**WILLIAMSTOWN FILM SOCIETY**

**AGM – RESPONSE TABLE**

**To be conducted via email between**

**12 Noon, Monday 26.10.2020 – Closing at 12 Noon, Wednesday 28.10.2020**

*Dear members, on the 8th October an email was sent to you which included: a cover letter explaining the process of running the WFS’s 2020 AGM, the Agenda, Minutes of 2019 AGM, the President’s Report, the Treasurer’s Report and a 2020 Nomination form for the WFS Committee. If you did not receive this email please ring Michael Slee on 9687 0157.*

*The AGM will be conducted by email from 12 Noon, today, Monday 26.10.2020 & will close at 12 Noon, Wednesday 28.10.2020. To participate in the meeting complete the Response Table by following the instructions below, then return by email.*

*Regards, Michael Slee, President, Williamstown Film Society*

**IMPORTANT: CLICK REPLY – FILL IN THE TABLE – CLICK SEND**

(Any problems, read detailed instructions below the response table)

**RESPONSE TABLE**

|  |  |  |
| --- | --- | --- |
| ITEM | YES | NO |
| If you attended the 2019 AGM, do you accept the attached Minutes as being a true record of the meeting? |  |  |
| Are there any matters arising from these Minutes? (if yes, please use the additional comments pace below) |  |  |
| Received the President’s Report |  |  |
| Received the Treasurer’s Report |  |  |
| Nomination for President: **Michael Slee** |  |  |
| Nomination for Secretary: **Maria Kouppas** |  |  |
| Nomination for Treasurer: **Dimi Simeonidis** |  |  |
| Nomination for Newsletter/Media: **Barbara Sloan** |  |  |
| Nomination for Committee: |  |  |
| **Dorothy Page** |  |  |
| **Pat Duncan** |  |  |
| **Andrew Radwadowski** |  |  |
| **Jack Neill** |  |  |
| **Ross Dufty** |  |  |
| **Marilyn McIntyre** *(Nominated by M. Kouppas & seconded by J. McIntyre)* |  |  |
| Additional Comments: | | |

|  |  |
| --- | --- |
|  | HOW TO PARTICIPATE IN THIS MEETING BY EMAIL |
| 1 | Please carefully read through this document (& other AGM documents sent earlier) and record your RESPONSE in the table above. |
| 2 | Only financial members are able to participate. |
| 3 | All members responding between **12 noon Monday 26.10.20 & 12 noon Wednesday 28.10.20** will be recorded as participating in the meeting (ie. as having attended). |
| 4 | Where required, the first and second responders to the questions below will be recorded as the mover and seconder of the motion, unless you request otherwise. |
| 5 | To indicate your response simply complete the included table by marking the YES or NO column opposite the question / item. |
| 6 | Please use the Additional Comments section for any response ‘in addition to’ YES or NO. |
| 7a | To complete the Response Table click REPLY, find the Response Table in the reply email, then type your responses (Y, N). Check it’s complete and click send. It should go to [michaeljslee58@gmail.com](mailto:michaeljslee58@gmail.com) |
| 7b | **Or**, SAVE the attached document, this will allow you to EDIT (type in YES or NO). SAVE your changes and re-send as an ATTACHMENT and send to [michaeljslee58@gmail.com](mailto:michaeljslee58@gmail.com) |
| 7c | **Or**, HIGHLIGHT your completed table, select COPY, return to email format, then PASTE the table into the email and send to [michaeljslee58@gmail.com](mailto:michaeljslee58@gmail.com) |
| 8 | If you have any difficulty at all, ring Michael Slee (9687 0157) |