



Ballarat East Neighbourhood House Incorporated

On Wadawurrung Country
Barkly Square, 25-39 Barkly Street, Ballarat East

ABN: 55 169 624 154

reception@ballarateastnh.org.au

0422 612 052

NOTICE OF THE 2025 ANNUAL GENERAL MEETING FOR
Ballarat East Neighbourhood House Incorporated

Dear Member,

This is to advise you of the upcoming annual general meeting of the members of the Ballarat East Neighbourhood House Incorporated.

The details of this meeting are as follows:

Date:	Friday 27 June 2025
Time:	10.00 am – 11.00 am
Place:	Room 102, Ballarat East Neighbourhood House Incorporated, Barkly Square, 25-39 Barkly Street, Ballarat East and online via Zoom

Attached are:

- The Agenda for this meeting
- Application for 2025 Membership of the Ballarat East Neighbourhood House Incorporated
- Nomination for Committee of Management of the Ballarat East Neighbourhood House Incorporated
- Form for Appointment of a Proxy by a Member for this meeting

At the meeting, members will have the opportunity to:

- Find out about the Ballarat East Neighbourhood House Incorporated
- Ask questions about the operations and finances of the Ballarat East Neighbourhood House Incorporated
- Speak about any items on the agenda.

At the meeting, members will be asked to vote to:

- Confirm the minutes of the 2024 Annual General Meeting (voted by those who attended the meeting);
- Receive & consider the 2024 Manager's and Treasurer's reports;
- Receive & consider the 2024 Annual Financial Statements and Auditor's reports;
- Consideration of the requirement for an Auditor for the next financial year;
- Vote on appointment of Office Bearers within the Committee of Management;
- Vote on the number of Committee Members for the Ballarat East Neighbourhood House Incorporated;
- Vote on appointment of Ordinary Members to the Committee of Management;
- Confirm or vary the amount (if any) of the annual subscription and joining fee; and
- Set the date for the 2026 Ballarat East Neighbourhood House Incorporated AGM.

Appointment of Proxy

Please see attached the Form for Appointment of a Proxy.

A member may appoint another member as a proxy for the meeting. A proxy may vote and speak on the Member's behalf at the meeting. The appointment of a proxy must be in writing and signed by the member making the appointment.

This form must be received by the Ballarat East Neighbourhood House **no later than 24 hours before the commencement of the meeting** by posting it or delivering it to Room 102, Ground Floor, Barkly Square, 25-39 Barkly Street, Ballarat East or emailing it to the Secretary at: secretary@ballarateastnh.org.au. The form will then be given to the Chairperson of the meeting before or at the commencement of the meeting.

Refer to Rule 34 (Proxies) in the Ballarat East Neighbourhood House Rules of Association:
ballarateastnh.org.au/about-us/rules-of-association

New business will be as follows: None.

Regards,



Cameron Duthie
Acting Chairperson, Committee of Management
Ballarat East Neighbourhood House Incorporated