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#### Dear AMAA members, friends and supporters

**RE: AMAA ANNUAL GENERAL MEETING 2020 & OUR SERVICES UPDATE**

We are pleased to advise that the operations of the Asbestosis and Mesothelioma Association of Australia (AMAA) are returning to a more “normal” level of operation with the borders being open and the increased ability of our members to move more freely in spite of the COVID-19 pandemic. As such, we are now able to host our Annual General Meeting (AGM) for 2020.

The AMAA AGM will take place in Tweed Heads, New South Wales on Wednesday 24 March 2021 at Tweed Heads Bowls Club commencing at 11.00am (NSW Time). The Formal AGM Notice and the Proxy Form is ***attached*** for you.

We understand from discussions with many of our members and supporters that some of your memberships may have lapsed during the COVID-19 lockdown and our Outreach Centre closure. As such, we encourage you to contact our office to discuss your personal circumstances to ensure your membership is current and our records are up to date. Please email us at info@asbestosassociation.com.au or call us on 1800 017 758.

The AMAA Board is currently taking steps to develop a plan for the operation of the AMAA Outreach Centre in 2021 as well as the recommencement of our services including social outings, member forums and personal support services. We will continue to keep you informed of these plans and we encourage you to keep up to date with AMAA on our website and also our Facebook page.

To assist in social distancing and COVID requirements, please RSVP to AMAA if you plan on attending the AGM by email to info@asbestosassociation.com.au or call us on 1800 017 758.

#### Yours sincerely

The AMAA Board of Directors

16 February 2021

**NOTICE OF ANNUAL GENERAL MEETING OF MEMBERS**

**DATE: Wednesday 24th March 2021**

**TIME:** 11.00am    N.S.W time

**LOCATION:** The Glass

Tweed Heads Bowls Club (THBC)

Cnr Wharf & Florence Street

Tweed Heads West NSW 2485

**BUSINESS**

1. Welcome and Apologies
2. Minutes of Annual General Meeting 2019
3. Chair’s Report
4. Treasurer’s Report
	1. Receive and consider the annual financial statements for the Company together with the Director’s and Auditor’s Reports for the financial year ended 30 June 2020.
5. Election of Directors
	1. Peter Tillotson and Nyrie Tillotson will step down voluntarily as Directors at the Annual General Meeting in accordance with the Company’s Constitution and each has chosen to be re-nominated for election.
	2. A member of AMAA may nominate themself or another member for election as a Director. Nominations to fill the vacant positions as Directors must be received at the Company’s registered office by 5.00pm on Friday 19th March 2021

Asbestosis and Mesothelioma Association of Australia (AMAA)

PO Box 1178

TWEED HEADS NSW 2485

* 1. Confirmation as Directors:

Kimberley Crawford, Nyrie Tillotson, Peter Tillotson, Tilly Ryan, Ken Beard and Terri Sibberas each seek to remain as Board Directors and now submit themselves for confirmation by the members of AMAA.

6. Other Business: Consideration of any other business.

**NOTES:**

* A member entitled to attend and vote is entitled to appoint a proxy.
* A proxy need not be a member of the Company.
* Proxy forms must be signed by the member or the member’s attorney, or if a corporation, in accordance with its Constitution. Proxies must be received by the Company at its registered office not less than **forty-eight hours before** the time for holding the meeting or adjourned meeting (as the case may be).
* A Proxy form is attached for use.
* Members can request a copy of the Annual Financial Report by contacting AMAA by email: info@asbestosassociation.com.au

**DATED** the 16th February 2021

**BY ORDER OF THE AMAA BOARD**

**AMAA Annual General Meeting - 24 March 2021**

**PROXY APPOINTMENT**

 I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ being a Financial Member of Asbestosis & Mesothelioma Association of Australia Limited, appoint the person specified below, or in their absence, the Chairperson of the meeting, to vote on my behalf at the Annual General Meeting of the Company to be held on Wednesday 24 March 2021 at 11.00am and at any adjournment of that meeting.

Member Details:

SURNAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GIVEN NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proxy Details:

SURNAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GIVEN NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* This form is undirected and my proxy may vote as they see fit.

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**Member’s signature Proxy’s signature**

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**Date Date**

**SEE NOTES IN NOTICE OF MEETING IN RELATION TO THE PROCEDURE TO APPOINT A PROXY**.