

## **Business Whangaparaoa Inc**

### **Annual General Meeting Notice**

**You are cordially invited to attend the Annual General Meeting of**

**Business Whangaparaoa Incorporated**

**On Wednesday 8 November 2023 at 4.45 pm**

**At The Archer, Stanmore Bay**

#### **AGENDA**

1. Welcome
  2. Apologies
  3. Confirmation of Minutes from 2022 AGM
  4. Annual Reports – Chair and Manager
  5. Financial Reports – Treasurer
  6. Approval of Statement of Accounts
  7. Approval of the Income and Expenditure budget for the following year  
Election of Executive Committee:
  8. Election of members – please read the information below for nomination procedure. The Nomination form is overleaf. Nominations close with Sarah Carr at 4.00 pm on Wednesday 8 November.
  9. Election of officers (Chairperson, Secretary and Treasurer) for 2024:
    - a. process for election of officers;
    - b. (if necessary) election of officers.
  10. Any Questions
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**A person must be a Member of the Association to vote and stand for election to the Executive Board/Committee**

**Election of members to the Executive Committee** - The procedure for nominations as detailed in Rule 15 of the constitution is as follows:

Nomination of candidates for election - shall be made in writing, signed by two Members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and

shall be delivered to the Secretary of the Association (Sarah Carr for the purposes of this AGM) by 4.00 pm on Monday 6 November 2023.

For more information please contact Sarah Carr. **Please RSVP your attendance** by emailing [info@businesswhangaparaoa.co.nz](mailto:info@businesswhangaparaoa.co.nz) by 5.00 pm on Monday 6 November 2023.

## NOMINATION FORM

For nomination to stand for election to the Executive Committee of **Business Whangaparaoa Inc** at the Annual General Meeting held on 08 November 2023

Nominated position: Please tick one   Chairperson    Secretary    Treasurer    Committee

I (individual's name) .....

wish to stand for election to the Business Whangaparaoa Inc Executive Committee

Signature: .....

Business: .....

Address: .....

Name of nominee: .....

Contact ph/email: .....

### 1st Nomination by:

Signature: .....

Business: .....

Address: .....

Name of nominee: .....

Contact ph/email: .....

### 2nd Nomination by:

Signature: .....

Business: .....

Address: .....

Name of nominee: .....

Contact ph/email: .....

To be considered for election please return this nomination form to the Secretary by emailing this form to:  
[info@businesswhangaparaoa.co.nz](mailto:info@businesswhangaparaoa.co.nz)