2017.

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**BOARD ELECTIONS**

There are four Board Members whose three-year term expires at the AGM. They are: Tim Gardner, Janine Healey, John Kirwan, and Andrew Pitt. All are eligible to re-nominate if they so choose.

**Nominations close – 14<sup>th</sup> September 2017**

All nominations for the Board must be in accordance with the rules of the Chamber and be delivered to the offices of the Launceston Chamber of Commerce by close of business Friday 14<sup>th</sup> September.

**Nomination forms** – one form is attached and additional copies are available by emailing [info@lcc.asn.au](mailto:info@lcc.asn.au) or phoning our office on 6331 9364.

**Nominee information** – Nominees will need to provide a brief profile statement (150 words maximum) along with their nomination form.

**Board charter** – The Charter that defines the role and expectations of Chamber Board Members can be found on the Chamber website. A direct link to the page on the site is as follows:

<http://lcc.asn.au/client-assets/submissions-reports/LCC%20CHARTER%202013.pdf>

Office Bearers are elected by the Board Members at the first Board Meeting following the AGM.

Jan Davis  
**Executive Officer**  
31<sup>st</sup> August 2017



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Present: Donna Bain (chair), Steve Bishop, Bede Clifton, Janine Healey, Tim Holder, Richard Ireland, John Kirwan, Tim Lack, Andrew Lovitt, Malcolm Matthews, Adam Mostogl, Andrew Pitt, Honni Pitt, Kim Seagram, Maree Tetlow  
Guests: Malcolm Matthews and Andrew Bingley, Crowe Horwath  
Also present: Jan Davis, Genevieve Cooley, Jo Archer  
Apologies: Stephen Brown, Sarah Courtney, Robert Dobrzynski, Tim Gardner, Ross Hart, Paul Hodgen, Ben Jones, Margot Smart, Matthew Smithies

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### **1. Opening and welcome**

The chair opened the meeting at 6.05pm, and welcomed those present.

Apologies were noted.

### **2. Minutes of previous meeting**

*It was resolved that:*

*The minutes of the 2015 annual general meeting, having previously been circulated, be taken as read and adopted as a true and correct record of the proceedings of that meeting.*

*Honni Pitt/Tim Holder*

### **3. Outcome of Board Elections**

Jan Davis took the chair to announce the results of the board election. There had been three vacancies, and three nominations received – so no election had been required.

The directors retiring by rotation were:

- Donna Bain;
- Steve Bishop; and
- Honni Pitt.

The incoming board members were:

- Donna Bain;
- Paul Hodgen; and
- Stephen Brown.

Donna Bain resumed the chair, and moved a vote of thanks to the retiring directors. Steve had been on the board for 12 years, and his expertise and wise counsel had been invaluable. Honni had served a three year term including the past year as treasurer. Her diligence with respect to the Chamber's financial situation had been above and beyond expectations.

These comments were supported by acclamation.

#### **4. Financial Report 2015/2016**

The Treasurer, Honni Pitt, spoke to the previously circulated reports. She noted that, despite a small loss for the period and a very difficult business environment, the Chamber had had a relatively strong financial year in 2015/16. This had been masked to some extent by extraordinary items, including the recruitment of a new executive officer.

Donna noted the attendance of the auditor, Malcolm Matthews.

*It was resolved that:*

*The Statement of Accounts for year ended 30 June 2016 and Treasurer's Report thereon be adopted.  
Honni Pitt/Bede Clifton*

#### **5. President's Report 2015/2016**

Donna Bain spoke to her tabled report, a copy of which follows as Attachment 1. She noted that 2015/2016 had been a very full and busy year for the Chamber; and expressed her thanks to all members for their support and commitment.

*It was resolved that:*

*The President's report for 2015/2016 be noted.*

*Donna Bain/Janine Healey*

#### **6. Appointment of the Auditor**

*It was resolved that:*

*Crowe Horwath be confirmed as the Chamber's auditor for 2016/2017.*

*Honni Pitt/Janine Healey*

#### **7. Other Business**

Steve Bishop said he had served on many boards over the years; and had enjoyed his time with the Chamber. Each board had been focussed on achieving goals; and this current board has been exemplary in its focus and governance. He was pleased to be leaving the Chamber knowing that it is in the hands of a group of intelligent, dedicated and pro-active people.

Honni Pitt said she had been incredibly lucky to have had the opportunity to serve on the Chamber board. She had learnt much from this time with a group of passionate and committed people; and this will stand her in good stead in her future endeavours.

These comments were supported by acclamation.

#### **8. Closure**

There being no further business, the chairman thanked members for their input, and declared the meeting closed at 6.20pm.