

Quality Education Nepal Incorporated

Registration no. A0054301J ABN: 79 892 132 355

4 Dane Avenue Bell Post Hill 3215

Notice of Annual General Meeting

to be held on Zoom at 4:00pm Melbourne time on December 15, 2024

AGENDA

1. **Welcome to Country**

We begin our meeting by acknowledging the Traditional Custodians of the land wherever we may be for our meeting today, paying our respects to their Elders past and present.

2. **Attendance** to be recorded separately of financial members and others; quorum of 3 members to be confirmed. You need to have donated at least \$20 this calendar year to qualify (send to BSB 633-000, a/c 161108436). Only 3 donors have done so to date.

3. **Apologies** from financial members to be accepted

4. **Minutes** of the Annual General Meeting held on 26th November 2023 to be adopted (see below)

5. **President's Report**

6. **Appointment of Accountant**

At the 2023 AGM it was proposed that Warnock Chartered Accountants of 171 Union Road, Surrey Hills, VIC be appointed accountants to the Association. Directors Peter and Ronda Hall met with Karen Khor of Warnocks on 24/11/2023 leading to a letter of engagement dated 24/11/2023. As Peter Hall continues to fulfil the duties of Treasurer, no services have been engaged under that agreement.

7. **Treasurer's Report**

Financial details of the operation of the Association for the year ended 30 June 2023 and the financial position at the end of that year will be presented.

8. **Election of Directors** (minimum 3, maximum 12).

Nominations will be received prior to the meeting or verbally at the meeting. All current Directors (Peter Hall, Ronda Hall, Simon Cowen and Michael Dillon) offer themselves for re-election. The Board can appoint new Directors and appoints Directors to their respective roles.

9. **Change of registered address**

Since the 2023 AGM the registered address of the Association has been changed to Peter & Ronda Hall's new address at 4 Dane Avenue Bell Post Hill 3215

10. **Any other matters** which may be lawfully brought forward.

**Minutes of the Thirteenth Annual General Meeting of
Quality Education Nepal Incorporated
(formerly Nepali Village Initiatives Association Inc.)
held at 4:00pm, Sunday 26th November 2023 via Zoom.**

Membership at date of meeting (donors of \$20+ this calendar year):
15 individuals or couples (20 total)

Present on Zoom:

Simon Cowen, Peter Fishley, Peter Hall; Ronda Hall, Ian Latham, Brian Wilkinson.
Michael Dillon and George Hillary attempted unsuccessfully to join the Zoom meeting.

Apologies: Henk Bak; Ralph Lewis

Quorum: There being more than the minimum of 3 members present in person or by proxy a quorum was declared.

Adoption of Minutes: Minutes of the Twelfth Annual General Meeting held on 27^h November 2022 were adopted unanimously after adding Ian Latham to those present (moved Simon, seconded Ian)

President's Report: The President's report was accepted.

Appointment of an accountant:

Association accounts are maintained by the President acting as Treasurer. Having annual revenue of less than \$250,000 the Association is not required by Consumer Affairs Victoria nor by the Australian Charities and Not-for-Profit Commission to have its accounts audited.

In pursuance of the agreement at the 2022 AGM that arrangements be made for the accounts to be reviewed by a Certified Practising Accountant, it was agreed that Warnock Chartered Accountants of 171 Union Road, Surrey Hills, VIC be appointed accountants to the Association (moved Simon, seconded Ronda)

Treasurer's Report:

Financial details of the operation of the Association for the year ended 30 June 2023 and the financial position at the end of that year were presented to the meeting for discussion.

It was then moved that the Treasurer be instructed to complete the consolidation of financial reports for submission to and approval by the Board followed by submission to the Australian Charities and Not-for-profits Commission and to the Association's appointed accountants for review, and subsequently to post them to the QEN website.

Election of Directors:

Simon Cowen; Michael Dillon, Peter Hall and Ronda Hall were re-elected as Directors.

Change of Address:

It was agreed that the registered address of the Association be changed to 4 Dane Avenue Bell Post Hill 3215.

Other matters:

No other matters were brought to the meeting which closed at 4:30 pm.