Dear Central Coast Conservatorium of Music Members

You are cordially invited to the Annual General Meeting of the Central Coast Conservatorium of Music- **see details below.**

The President's Annual report along with sub-committee reports, changes to the Constitution, as outlined below and minutes from the 2018 AGM which will require ratification at the AGM.

We are seeking nominees for positions on the Board of Management. Should you wish to nominate please read the information below.

**CENTRAL COAST CONSERVATORIUM Inc. NOTICE OF ANNUAL GENERAL MEETING**

Please note that the AGM of the CC Conservatorium Inc. is to be held at the Central Coast Conservatorium, in the Robert Knox Hall, 45 Mann Street, GOSFORD at 7.00pm for 7.15 pm on Monday 18 March 2019.

This AGM will report on the 12-month period from 1st January 2018 to 31st December 2018.

All members are eligible to attend and vote at this meeting.

**AGENDA**

1. *Welcome, Attendance List and Apologies*
2. *Confirmation of Minutes from the last AGM in March 2018*
3. *Business Arising from Minutes of 2015 AGM*
4. *Receipt of Reports:*

i.  President’s Report

ii. Treasurer’s and Financial Report

iii. Premises Committee Report

iv. Teaching and Music Committee Report

v. Marketing Committee Report

vi. Artistic Director/CEO of the CC Conservatorium5.

1. *Changes to the CCCM Constitution:*

***CURRENT WORDING***

***Paragraph 6: Composition and Membership of Committee***

*The committee is to consist of:*

Item 1 (a) the office bearers of the association [President, Vice President, Secretary, Treasurer] and

Item 2 (b) 5 ordinary committee members, each of whom is to be elected at the annual general meeting of the association under clause 28

Item 3 (c) 1 additional ordinary committee member who is to be the nominee of the University of Newcastle

Item 4 (d) 1 additional ordinary committee member who is to be the Teacher’s Representative nominated by the CCCM teachers to represent the teachers on the committee.

***CHANGES TO BE MADE:***

That; *Items 1 and 2 will be retained with the number of ordinary members in*

*Item 2 to be changed from* ***5 to 7****, and*

**Items 3 and 4 will be deleted.**

1. Appointment of Returning Officers
2. Election of Office Bearers and Committee Members
3. Brief General Discussion
4. Close of Meeting

**PROXY VOTES**

If a Member cannot attend the meeting, the member can appoint a second member to vote on their behalf. The proxy is arranged by notice given to The Hon. Secretary no later than **5pm, 11 March, 2019.**The notice must be given on the approved form, which can be [downloaded](http://centralcoastconservatorium.com.au/LiteratureRetrieve.aspx?ID=157809)and returned to the Hon Secretary (c/- Central Coast Conservatorium, PO Box 1303 Gosford NSW 2250).

Please note that a voting member at the meeting can hold a maximum of TWO proxy votes only.

**NOMINATION FOR THE BOARD OF MANAGEMENT, CENTRAL COAST CONSERVATORIUM, Inc**

The Central Coast Conservatorium Inc is seeking suitably skilled people to nominate for election to the board at the upcoming AGM in March. All eleven positions will become vacant at the AGM although many of the current members will be seeking re-election.

The Conservatorium Inc is a Not for Profit organization and is one of the largest cultural institutions on the Central Coast and the only public funded music institution.

The Board is voluntary and in order to meet NSW Government funding requirements and the needs of a broad range of stakeholders (teachers, parents, students and the broader community) **it requires people with skills and / or experience in one or more of the following areas:**

* Arts administration
* Music teaching and performance
* Legal services
* Teaching
* Finance and business operations
* Fund raising and sponsorship
* Property development / building

The Board meets monthly on the third Monday at 6pm at the Conservatorium in Gosford. It has four active committees (Finance, Music & Education, Property & Premises and Marketing) which comprise at least two board members, staff and co-opted members. These committees report quarterly.

To nominate for a position the nomination form must be completed correctly and received by the Hon. Secretary no later than 5pm, 11 March 2019, at Central Coast Conservatorium, 45 Mann Street Gosford, NSW 2250 or emailed to Peter Brandon, [elbrando@hotmail.com](mailto:elbrando@hotmail.com)

***N.B. There is a downloadable nomination form for a position on the Management Board on the CC Conservatorium website.***

Peter Brandon,

Hon. Secretary

[elbrando@hotmail.com](mailto:elbrando@hotmail.com)

*Phone 0424634900*18 February, 2019