

Document Title: Notice of AGM & Agenda		
Document Type: Notice & Agenda	Meeting Date: 20 October 20106	Time: 9.30am – morning tea to follow
Meeting Venue: Mundubbera Town Hall Supper Room, Lyons Street		
No	Agenda Item	Presenter
1	Welcome, Declarations of Interest and Apologies	Chairperson – Paul Lobegeier
2	Endorse: Proxies	Secretary
3	Report of Management Committee	Chairperson – Paul Lobegeier
4	Treasurers Annual Report	Treasurer
5	Election of Management Committee	Returning Officer
6	Election of Office Executives	Returning Officer
7	Appointment of Auditor	Treasurer
<p>If you are unable to attend the AGM, you may appoint a person to vote on your behalf by proxy. Proxy forms are available by contacting the office on (07) 4166 3898.</p>		
<p>Previous minutes are available from BCCA office Please phone(07) 4166 3898 or email admin@burnettcatchment.org</p>		

Document Title: Notice of General Meeting & Agenda		
Document Type: Notice & Agenda	Meeting Date: 20 October 2016	Time: After AGM – 10.30am
Meeting Venue: Mundubbera Town Hall Supper Room, Lyons Street		
No	Agenda Item	Presenter
1	Welcome, Declarations of Interest and Apologies	Chairperson
2	Adoption of Agenda	Chairperson
3	Confirmation of Minutes: 29 August 2016	Secretary
4	Business Arising from Previous Minutes	Chairperson
5	Coordinators Reports	General Manager
6	Landcare Group's update	Chairperson
7	Treasurers Report	Treasurer
8	Endorse: Membership received	Chairperson
9	Endorse: Expenditure	Treasurer
10	Endorse: Compliance Report	Chairperson
11	Correspondence Report	Secretary
12	General Business	Secretary
13	Next Meeting Date to Be Set	Chairperson
Close of Meeting and Light Refreshments.		
<p>Previous minutes are available from BCCA office Please phone(07) 4166 3898 or email admin@burnettcatchment.org</p>		