

ANNUAL GENERAL MEETING 2020

Pre-Meeting Report

23.03.2020

Introduction & Purpose

Due to the unprecedented global pandemic, the board of directors has decided that a face to face Annual General Meeting is not suitable or possible. We understand there is an urgent need for us as individuals to prioritize our time, first and foremost for the health of our families, while balancing our responsibility.

With this in mind, we have decided to have the AGM as a virtual meeting, to fulfil our obligations as board members and to give every member the opportunity to read all AGM related information prior to the meeting, comment and respond online or by email, and join a virtual meeting. **We urge all members to use our on-line voting form which can now already be accessed to cast your votes.**

The form will remain open until midnight of Tuesday March 31st through this link:
<https://forms.gle/ECcMbxgsQ8R8jvPu8>

According to the constitution voting can normally also be done by proxy voting (see Annex B) and email, (see Annex C) but this may prove difficult or impossible due to time constraints and possible difficulties understanding conversations during the AGM virtual meeting.

To make this possible, you find below the following information:

- Virtual Meeting details
- Reminder of the original Invite to the AGM
- Report & Information to all agenda items
- Information regarding voting & proxy
- Contact details for questions and feedback

After the virtual AGM the minutes of meeting will be shared and posted onto the website, to inform all members of the outcome of the voting, the topics discussed and any other changes.

Virtual Meeting Details

The meeting will take place on “Zoom”. You can join the meeting by clicking on the following link:

<https://us04web.zoom.us/j/337387425>

Meeting ID: 337 387 425

Please note that **the meeting will start at 7:00 pm sharp on Wednesday 1st April 1, 2020 (Belgium time, GMT+1).**

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Reminder of the original Invite to the AGM

Dear ANiB Member,

We are pleased to invite you to the Annual General Meeting (AGM) of Australian Network in Belgium ASBL/VZW that will be held on:

1 April 2020 at 19H00

as a

Virtual Meeting

Due to the current situation of the corona virus and related restrictions, the board of directors has decided to hold this AGM as a virtual (online) meeting, providing the opportunity to raise questions or concerns prior to the meeting, and to vote during the meeting as well as online or by proxy prior to the meeting.

All members will receive prior to the meeting by email the following information:

- Reminder to the Annual General Meeting
- Updates to the agenda outlined below
- Proxy form
- Meeting details and how to connect and join the AGM 2020 by audio or video conference call
- Details to each agenda topic
- Details and process for voting

Following the AGM, minutes of the AGM will be shared with each member by email.

Agenda

1. Welcome & Opening
2. Validation of the quorum
3. Confirmation / changes to the agenda
4. ANiB Report 2019 & 2020
5. Financial report 2019
6. Approval of the 2019 financial, accounting closed 31st December (Voting)
7. Discharge of the members of the board in respect to their duties performed during the year 2019 (Voting)
8. Presentation and approval of the 2020 budget (Voting)
9. Election of the new board members (Voting)
 - Fleur Hutchings
 - Dianne Weller
 - Rory Donnelly
 - Alia Papageorgiou
10. Composition of the new office (Voting)
11. Plan 2020
12. Any other topics
13. Closure of the AGM

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Proposals to changes of the agenda or additional items to the agenda can be submitted by email until the 21st of March 2020.

We are looking forward to meeting you or connecting with you online, please accept our best regards,

Rafael A. Jaron

Chairman

Australian Network in Belgium ASBL-VZW

Virtual Meeting Details

1. Welcome & Opening

The meeting chairperson will welcome and open the virtual AGM and reflecting on the need to have a virtual AGM as outlined above and in the invitation.

It is determined that the call for board members and the invitation was sent out on time, accordingly to the constitution, to all members in good standing.

2. Validation of the quorum

As no constitutional changes are proposed in the agenda, all other decision can be made by a simple majority of present members, proxies or received online votes.

In case of any request during the meeting or change of the original agenda for constitutional changes a 2/3 majority of all members votes need to be present or represented.

3. Confirmation / changes to the agenda

As of 23rd March, no changes to the agenda were proposed by any member.

4. ANiB Report 2019 & 2020

Since the AGM 2019, which was on the 29th of April 2019 at the Aloft Hotel, we had an extraordinary meeting at the Aloft Hotel on the 28.05.2019, to conclude on the voting for the constitutional changes.

Throughout the year ANiB initiated or participated in the following activities:

Embassy Briefings

Since the last AGM the board were facing some challenges to schedule a regular briefing with the Australian Embassy, due to work and general availability. Still the board, founding and corporate members joined the embassy briefing in 2019. During the meeting we exchanged information on activities and initiatives, ABIE EU information, and the embassy provided details about their activities.

There is an agreement to schedule regular meetings, as it is a benefit for ANiB and the embassy.

ABIE EU Meetings & Conference Calls

ANiB was represented within ABIE Europe through Alison and Rafael. ANiB participated in every ABIE conference call scheduled. Rafael joined the face to face meeting in

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November in Frankfurt, Germany, while we skipped (for cost reasons) the earlier face to face meeting in Sofia, Bulgaria. The next face to face meeting is planned in Luxembourg.

During the meetings and conference calls each representative country provided an update on activities, to be able to learn from each other. In addition, information regarding events, FTA, engagements with business members, and best practices where exchange, e.g. how to deal with privacy laws, and joint submissions were discussed and developed.

Furthermore, the ABIE groups organized an FTA event in July 2019 and is planning a new event in 2020.

In addition, through the ABIE network, a networking event for a Business School from Switzerland was initiated in Brussels but cancelled during the planning stage on request of the partner and sponsor from Switzerland.

Friday, End of Month Drinks

The board regularly (not every month) invited via Facebook and email to Friday end of month drinks, usually in Brussels as Brew Dog.

The event had different turnouts, from just a board representative to evening with up to 12 people participating. Australians living in different parts of Belgium and Germany joined, as well as people from Belgium, who are interested in Australia, friends of board members, Australians visiting Belgium, or Belgium's planning to go to Australia.

Friday Month End in the Park

Alison took the initiative to organize in the summertime a Friday Month End Drinks in a park, to provide ANiB members and friends an alternative event for the month end.

Summer Drinks

In June 2019, ING hosted our annual summer drinks, with the presence of the Ambassador as well. It was a great opportunity to get together for networking in a relaxed atmosphere.

The event was also used to say thank you to David Demetrius for his past engagements in ANiB and ABIE.

ABIE EU – FTA Event

ABIE EU hosted in July 2019 its first joint event in Brussels. Main topic was the FTA. ANiB together with the Australian Embassy were the two key players supporting the event in various activities and organizational matters.

The event was a success from all aspects, with some items still to be improved (e.g. dinner after the event).

The ABIE EU group also managed to find a sponsor for the event. The event resulted in a small profit, which will be used as a basis for future events when organised as a European group.

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Christmas Dinner

ANiB had its annual Christmas dinner in the end of November. With almost 50 participants, including the Ambassador and other representatives of the Embassy. It was a good networking opportunity in a relaxed pre-Christmas spirit.

Australia Day BBQ

The Australia Day Bushfire Fundraiser was sold out this year with 120+ participants and a range of cultural activities and entertainment. The event raised €7,364.84 which was equally divided between WIRES wildlife rescue and the Australian Red Cross.

Address change

The board of directors have approved to change the address of the ASBL following the sale of the previous location. ASBL current address is:

Boulevard du Jubile 147 – bt02, Molenbeek Saint Jean 1080.

5. Approval of the 2019 financial, accounting closed 31st December (Voting)

ANiB's summary financial report for 2019 can be found in the Annex A.

The meeting chairperson will ask for voting, to approve the 2019 financial account.

The voting will consider the votes of present members, received proxies, email and online votes.

6. Discharge of the members of the board in respect to their duties performed during the year 2019 (Voting)

Based on the report and presented financial report, the meeting chairperson will ask the members to vote to discharge the members of the board in respect of their performed duties during the year 2019.

The voting will consider the votes of present members, received proxies, email and online votes.

7. Presentation and approval of the 2020 budget (Voting)

The outgoing Treasurer proposes the following Income & Expense for 2020:

Type	ITEM	Unit cost	Nbr	Total	CLASS	BUDGETED	Comment
Incomes	Profit from events	- €	1	- €	Event profit	YES	Aus Day BBQ profits to bushfire fundraising
Incomes	Individual membership	30 €	30	900 €	Membership	YES	Xmas dinner 0€ loss
Incomes	Corporate membership	120 €	0	- €	Membership	YES	
Incomes	Sponsor	- €	0	- €	Sponsor	YES	
				- €			- €
				- €			- €
TOTAL INCOMES							900 €
Outcomes	Web Hosting Package	175 €	1	175 €	IT	YES	Domain for ABIE and ANIB & WooCommerce
Outcomes	Bank Account	150 €	1	150 €	Bank&insurance	YES	Annual fee charged by ING for account
Outcomes	Insurance	175 €	1	175 €	Bank&insurance	YES	RC insurance required by law
Outcomes	Regional Tax	60 €	1	60 €	Tax	YES	
Outcomes	Paiement fee system	27 €	1	27 €	Fee	YES	fee applied by Mollie on bookings
Outcomes	Accommodation	100 €	0	- €	Travel	YES	
Outcomes	Travel & living	50 €	0	- €	Travel	YES	
Outcomes	Ground transport	50 €	0	- €	Travel	NO	
Outcomes	Annual fee publication	150 €	1	150 €	Admin	YES	One Moniteur belge publication
Outcomes	Location AGM	100 €	1	100 €	free event	YES	
Outcomes	Drinks AGM	5 €	20	100 €	free event	YES	
Outcomes	Event - training class - room	250 €	1	250 €	Free event	NO	Sponsored by ING
Outcomes	Event - training class - catering	10 €	1	10 €	Free event	NO	Sponsored by ING
Outcomes	Event - Arboriginal Galery - catering	5 €	30	150 €	Free event	YES	drinks for the event.
Outcomes	ANZAC	70 €	1	70 €	Other		ANIB flowers crown ANZAC
Outcomes				- €			- €
Outcomes				- €			- €
Outcomes				- €			- €
Outcomes				- €			- €
TOTAL OUTCOMES							1,157 €
TOTAL BUDGET							- 257 €

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Based on the planning and the assumed number of members we would incur a loss of €257. This can be seen as investment as ANiB is still preparation to grow personal and corporate members. Depending on additional activities in 2020, it could turn to break-even or into a profit.

After presenting the budget by the treasurer, the meeting chairperson will ask the members to vote for approval of the budget for 2020.

The voting will consider the votes of present members, received proxies, email and online votes.

8. Election of the new board members (Voting)

- **Fleur Hutchings**
- **Dianne Weller**
- **Rory Donnelly**
- **Alia Papageorgiou**

The meeting chairperson will ask each new board candidate to introduce him or herself briefly before asking the audience to vote for each person to become a board member. To become a board member each person, need to have a simple majority of the votes. The voting will consider the votes of present members, received proxies, email and online votes.

After the voting is completed, the meeting chairperson will summarize the new members of the board.

9. Composition of the new office (Voting)

Based on the proposed new board following offices are proposed (see below). Please keep in mind that this can change, in case one of the above-mentioned candidates will not be elected as a board member.

Chairperson:	Alison Prior
Vice-Chairperson:	Fleur Hutchings
Treasurer:	John Pescod
Secretary:	Rory Donnelly
Board Member:	Dianne Weller
Board Member:	Alia Papageorgiou

The meeting chairperson will ask for voting for the proposed offices and confirm the result.

The voting will consider the votes of present members, received proxies, email and online votes.

10. Plan 2020

Events planned for 2020 include:

- ANZAC Day
- The Ashes come to Belgium
- Summer drinks ING
- End of month Friday Drinks
- Embassy Meetings
- ABIE EU event
- Xmas Dinner
- Wine tasting
- Communications Training with Dianne Weller

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11. Any other topics

The meeting chairperson will ask all present members for any other topics, which need to be discussed, as well as considering topics received prior to the meeting by email or through other communication options.

12. Closure of the AGM

If there are no further comments, questions, or suggestions, the meeting chairperson will close the meeting.

Information regarding voting & proxy

For voting at the AGM 2020 all members in good standing have the following options to vote:

- Voting during the AGM 2020 virtual conference
- Providing a proxy to another member participating in the virtual conference
 - Proxy form in Annex B
 - Constitutional Information regarding Proxy:

13.4 A Full Member may be represented by another Full Member by written Proxy, submitted to the Board of Directors, at least one (1) week prior to the meeting.
- Online Voting using the following link: <https://forms.gle/ECcMbxgsQ8R8jvPu8>
- Email voting by using the template in Annex C, providing your votes and sending the email latest by 31st of March to info@australiannetwork.be

Contact details for questions and feedback

For any questions or feedback, you can contact the ANiB board by email

info@australiannetwork.be

or you can contact the following board members directly by phone:

Rafael A. Jaron	+32 470 252238
Alison D. Prior	+32 470 793237
Tematai Carbou	+32 495 400306
John Pescod	+32 495 220171

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ANNEX A: ANiB summary financial report 2019

CLASS	ITEM	BUDGETED	REAL		Comments
INCOME					
Event profit		250,00 €	49,56 €	-80,18%	AUS Day 2019 : +192,83€ FTA event : -2,6€ → incomes transferred to ABIE Europe event, one bank fees not recharged to ABIE Xmas dinner 2019 : -140,67€
Membership	Corporate membership	360,00 €	174,94 €	-51,41%	
	Individual membership	750,00 €	583,12 €	-22,25%	
Sponsor		0 €	0 €	0,00%	
Donation to ANIB		0 €	6,00 €		
TOTAL INCOME		1.360,00 €	813,62 €	-40,18%	
EXPENSES					
Admin	Annual fee publication	- 150,00 €	- 271,81 €	81,21%	Double payment of 132.98€ to Moniteur Belge end 2019. Extra payment reimbursed in Q1-2020 Excluded the extra payment, total cost would be 141,68€ (-5,6%)
Bank & insurance	Bank Account	- 100,00 €	- 134,93 €	34,93%	
	Insurance	- 142,00 €	- 317,17 €	123,36%	Two RC payments in 2019. 1- RC for 03 to 12/ 2019 (142,37€) 2- RC for 2020 paid in December
Tax		0 €	- 55,00 €		Tax to Flemish Region - not budgeted
Free event	Drinks AGM	- 200,00 €	- 136,50 €	-31,75%	
	Location AGM	0 €	0 €	0%	
	Logo launch	- 300,00 €	0 €	100,00%	Project postponed
	Event - training class - room	- 250,00 €	0 €	100,00%	Project postponed

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	Event - training class - catering	- 250,00 €	0 €	100,00%	Project postponed
IT	IT website (new)	- 300,00 €	- 197,46 €	-34,18%	
	Web Hosting Package	0 €	0 €	0%	
	Wordpress Theme	0 €	0 €	0%	
Other	ANiB Logo	- 600,00 €	0 €	100,00%	Project postponed
	meetings	- 250,00 €	- 49,40 €		
	Assets	0 €	- 54,39 €		Equipment to collect payment during events
Publication	Flyers	60,00 €	0 €		not used
Travel	Accommodation	- 100,00 €	- 125,00 €	25,00%	ABIE Europe meeting
	Travel & living	- 100,00 €	- 74,95 €	-25,05%	
	TOTAL EXPENDITURE	- 2.682,00 €	- 1.416,61 €	-47,18%	
	TOTAL BUDGET	- 1.322,00 €	- 602,99 €	-54,39%	

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Annex B

Proxy Form

Australian Network in Belgium ASBL-VZW

1st April 2020 - Annual General Meeting

If you are not able to be present at the Annual General Meeting, on the 1st April 2020, you can provide a proxy by submitting this form before the end of the day of the 24th March 2020 to info@australiannetwork.be.

Member Details:

Name: _____

Surname: _____

Address: _____

I do not plan to attend the meeting; I irrevocably grant my proxy to

Name: _____

Surname: _____

Address of proxy: _____

I abstain on those vote(s).

Signature

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Annex C

Email Voting Form

Australian Network in Belgium ASBL-VZW

1st April 2020 - Annual General Meeting

For Email voting, please copy and paste the following section into an email, fill out the details and send it to info@australiannetwork.be with your registered email address.

Email Voting - 1st April 2020 - Annual General Meeting

If you are not able to be present at the Annual General Meeting, on the 1st April 2020, you can vote by submitting an email with the following information before the end of the day of the 31st March 2020 to info@australiannetwork.be

Member Details:

Name: _____

Surname: _____

Address: _____

#		YES	NO	Abstention
1	5 – Approval of the 2019 financial, accounting closed 31st December			
2	6 – Discharge of the members of the board in respect to their duties performed during the year 2019			
3	7 – Approval of the 2020 budget			
4	8 – Election of new board members			
	Fleur Hutchings			
	Dianne Weller			
	Rory Donnelly			
5	Alia Papageorgiou			
	9 – Composition of the new office			
	Chairperson: Alison Prior			
	Vice-Chairperson: Fleur Hutchings			
	Treasurer: John Pescod			
	Secretary: Rory Donnelly			
Board Member: Dianne Weller				
Board Member: Alia Papageorgiou				