



**AUSTRALIAN COLLABORATIVE  
EDUCATION NETWORK LIMITED**

## **NOTICE TO MEMBERS OF ANNUAL GENERAL MEETING**

**An Annual General Meeting of Members of the  
Australian Collaborative Education Network Ltd (ACEN)  
will be held by Zoom\* on  
Wednesday, November 14, 2018 at 2.30pm (Australian Eastern  
Daylight Time)**

While the meeting will be held by teleconference we are required to specify a physical location. This is Level 6, Building 88, 440 Elizabeth Street, Melbourne, Victoria.

### **AGENDA**

1. Declaration of proxies and recording of members present
2. Minutes of the 2017 AGM held by teleconference on November 22, 2017
3. President's report
4. Audited financial report, July 2017-June 2018 by Chair of Finance and Audit Committee
5. Announcement of the outcome of the election of Directors.
6. Appointment of auditor
7. Meeting close

### **PROXIES**

A Member who is entitled to attend and vote at this meeting is entitled to appoint a proxy to attend and vote instead of the Member. Details in relation to a Member's entitlement to appoint a proxy and instructions for the lodgement of a Proxy Form are described in Clauses 25-27 of the Constitution (see: <http://acen.edu.au/constitution/>).

To be effective, Proxy Forms need to be returned to the ACEN Administration [admin@acen.edu.au](mailto:admin@acen.edu.au) by November 12, 2018.

By order of the Board

A handwritten signature in black ink, appearing to read 'Alan Blackman', is written over a horizontal line.

Alan Blackman  
Company Secretary

### **\*ZOOM DETAILS**

#### **Time check**

<http://www.timeanddate.com/worldclock/>

Time: Nov 14, 2018 The Zoom room will be open from 2pm for 2.30pm start

**Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/592732257>**

Or iPhone one-tap :

Australia: +61871501149,,592732257# or +61280152088,,592732257#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

Australia: +61 (0) 8 7150 1149 or +61 (0) 2 8015 2088

Meeting ID: 592 732 257

**PROXY FORM**

(please print)

The Secretary  
Australian Collaborative Education Network Limited

I, .....(NAME)

of.....(ADDRESS)

being a Member of Australian Collaborative Education Network Limited appoint:

I, .....(NAME)

of.....(ADDRESS)

or, in his/her absence:

I, .....(NAME)

of.....(ADDRESS)

or, if I have not nominated a proxy or if the nominee is absent from the meeting, the chairperson of the meeting as my proxy to vote on my behalf at the general meeting of Australian Collaborative Education Network Limited to be held on: 17th the day of November, 2015 and at any adjournment of that meeting.

**Note**

A Member who is entitled to vote at the meeting may appoint a proxy.

A proxy need not be a Member of the Company.

**Directing your Proxy**

If you do not instruct your proxy how to vote on a resolution, your proxy may vote as he/she thinks fit or abstain from voting.

This proxy form must be signed by the appointing Member or the Member's attorney.

Signed .....Dated .....

The proxy form and the power of attorney or other authority if any under which it is signed or a certified copy must be received by the Company by November 12, 2018 at the Company's registered office, or by email to admin@acen.edu.au .