



# Society for Creative Anachronism Ltd (Australia)

PO Box 4160, Western Creek ACT 2611, Australia ABN 13 117 403 648

Website: <http://www.sca.org.au/board> Email: [chair@sca.org.au](mailto:chair@sca.org.au) or [secretary@sca.org.au](mailto:secretary@sca.org.au)

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## Notice of Annual General Meeting

Time: 2:30PM, AEST, Sunday 25<sup>th</sup> May 2025

Method: <https://zoom.us/j/99364219374?pwd=dwBsOuFN0Z4pVVUqemrwW7Y6pqTwW0.1>

[CLICK HERE TO REGISTER FOR THE MEETING](#)

Zoom AGM Guide

## Agenda

### 1. Welcome and apologies

### 2. Chair's Report

To note the Chair's report.

### 3. Treasurer's presentation of Financial reports

*To note the Financial Report, Directors' Report and Auditor's Report for the financial year ended 31 December 2024.*

### 4. Minutes from the 2024 Annual General Meeting

*To accept the minutes of the 2024 Annual General Meeting as a true and correct record.*

### 5. Correspondence addressed to the AGM

#### a. Election of Company Directors

Members should note that no more than two (2) directors may be appointed to the board concurrently from any State or Territory.

#### b. Appointment of Director

*To confirm by ordinary resolution the continued SCA Ltd Board Members of Nicole Hellessey (ACT) in accordance with clauses 29 and 30 of the SCA Ltd Constitution.*

#### c. Appointment of Director

*To confirm by ordinary resolution the continued SCA Ltd Board Members of Catherine Connor (ACT) in accordance with clauses 29 and 30 of the SCA Ltd Constitution*

#### d. Appointment of Director

To declare Rhys Howitt (NSW) as duly elected in accordance with clauses 29 and 30 of the SCA Ltd Constitution

#### e. Appointment of Director

To declare Simon Miller (ACT) as duly elected in accordance with clauses 29 and 30 of the SCA Ltd Constitution

#### f. Appointment of Director

To declare Craig Hutchinson (SA) as duly elected in accordance with clauses 29 and 30 of the SCA Ltd Constitution

### 6. Appointment of the SCA Ltd Executive

*To appoint to the Executive Board Cathrine Connor as Chair, David Potter as Treasurer and Nicole Hellessey as Secretary, in accordance with clause 27 of the SCA Ltd Constitution.*

7. **General business**
8. **Close of meeting**
9. **Details of next Annual General Meeting**

#### **Notes to Notice of Annual General Meeting**

This information forms part of the Notice of Annual General Meeting (AGM).

1. A Member who is entitled to attend and cast a vote at the 2025 AGM may appoint a person as the Member's proxy to attend and vote on behalf of the Member at the AGM.
2. A proxy form is included with this Notice of AGM.
3. An appointed proxy is not required to be a Member of the SCA Ltd.
4. Where a proxy appointment is signed by a Member's attorney, the original of the power of attorney or a certified copy of the power of attorney must accompany the proxy appointment.
5. Proxy appointments for the 2025 AGM must be received by 02:00pm AEST Sunday 27<sup>th</sup> April 2025.
6. A proxy form may be lodged with the SCA Ltd via email to [chair@sca.org.au](mailto:chair@sca.org.au)
7. A proxy has the same rights as the Member to speak at the AGM, to vote (but only to the extent allowed in the appointment) and to join in a request for a poll.
8. A proxy appointment may direct the proxy on how they are to vote on a particular resolution. If it does:
  - a. the proxy is not required to vote on a show of hands, but if the proxy does, the proxy must vote in accordance with the direction provided;
  - b. if the proxy has two or more appointments that specify different directions, the proxy must not vote on a show of hands;
  - c. if the proxy is the Chair, the proxy must vote on a poll, and must vote as directed by the proxies received and where not directed how to vote will vote in favour; and
  - d. if the proxy is not the Chair, the proxy is not required to vote on a poll, but if the proxy does, the proxy must vote in accordance with the direction provided.
9. Members with questions about any aspect of the AGM (including the appointment of proxies) may contact Tegan Brinkman Company Secretary, by email [secretary@sca.org.au](mailto:secretary@sca.org.au)

Explanatory notes to the Agenda of the Annual General Meeting

**Item 2: Chair's Report**

The Chair's report may be accessed via: [LINK](#)

**Item 3: Financial Report**

The Company's Financial Report, which includes the Directors' Report and the Auditor's Report, for the financial year ended 2024 may be accessed online through the Company's website at: <http://sca.org.au/wp-content/uploads/2025/05/2024-SCA-Signed-Financial-Report.pdf>

During this item of business, members will have a reasonable opportunity to ask questions and make comments on the Company's Financial Report, including the Directors Report and the Auditor's Report, and the business and management of the Company generally.

**Item 4: Minutes from the 2024 Annual General Meeting**

The draft minutes from the 2024 SCA Ltd Annual General Meeting can be accessed here: <http://sca.org.au/wp-content/uploads/2025/04/2024-SCA-Ltd-AGM-Minutes-Draft.pdf>

Only members who were in attendance at the previous AGM can vote to accept the minutes.

**Item 5: Correspondence addressed to the AGM**

Any correspondence addressed to the AGM may be provided by email to [secretary@sca.org.au](mailto:secretary@sca.org.au) no later than 02:00pm AEST Sunday 27th April 2025.

**Item 6: Appointment of Company Directors**

Candidate statements for election to the Board for nominees, can be accessed at: <http://sca.org.au/wp-content/uploads/2021/09/board-nominations.pdf>

Qualifications for all continuing Board Directors may be seen within the Directors Report provided within the Financial Report.