



MINUTES OF JOINT ANNUAL GENERAL MEETING

CPSU OFFICE, 157 COLLINS STREET HOBART

FRIDAY X AUGUST 201X

1:00pm

1. WELCOME

.1 Meeting declared open:

2. ROLL CALL

.1 Attendance: As per attached attendance record

.2 Apologies:

It was moved by X and seconded by X that the apologies be accepted

– motion carried

.3 Observers: As per attached attendance record

3. CONFIRMATION OF MINUTES

.1 AGM X August 201X Minutes

It was moved by X and seconded by X that the minutes of the Joint AGM Meeting held on X August 201X be confirmed – motion carried.

4. BUSINESS ARISING FROM PREVIOUS MEETING

.1 AGM X August 201X

It was noted that there were no matters raised under Business Arising from 201X AGM Minutes.

5. ANNUAL REPORT

X presented the Annual Report for the year ending 30 June 201X

It was moved by X and seconded by X that the Annual Report, as presented by the General Secretary, be accepted – motion carried.

6. MATTERS ARISING FROM THE ANNUAL REPORT

.1 Annual Report 201X

It was noted that there were no matters raised under Matters Arising from The Annual Report.

7. PRESENTATION OF THE 201X/201X ANNUAL ACCOUNTS

Treasurer X

.1 201X/201X Annual Accounts for CPSU (SPSFT) Inc

It was moved by X and seconded by X that the Annual Accounts for the CPSU (SPSFT) Inc be accepted – motion carried.

.2 Appointment of Audit Firm – Wise Lord & Ferguson Chartered Accountants – Joanne Doyle for CPSU (SPSFT) Inc

It was moved by **X** and seconded by **X** that Joanne Doyle from Wise Lord & Ferguson Chartered Accountants be appointed to conduct the audit for the financial year ending 30 June 2017 for the quoted sum of **\$X,xxx plus GST – motion carried.**

.3 201X/201X Annual Accounts for CPSU (SPSF Group, Tasmanian Branch)

It was moved by **X** and seconded by **X** that the Annual Accounts for the CPSU (SPSF Group, Tasmanian Branch) be accepted – **motion carried.**

.4 Appointment of Audit Firm – Wise Lord & Ferguson Chartered Accountants – Joanne Doyle for CPSU (SPSF Group, Tasmanian Branch)

It was moved by **X** and seconded by **X** that Joanne Doyle from Wise Lord & Ferguson Chartered Accountants be appointed to conduct the audit for the financial year ending 30 June 2017 for the quoted sum of **\$X,xxx plus GST – motion carried.**

8. GENERAL BUSINESS

It was noted that there were no matters tabled for General Business.

9. NEXT MEETING

.1 Friday X August 201X, 1:00PM

.2 Meeting declared closed:

NAME: _____

SIGNED: _____

DATE: _____

SUMMARY OF ACTIONS

REQUEST /ACTION	ASSIGNED TO	DATE	STATUS