COOTHARABA COMMUNITY ASSOCIATION INC

Annual General Meeting No. 24

AGENDA

Where: Upstairs, Lake Cootharaba Sailing Club, 24 Boreen Parade, Boreen Point.

When: 26 November 2026 at 6.00 pm

Attendance: A quorum of 9 is required (Number of members of the MC plus 1)

Apologies: Paula Viljoen (Sec/Web Admin), Judy Powell, Peter Riedlinger

Item	Details	By	Time (Mins)	Motions		
				Moved	**Second**	**Carried**
1.	**Acknowledgement of Country.**	RE	1	N/a	N/a	N/a
2.	Introduction: • Welcome • Housekeeping (toilets, emergencies etc.).	LK	1			
3.	Minutes of the previous Annual General Meeting (AGM) • The minutes of AGM No.23 on 31 January 2026 were posted on the website prior to this AGM. • Move to be taken as a true and accurate record of the meeting.	LK	1			
4.	Correspondence pertaining to AGM • No correspondence was received about the AGM (excluding apologies).	LK				
5.	President's Annual Report (to be provided verbally at the meeting). Copy to be attached to the AGM minutes on the website.	LK	5			
6.	In accordance with CCA Inc Constitution para 34 – 'other Level 3 incorporated associations', the following business must be conducted at each AGM of the Association:	LK/RE	2			

Item	Details	By	Time (Mins)	Motions		
				Moved	**Second**	**Carried**
	a) receiving the Association's financial statement, and signed statement, for the last reportable financial year (01 April 2025 – 31 March 2026) b) presenting the financial statement and signed statement to the meeting for adoption. Accepted as presented.					
7.	Thank you to outgoing committee (2025/2026): ❖ President: Lester Kirkwood ❖ Vice President: Jan Green ❖ Treasurer: Rosalind Edgar ❖ Secretary/Web Admin: Paula Viljoen ❖ Ordinary member (1): Minutes Secretary: Karen Eddy ❖ Ordinary member (2): Ada Medak ❖ Ordinary member (3) Brenda Kirkwood ❖ Life time member (4) Rob Dessaix	LK	2			
8.	In accordance with CCA Inc Constitution para 34 – 'other Level 3 incorporated associations', the following business must **also** be conducted at each AGM of the Association: c) electing members of the Management Committee. LK to declare all MC positions open. List of nominations received: ❖ President: Lester Kirkwood ❖ Vice President: ❖ Treasurer: Rosalind Edgar ❖ Secretary/Web Admin: Paula Viljoen ❖ Ordinary member (1): Minutes Secretary: Karen Eddy ❖ Ordinary member (2): Ada Medak	All MC	5			

Item	Details	By	Time (Mins)	Motions		
				Moved	Second	Carried
	❖ Ordinary member (3) Rob Dessaix (Life Member) ❖ Ordinary member (4) ❖ Ordinary member (5)					
9.	Bank account signatories – seeking approval for: President- Lester Kirkwood , Treasurer Rosalind Edgar, Rob Desaix (Life Member) plus one other nominated (TBC). Removal of John Olds (Former MC member) as a signatory.	LK	1			
10.	Amendment to CCA Constitution To ensure our association continues to reflect the rules and legal compliance for incorporated associations, we need to include a clause in our Constitution outlining the grievance procedure, where a membership has been terminated by the management committee, and the member provides a notice to the Secretary of his/her intention to appeal. (Refer to Section 10 – 12 of the CCA Constitution). Proposed wording: **12A. Grievance Procedure** The Association adopts the grievance procedure prescribed by the *Associations Incorporation Act 1981* (Qld) and the applicable Queensland model rules for incorporated associations. The grievance procedure is available in the official Queensland Government Model Rules for Incorporated Associations (PDF), including Rules 12A–12F. The Association will follow the applicable grievance procedure in resolving disputes in accordance with the Act.	LK	1			

Item	Details	By	Time (Mins)	Motions		
				Moved	Second	Carried
11.	While our Constitution as per Queensland laws for a small not-for-profit incorporated association does not require reference to a Privacy Policy, we share with our members that we have developed a Privacy Policy, content Disclaimer and AI statement that sits along-side our Constitution. This policy is available on the CCA website, and a copy will be included as part of the AGM agenda documents.	LK	1			
12.	Meeting closed:	LK		N/A	N/A	N/A