

# Memorandum

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

**From** Stuart Corbishley - Netball NSW Company Secretary and Returning Officer

**CC** Tracey Scott – Netball NSW Chief Executive Officer

**Date** Friday, 23 February 2024

**Re** **Netball NSW Annual General Meeting and Council Meeting – Saturday 16 March 2024 - Notice and Papers now available**

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## 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 16 March 2024 as hybrid meetings.

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

## Meeting Details

The details of the meeting are as follows:

**Date:** Saturday 16 March 2024

**Time:** 9:00 am (AEDT), Annual General Meeting (attendees are advised sign in will be open from 8:30am (AEDT) both in person and on Zoom), followed immediately by the Council Meeting.

**Location:** Netball Central, Waratah Room, 2 Olympic Boulevard, Sydney Olympic Park, NSW; and via ZOOM video conferencing.

The formal Notice of Meeting for the Annual General Meeting and Notice of Meeting for the Council Meeting, including the Agendas and all relevant 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, attendees will be able to attend in person or via ZOOM video conferencing and so, to assist with logistics, and ensure we have the correct details for the online voting portal, Netball NSW requests RSVP's from those delegates 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 9 March 2024**. Please [click here](#) to RSVP. Associations will have until **5:00pm (AEDT) on Thursday 14 March 2024** to change their nominated delegate.

To complete this form, you will need to provide the following information: Full Name, Association, Email Address, and Phone Number. You will also be asked to indicate whether you are attending online or in-person.

Following receipt of RSVP's, ZOOM login information and instructions will be provided on Thursday 14 March 2024, directly to those delegates who have confirmed their attendance.

**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 2023 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 – 16 March 2024 and Council Meeting Agenda Papers – 16 March 2024". 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 "Council Papers"
- Click on PDF file "Annual General Meeting Agenda Papers – 16 March 2024 and Council Meeting Agenda Papers – 16 March 2024".

## 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 Lucy Sayers (Manager – Governance, Integrity and Special Projects) at [lsayers@netballnsw.com](mailto:lsayers@netballnsw.com). Netball NSW will endeavor 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 will be conducted by the 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 16 March 2024 at Netball Central, 2 Olympic Blvd, Sydney Olympic Park.**

Please note that voting instructions and access to Ballot materials for the election of Elected Directors will be sent via email to all nominated Association Voting Delegates (unless an Association has nominated an alternative person prior to Wednesday 28 February 2024), Netball NSW Life Members and Netball NSW Directors on **Wednesday 28 February 2024. The ballot opens at 10:00am (AEDT) on Friday 1 March 2024**, with voting closing at **5:00pm (AEDT) on Friday 15 March 2024.**

If you have any queries on the online voting system, in the first instance, these should be directed to Lucy Sayers, Manager – Governance, Integrity and Special Projects (on behalf of the Online Voting Returning Officer) by phone on (02) 9951 5073 or via email at [elections@netballnsw.com](mailto:elections@netballnsw.com).

### Stuart Corbishley

Netball NSW Company Secretary

Netball NSW Returning Officer and Online Voting Returning Officer

(02) 9951 5000

[elections@netballnsw.com](mailto:elections@netballnsw.com)

## Accessing the AGM and 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 instructions will be provided directly to all those delegates and Life Members who have confirmed their attendance, on Thursday 14 March 2024.

## 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?

**Lucy Sayers, Manager – Governance, Integrity and Special Projects**

[lsayers@netballnsw.com](mailto:lsayers@netballnsw.com)

0416 286 638

**Jillian Vernon, Metro Regional Manager**

[jvernon@netballnsw.com](mailto:jvernon@netballnsw.com)

02 9951 5014

**Gill Cotter, Community Engagement Manager**

[gcotter@netballnsw.com](mailto:gcotter@netballnsw.com)

0450 603 220

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