

Notice of Inaugural Annual General Meeting (AGM)

3rd November 2023

Notice of the Inaugural Annual General Meeting of Ballarat Wildlife Rehabilitation & Conservation Inc (BWRAC)

Dear member,

This is to advise you of the upcoming Annual General Meeting of the members of Ballarat Wildlife Rehabilitation & Conservation Inc (BWRAC). Members and guests are all welcome. The details of this meeting are as follows:

Date:	Saturday 25 th November 2023
Time:	1.30pm-3.30pm
Place:	Community House, The Emery Room, 407 Warrenhip Street, Buninyong VIC

At the meeting, members will have the opportunity to:

- find out about BWRAC's operations and finances and ask any questions
- speak about any items on the agenda
- vote on any resolutions proposed. (by members entitled to vote)
- (Members entitled to vote includes members who are over 15 years of age and those who have renewed their membership for the 2023-2024 financial year.)

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

- accept the minutes of the last annual general meeting (not applicable)
- accept the President's report
- accept the Treasurer's report

BALLARAT WILDLIFE REHABILITATION & CONSERVATION INC (BWRAC)

- accept the annual financial statements
- accept the annual report
- elect executive and subcommittee/s: [advocacy, research, communications, finance and community outreach]

The following nominations have been received for various Executive Committee roles:

MELISSA MOREY, President

vacant, Vice-President

vacant, Treasurer

vacant, Secretary

vacant, Community/Care Director

vacant Ordinary Committee Member (2) (*inclusion of OCM to be voted on first*)

vacant, Sub Committee (various)

A short bio is attached for any nominees.

BWRAC Organisation Chart: An organisational chart is attached to this AGM Notice.

Role descriptions: are available on the BWRAC website at: <https://www.bwrac.org.au/help-for-wildlife/employment/>

The following ordinary resolution/s will be proposed at the annual general meeting:

- **No 1: MEMBERSHIP FEE INCREASE:**

That the full member fee be increased from \$20 to \$25, and that the associate member fee increase from \$10 to \$12.50 commencing from 1 January 2024.

This increase will allow for fees lost when members pay using PayPal or another electronic provider method and also to support the increase in running costs.

BALLARAT WILDLIFE REHABILITATION & CONSERVATION INC (BWRAC)

- No 2: BWRAC DEVELOP A GRANT PROGRAM TO SUPPORT SHELTERS & WILDLIFE MEDICAL RESPONDERS

That BWRAC formulate a grant or reimbursement process that shelters and wildlife medical responders can apply for, and that the programme be established and operating within twelve months, ie by December 2024.

BWRAC will need to fundraise or seek grants/funding specifically to support this initiative. This new initiative should become an annual event. We will also need to set the criteria for who can apply and what will be funded etc. It is anticipated that applicants would need to be BWRAC members.

There is a huge personal, financial burden on shelters and medical/first responders who treat and care for our wildlife. There are some avenues for grants or funding through the likes of Wildlife Victoria and Wires, but there is an opportunity for BWRAC to make a positive impact in this regard too.

- No 3: that BWRAC consider adopting Ordinary Members to the Executive Committee and that number be two people.

BWRAC is a small organisation and the committee members, executives, members and everyone alike, need to be actively contributing. At an earlier meeting during the year the then BWRAC executive discussed this item and agreed not to adopt Ordinary Committee Members, on the basis that any and all committee members should have accountability and give input into the activities of BWRAC, and not just turn up at executive meetings and vote. Now that some time has passed and I have seen in other organisations where they could not fill their main executive roles, but they did have willing people who were happy to be an Ordinary Committee member, I think we should reconsider this option now. Ordinary Committee members would be expected to contribute to one of at least one of the core areas of: advocacy, communications, finance, research or community education.

In adopting two new members, this will keep the total number of committee members odd for meeting voting purposes.

BALLARAT WILDLIFE REHABILITATION & CONSERVATION INC (BWRAC)

Details of proxy appointment:

In accordance with the BWRAC Constitution, Clause 34,

- (1) A member may appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting.*
- (2) The appointment of a proxy must be in writing and signed by the member making the appointment.*
- (3) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.*
- (6) A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.*
- (7) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association no later than 24 hours before the commencement of the meeting.*

A proxy form is attached to this notice. All electronic proxies must be received no later than 24 hours prior to the start of the meeting: by 12 noon on Friday 24th November 2023.

Please RSVP your attendance for the AGM to secretary@bwrac.org.au by 12 noon on Monday 20th November 2023.

Regards,

Melissa Morey,



BWRAC Secretary & Treasurer

BALLARAT WILDLIFE REHABILITATION & CONSERVATION INC (BWRAC)

EXECUTIVE COMMITTEE NOMINEE – short bio:

ROLE - PRESIDENT: Melissa Morey

Melissa has over 27 year's experience in the corporate environment where she has worked in various companies that were ISO quality accredited. Most recently, prior to moving to Ballarat in 2019, she was the Secretariat for the Australian Federation of Medical Women (AFMW) for about 10 years. She designed and implemented various systems and processes to improve the AFMWs governance compliance. Melissa was instrumental in getting the organisation accredited with the United Nations as a Non-Governmental Organisation (NGO), acquired Her Excellency Ms Quentin Bryce as Patron of the AFMW, introduced the first annual report publication for the AFMW and managed the successful award nomination of Dr Desiree Yap who received an Australia Medal (AM) in 2020.

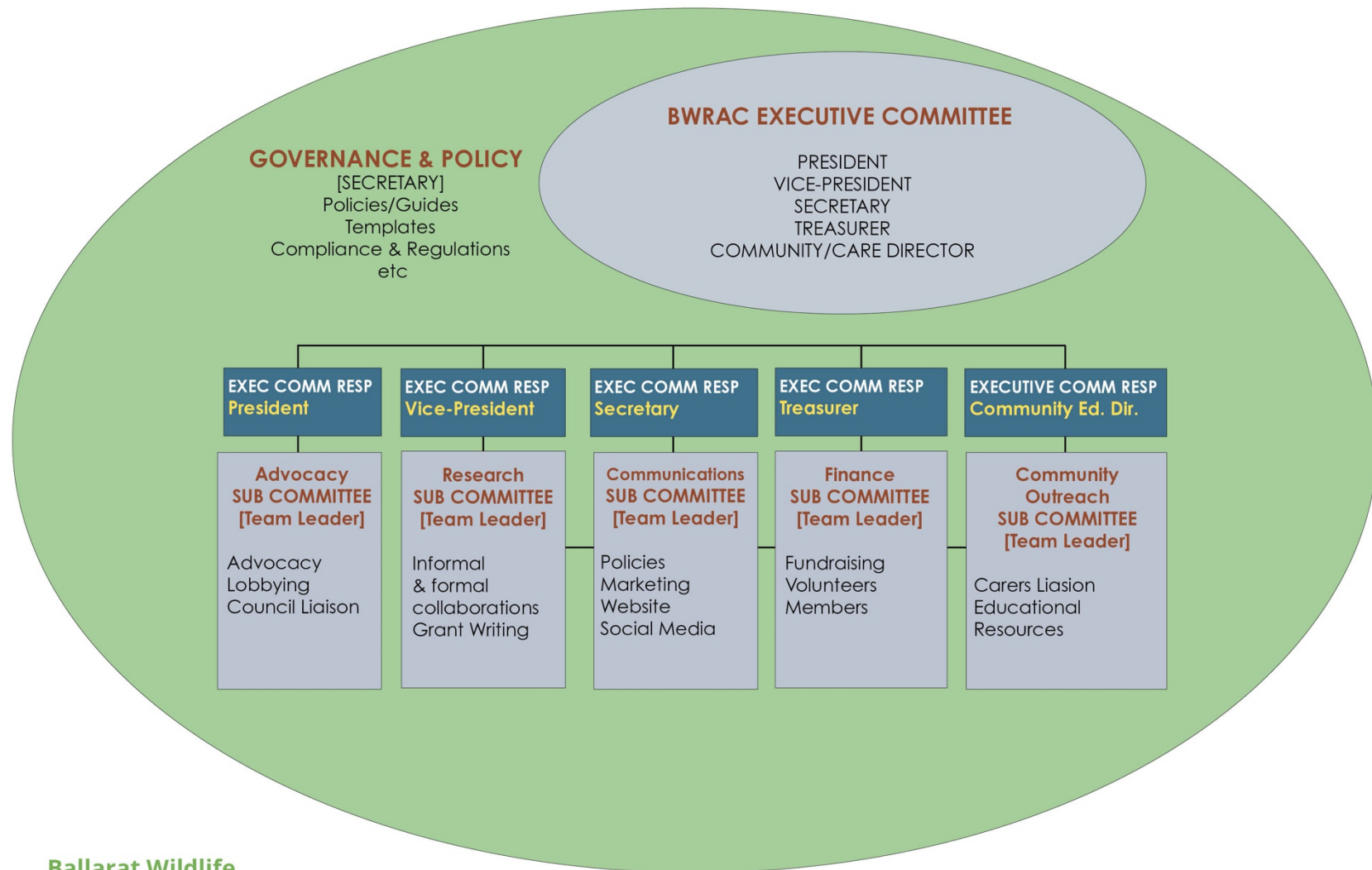
Most recently during the past 12 months she has held the dual roles of Secretary & Treasurer with BWRAC. She was instrumental in getting BWRAC incorporated and registered as a charity simultaneously. She has lead the task of developing crucial policies and guides for the BWRAC team and has also created a detailed administration and financial guides for BWRAC. She has been an active member of the advocacy subcommittee, while maintaining the portfolios of communication and finance. Melissa secured grants from Microsoft Office 365 for 10 complimentary licences, Oracle's NetSuite accounting software & CRM valued at \$6,500 and a Google Ad Grant with access of up to AU\$13,000 per month. She has also sourced donations from numerous local businesses including: Bunnings, Mitre Ten, Fire Logic, Dela Landscaping to name a few.

- Determined and responsible business owner with more than 27 years of success in boosting efficiency and streamlining procedures for various businesses and clients.
- Focussed on smoothly overseeing financial, personnel and operational facets. Effectively balance targets with resources and client expectations. Results-driven. Focussed on boosting team efficiency by proactively managing and improving operations. Proficient in overseeing budgeting, compliance and records management.
- Effective collaborator promoting inclusion and account management skills. Creative and solution oriented. Experienced in business development, marketing and strategic planning.
- Experienced in budgeting, account management, key stakeholder liaison and meeting clients expectations.

Skills include:

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| • Photographer/event planner | Account management | Exhibition curation & marketing |
| • Team leadership and supervision | Workflow analysis | Budgeting & analysis |
| • Database management and marketing | Online and traditional marketing | Business communications |
| • Digital content generation | Reporting and documentation | Marketing and advertising |
| • Organization, prioritizing, and multi- tasking | Employee training and development | OHS & ISO Accreditation |

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**Ballarat Wildlife
Rehabilitation and Conservation Inc**
www.bwrac.org.au

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