

Memorandum

To Association Memo Distribution List
(Association Executives, Delegates, Netball NSW Board Members, and Netball NSW Life Members and Auditor)

From Stuart Corbishley - Netball NSW Company Secretary

CC Tain Drinkwater – Netball NSW Chief Executive Officer

Date Thursday, 24 February 2022

Re **Netball NSW Annual General Meeting and Council Meeting – Saturday 19 March 2022- Notice and Papers now available**

Introduction

In accordance with clauses 13.13 and 13.14 of the Netball NSW Constitution, the Annual General Meeting and first Council Meeting of the year will be held on Saturday 19 March 2022 as hybrid meetings.

Two separate meetings will be conducted starting with the Annual General Meeting, followed immediately by the Council Meeting.

Due to COVID-19 capacity restrictions and adherence to COVID-19 guidelines, the meetings will be held, in person, at the Tennis NSW Function Centre with the Board, a small number of selected Netball NSW officeholders, up to two Association Delegates per Association and Life Members in attendance and via ZOOM video conferencing for those Association Delegates and Life Members who are not able to attend in person.

Meeting Details

The details of the meeting are as follows:

Date: Saturday 19 March 2022

Time: 9:00 am (AEDT), Annual General Meeting, followed immediately by the Council Meeting (Council Members are encouraged to connect via Zoom from 8:30am (AEDT)),

Location: Tennis NSW Function Centre, Rod Laver Drive, Sydney Olympic Park, NSW; and via ZOOM video conferencing.

The formal **Notice of Meeting** for the Annual General Meeting and Council Meeting, including the Agenda and Papers, can be found on the Netball NSW website as per the link and details on the next page.

Outstanding Monies

It is important to highlight that, in accordance with clause 13.3 of the Netball NSW Constitution, for an Association to be eligible to vote and attend the Annual General Meeting, any outstanding monies must be paid to Netball NSW.

RSVPs

As mentioned above, Council Members will be able to attend in person or via ZOOM video conferencing and so, to assist with logistics, Netball NSW requests RSVP's from those Council Members wishing to attend in person or via ZOOM video conferencing. Such RSVP's will need to be lodged with Netball NSW by 5:00 pm (AEDT) on Saturday 12 March 2022. Please [click here](#) to RSVP.

To complete this form, you will need to provide the following information: Full Name, Association and an email address and/or phone number.

Following receipt of RSVP's, ZOOM login information and instructions will be provided directly to all Council Members on Thursday 17 March, 2022.

Please note: each individual Association Delegate and Life Member is required to complete this form separately.

Annual General Meeting & Council Meeting Document Downloads

Please be advised that the Netball NSW Notice of Meeting for the Annual General Meeting and Council Meeting is now available for download from the Netball NSW website. The Netball NSW 2021 Statutory Financial Report is included within the Annual General Meeting Agenda Papers.

Please click on <https://nsw.netball.com.au/council-papers> and click on "Annual General Meeting Agenda Papers – 19 March 2022 and Council Meeting Agenda Papers – 19 March 2022". Or follow the instruction below:

- Go to <http://nsw.netball.com.au/>
- Using the navigation menus on the top hover over "About" menu item
- One of the drop-down items will be "Governance"
- Under Governance click on the link to "Council Papers"
- Click on PDF file "Annual General Meeting Agenda Papers – 19 March 2022 and Council Meeting Agenda Papers – 19 March 2022". You may wish to print papers for your reference.

Netball NSW 2021 Annual Report Download

We would also like to advise that the Netball NSW 2021 Annual Report is available to download from the Netball NSW website

Please click on <https://nsw.netball.com.au/annual-reports> or " follow the instructions below:

- Go to <http://nsw.netball.com.au/>

- Using the navigation menus on the top hover over “About” menu item
- One of the drop-down items will be “Governance”
- Under Governance click on the link to “Annual Report”
- Click on PDF file “2021”
- You may wish to print papers for your reference.

If you have any difficulty downloading using the above methods, please call Netball NSW on 9951 5000 and one of our staff members will step you through the process.

Questions

Netball NSW requests that if any Association Delegate or Life Member has any questions that arise from their review of the papers, they are submitted in writing to the Chief Executive Officer at least 7 days prior to the Council Meeting. These questions can be sent to Sandra Proudlock (Executive Support Officer) at Sproudlock@netballnsw.com. Netball NSW will endeavour to respond to these queries before the meeting or at least during the meeting.

Questions that are asked during the Council Meeting may be taken on notice and will be responded to within 10 business days.

Voting Instructions

As previously advised, the election of Elected Directors and the appointment of Life Members will be conducted by the Online Voting Returning Officer approved by the Netball NSW Board of Directors (Stuart Corbishley) using the Election Runner online voting system provided by Netball NSW’s external online voting services provider. The results will be declared at the AGM to be held at 9.00 am (AEDT) on **Saturday 19 March 2022 at the Tennis NSW Function Centre, Rod Laver Drive, Sydney Olympic Park NSW.**

Please note that voting instructions and access to Ballot materials for both the election of Elected Directors and for the award of Life Membership will be sent via email (or by post, if this delivery method has been requested) to all Association Presidents and Secretaries (unless an Association has nominated an alternative person prior), Life Members and Directors on **Friday 4 March 2022. The ballot opens at 10.00am (AEDT) on Friday 4 March 2022, with voting closing at 5.00pm (AEDT) on Friday 18 March 2022.**

If you have any queries on the online voting system, in the first instance, these should be directed to Melissa Achten (on behalf of the Online Voting Returning Officer) by phone on (02) 9951 5015 or via email at elections@netballnsw.com.

Stuart Corbishley

Netball NSW Company Secretary

Netball NSW Returning Officer and Online Voting Returning Officer

(02) 9951 5000

elections@netballnsw.com or stuart@corbishleysportslaw.com.au

Accessing the Council Meeting

Netball NSW will be using ZOOM video conferencing as our online platform.

How to access the “live webinar”?

Following receipt of RSVP’s ZOOM log in information and instruction will be provided directly to all Delegates on Thursday 17 March 2022.

What do I need on my computer or device to watch a webinar?

Zoom application

- [Download and install](#) the Zoom application appropriate for your device.

System requirements

You may join the webinar from your PC, Mac, Linux or mobile devices (IOS or Android). [Click here](#) to learn about:

- Supported operating systems, tablets and mobile devices
- Supported browsers
- Required device processor and RAM

Internet connectivity

- [Join a Zoom test meeting](#) to test your Internet connectivity.
- [Check here](#) for recommended Internet bandwidth

Sound

- You will need speakers or headphones to listen to the speaker. Check that your headphones or speakers are connected and the volume is turned on (where applicable).
- You may also need to check the Audio Settings on Zoom once you have logged in.

How can I access technical support?

- Email – community@netballnsw.com
- Phone – Melissa Achten, General Manager Communities – 0423 842 842

In the week leading up to the Council Meeting, Netball NSW will provide additional information and support to any members whom are having difficulties in utilising ZOOM.