



Notice of Annual General Meeting

The Annual General Meeting of SCA (Qld) Ltd will be held on **Thursday 13 October 2022** at **4.30pm (AEST)** at The Emporium Hotel South Bank, 267 Grey St, South Brisbane, Queensland.

Contents

President’s Message	3
Annual General Meeting Agenda.....	5
Meeting Order of Business	6
Notice of Meeting - Information for Members	8
Information about Attendance & Proxies.....	9
Information on How to Vote	10

President's Message

21 September 2022

Dear Member

Please see the enclosed Notice of Annual General Meeting and Explanatory Notes for SCA (Qld)'s 2022 Annual General Meeting (AGM).

On behalf of the Board, I invite you to attend the SCA (Qld) AGM on Thursday 13 October at 4.30pm (AEST) at The Emporium Hotel South Bank, 267 Grey St, South Brisbane, Queensland.

The AGM is an opportunity for Members to hear from the Board of Directors and the General Manager about SCA (Qld)'s operations, recent achievements, and future direction, and to ask questions about the organisation's performance.

Member participation

Over the past few years, we have progressively seen an increase in the number of members who have actively shown their interest in SCA (Qld) through engaging in the AGM and Board voting process. I encourage you to participate in this year's AGM by:

- reading the enclosed Notice of Meeting.
- submitting your Proxy Form for the 2022 AGM in line with the instructions in the Notice of Meeting.
- asking questions of the Board regarding matters to be considered at the AGM. You can ask questions before or during the meeting by following the instructions set out in the Notice of Meeting.
- voting either by proxy, or at the meeting by attending in person or via the Zoom online platform.

Registration is required for Members to attend the AGM in person, online or by proxy. If you are appointing a proxy to attend the AGM on your behalf, please lodge your proxy form as early as possible.

Full details on appointing a proxy, voting at the AGM and the process for asking questions are included in the enclosed Notice of Meeting.

Annual Report and Annual Financial Report

As part of the AGM proceedings, the Treasurer and I will be presenting the [Annual Report](#) and [Financial Report](#) to Members for adoption. This year, both reports paint a very exciting picture for SCA (Qld). After a very difficult two years for all of us due to the uncertainty brought by COVID, I am pleased to report SCA (Qld) has emerged stronger than ever and is poised to continue our trajectory of growth over the coming years.

2022 AGM special resolutions

The Board is putting forward a special resolution to this year's AGM and asking Members to vote for an amendment to the Constitution.

The proposed amendment to the Constitution is being put to the membership to align our membership with that of other States and grow our brand and reach with strata lot owners in Queensland, through:

1. amending the Membership classes in the Constitution to remove Strata Lot Owners, and
2. amending the Voting Member class in the Constitution to remove Strata Lot Owners.

The reasoning behind this is to remove any financial barriers and requirements for Strata Lot Owners to be involved with SCA (Qld) – they will be able to join as free subscribers to SCA (Qld).

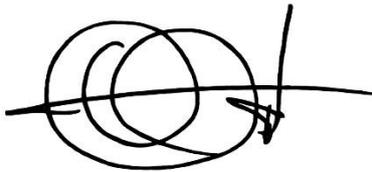
Explanatory Notes

I encourage you to read the details of the Special Resolution you are being asked to consider and to take the time to exercise your right to vote at the 2022 AGM.

In accordance with the Corporations Act, for the Special Resolution set out at Item 3 of the enclosed Notice of Meeting to be passed, at least 75 per cent of the votes cast by Members entitled to vote on the resolution must be in favour.

I look forward to holding the AGM in Brisbane and welcome your participation in the meeting.

Yours sincerely

A handwritten signature in black ink, consisting of several overlapping loops and a vertical stroke on the right side.

Kristi Kinast
President and Chairman

Annual General Meeting Agenda

2022 Annual General Meeting SCA (Qld) Ltd

Thursday, 13 October 2022, 4.30pm The Emporium Hotel,
South Bank, 267 Grey St, South Brisbane

1. Welcome
2. Record attendance, proxies and apologies
3. Determine quorum and appoint Scrutineers
4. President's Report
5. General Manager's Report
6. Receive the Treasurer's Report and the Audited Financial Statements for Strata Community Association (Qld) for the Financial Year ended 30 June 2022
7. Special Resolution - Amendment to the SCA (Qld) Constitution
8. Election of Directors for term 2022-2024
9. Destruction of Proxies
10. Discussion of general business as may be allowed by the Chair
11. Closure of meeting

By order of the Board of Directors SCA (Qld)



Laura Bos
General Manager SCA (Qld)

Meeting Order of Business

Ordinary Business

Item 1:

President's and General Manager's Presentations

Item 2:

Receipt of the 2021/22 Annual Financial Report

To receive and consider SCA (Qld)'s Financial Report and the Auditor's Report for the year ended 30 June 2022.

The Corporations Act requires SCA (Qld)'s Financial Report, Annual Report and Auditor's Report for the year ended 30 June 2022 to be laid before the AGM for consideration by Members. There is no requirement in the Corporations Act nor the Constitution for Members to vote on, approve or adopt these reports. Members as a whole will have a reasonable opportunity at the AGM to ask questions and make comments on these reports for the purposes of this Item.

SCA (Qld)'s Financial Report, Directors' Report and Auditor's Report form part of SCA (Qld)'s Annual Report. For the purposes of this Item, the Auditor will also be available to answer questions relating to the conduct of the audit, the Auditor's Report, accounting policies adopted by SCA (Qld) and the independence of the Auditor in relation to the conduct of the audit.

Members as a whole will have a separate opportunity at the end of the AGM to ask questions and make comments on the general business, operations and management of SCA (Qld).

Special Business

To consider and, if thought fit, pass the following resolution.

Item 3 - Board Endorsed Special Resolution.

The Board recommends that Members vote in favour of the Special Resolution

SPECIAL RESOLUTION – Board-endorsed resolution to update the Constitution with an amendment to the definitions in Clause 4.1 to delete Strata Lot Owners as a category of Voting Member and amend the Membership Classes in Clause 7 to remove Strata Lot Owners as a class of Membership.

THAT, approval be given to amend Clause 4.1 and Clause 7 of SCA (Qld) Constitution as tabled at the AGM and described in the Explanatory Notes (below) with effect from the close of meeting.

Note:

Special resolution: For a special resolution to be passed, at least 75% of the votes cast (by Members entitled to vote on that resolution) must be in favour.

Ordinary resolution: For an ordinary resolution to pass, more than 50% of the votes cast (by Members entitled to vote on that resolution) must be in favour.

Special Resolution Explanatory Notes: Amendments to the Constitution

At the May 2022 Board Meeting, the SCA (Qld) Board resolved to align the membership structure of the SCA (Qld) with that of other States and Charter bodies within the SCA Federated body. This has meant that Strata Lot Owners are now subscriber members, and this member type is 'free' i.e., no membership fee is to be charged.

The rationale for this decision is that in making membership free to strata lot owners it removes a barrier to them engaging with SCA. Strategically, the organisation is working to significantly grow our strata lot owner engagement with a view to building our brand and that of our members with strata lot owners.

This change in fee structure, membership class and voting rights requires a constitutional change.

The Board has endorsed this approach.

The amendments to the SCA (Qld) Constitution are outlined in the table below:

Clause	Current wording	Proposed wording	Reason for amendment
4.1 – Definitions – Voting Members	<p>Voting Members includes:</p> <p>(a) Strata Management Members;</p> <p>(b) Strata Services Members;</p> <p>(c) Strata Owner Members; and</p> <p>(d) Life Members.</p>	<p>Voting Members includes:</p> <p>(a) Strata Management Members;</p> <p>(b) Strata Services Members; and</p> <p>(c) Life Members.</p>	Delete "Strata Owner Members" as a category of Voting Members.
7 – Classes of Membership	<p>7.1 Classes of Membership</p> <p>There shall be four (4) classes of Membership:</p> <p>(a) Strata Management Members;</p> <p>(b) Strata Services Members;</p> <p>(c) Strata Owner Members;</p> <p>(d) Life Members; and</p> <p>any other classes of Members the Board may prescribe from time to time.</p>	<p>7.1 Classes of Membership</p> <p>There shall be three (3) classes of Membership:</p> <p>(a) Strata Management Members;</p> <p>(b) Strata Services Members;</p> <p>(c) Life Members; and</p> <p>any other classes of Members the Board may prescribe from time to time.</p>	Delete "Strata Owner Members" as a class of membership.

Notice of Meeting - Information for Members

By order of the Board



Duncan Lee
Company Secretary and Treasurer

NOTICE is hereby given that the Annual General Meeting of SCA (Qld) Ltd will be held on Thursday 13 October at 4.30pm (AEST) at The Emporium Hotel South Bank, 267 Grey St, South Brisbane, Queensland.

ATTENDANCE AND VOTING AT THE AGM

In person: If you would like to attend the AGM in person, [please register here](#)

Online: **Zoom Link:** <https://us02web.zoom.us/j/88971296529>
Zoom ID: 889 7129 6529

Please log in with your first name and last name, so your attendance can be recorded in the minutes

By proxy: If you would like to appoint a proxy to attend the AGM on your behalf, this can be done by completing and signing the attached [Proxy Form](#) and sending it to SCA (Qld) by:

Mail: SCA (Qld)
Level 9, Suite A
410 Queen St, Brisbane, QLD, 4000
Email: admin.qld@strata.community

MEETING APOLOGIES

If you cannot attend the meeting and would like your apology recorded in the Minutes, please email your apology to admin.qld@strata.community by 4.30pm on Tuesday 11 October 2022.

QUESTIONS FROM MEMBERS

Members who are unable to attend the AGM, and who would like to ask questions of the Board concerning matters to be considered at the AGM, are invited to do so by **emailing their question to** laura.bos@strata.community by Tuesday 11 October 2022 at 4:30pm (AEST).

Members physically present at the AGM will be able to ask questions.

ENQUIRIES

If you have any questions, please contact SCA (Qld) at admin.qld@strata.community

Information about Attendance & Proxies

These notes form part of this Notice.

ATTENDANCE AT THE AGM

In person: If you would like to attend the AGM in person, please register here:

<https://members.strata.community/Event.aspx?EventKey=AGM2022&WebsiteKey=3097fe46-904a-47c1-9b88-b345785e894f>

Online: **Zoom Link:** <https://us02web.zoom.us/j/88971296529>
Zoom ID: 889 7129 6529

Please log in with your first name and last name, so your attendance can be recorded in the minutes

By proxy: If you would like to appoint a proxy to attend the AGM on your behalf, this can be done by completing and signing the attached [Proxy Form](#) and sending it to SCA (Qld) by:

Mail: SCA (Qld)
 Level 9, Suite A
 410 Queen St, Brisbane, QLD, 4000
Email: admin.qld@strata.community

IMPORTANT: To be effective, all [Proxy Forms](#) must be submitted and received by SCA (Qld) no later than 4:30pm (AEST) on **Monday 10 October 2022**.

APPOINTING PROXIES

A Member who is entitled to attend and vote at the AGM has a right to appoint a proxy to attend, ask questions and, if applicable, vote at the AGM.

Chair's voting intentions

The Chair intends to vote all available proxies in favour of the special resolution. If you appoint the Chair of the meeting as your proxy, the Chair of the meeting is taken to be appointed as your proxy and if you have not specified the way to vote on the special resolution, the Chair of the meeting will exercise your votes in favour of the special resolution.

Chair as Proxy

You may appoint the Chair of the meeting as your proxy.

If you direct the Chair of the meeting how to vote on an item of business, your vote will be cast in accordance with your direction. If you do not direct the Chair of the meeting how to vote on an item of business, or the Chair of the meeting becomes your proxy by default, then by submitting a proxy/nominee appointment you will be expressly authorising the Chair of the meeting to exercise your votes as an undirected proxy.

Information on How to Vote

Members entitled to vote at the meeting:

- Can attend the meeting either physically or online; or
- Can appoint a [proxy](#) to attend the meeting either at the venue or online to vote at the meeting.

In line with the amendments to the Corporations Act made this year, a Member attending the meeting online is deemed to be present at the meeting and form part of the quorum.

Consequently, and in line with the Corporations Act amendments, Members who are attending the meeting online will be able to vote online during the meeting.

Members entitled to vote at the meeting	Details	Instructions
Vote physically at the meeting	<p>If you attend the meeting, you will be able to vote during the meeting.</p> <p>Voting on Ordinary Business items, Special Resolution, and Board Nominations will be by show of hands. The Chair of the meeting will open the voting shortly after the meeting commences at 4:30pm (AEST) and you will be able to vote when requested during the meeting (a returning officer will tally votes)</p>	<p>Registration will open from 4:00pm (AEST) on 13 October 2022.</p> <p>You will be required to register as a Member or proxy holder and will be able to vote.</p>
Vote online during the meeting	<p>If you attend the meeting by logging into the Zoom online attendance platform, you will be able to vote online during the meeting.</p> <p>Voting on Ordinary Business items, Special Resolution, and Board Nominations will be by show of hands. The Chair of the meeting will open the voting shortly after the meeting commences at 4:30pm (AEST) and you will be able to vote when requested during the meeting (a returning officer will tally votes).</p>	<p>Registration will open from 4:00pm (AEST) on 13 October 2022.</p> <p>When you log into the ZOOM platform, you will be required to register your name and we will check your eligibility to vote.</p>
Voting PRIOR to the meeting via the ONLINE PORTAL	<p>Online voting is NOW open via the ONLINE VOTING PORTAL.</p> <p>Online voting via the ONLINE VOTING PORTAL for Ordinary Business items, the Special Resolution, and Board Nominations</p>	<p>Members can access the online portal by clicking this link ONLINE VOTING PORTAL and following the prompts. Your individual VOTER ID can be found on the NOTICE of AGM email invitation sent to you.</p>

	will close on Monday 10 October 2022 at 4.30pm (AEST)	Please contact admin.qld@strata.community if you need assistance or phone us on (07) 3839 3011
Appoint Proxy prior to the meeting	You can appoint a proxy to attend the meeting either at the physical venue or online to vote at the meeting.	To appoint your proxy via the website you will need to complete the proxy form and return to SCA (Qld) via admin.qld@strata.community no later than 4.30pm (AEST) Monday 10 October 2022.

Enquiries

Please contact admin.qld@strata.community if you need assistance or phone us on (07) 3839 3011.