



Professional Executive Housekeeper's Network

**The Professional Executive Housekeeper's Network A0033220B  
The P.E.H.N. Inc.**

**NOTICE OF ANNUAL GENERAL MEETING 2018**

The President and committee of P.E.H.N. hereby give notice of the intention to hold the 2018 ANNUAL GENERAL MEETING on Monday 26<sup>th</sup> November 2018 at Crown Towers Boardroom Level 3, 8 Whiteman Street, Southbank .

Registration starts at 4.30pm and the meeting will commence at 5.00pm sharp.  
Light refreshment will be served.

Please note all office bearer and committee positions are available for nominations and subsequent voting by YOU the members. Should you wish to nominate somebody, you must seek their approval and have them sign the attached nomination form. Should you wish to nominate yourself, please have a current member second your nomination. To assist you in the nomination or re-election of office bearers, the following is the current office bearers:-

President: Donna Musarella  
Vice President: Megan Johnston  
Treasurer: Jai Singh  
Secretary: Deb Bullock  
Committee: Jocelyn Ng  
Committee: Meena Tamang  
Committee: Mark Whyte  
Committee: Ian McGregor  
Committee: Verena Anger  
Committee: Decai Weng

Please note ONLY FINANCIAL MEMBERS are permitted to vote on any issues raised. Please forward any issues you would like to raise latest by November 19<sup>th</sup> 2018 for inclusion on the agenda and also indicating your attendance by completing the enclosed slip to :  
Email : [pehn.aus@gmail.com](mailto:pehn.aus@gmail.com)  
Or send to below address.

*I look forward to attending the 2018 AGM;*

Name : \_\_\_\_\_

Company : \_\_\_\_\_

P.O. Box 200, Market Street, South Melbourne, Victoria 3205  
EMAIL: [pehn.aus@gmail.com](mailto:pehn.aus@gmail.com)



## **The Professional Executive Housekeeper's Network A0033220B The P.E.H.N. Inc.**

Notice of the 2018 Annual General Meeting of the Professional Executive Housekeeper Network (Vic) Inc. to be held on Monday 26<sup>th</sup> November 2018 at Crown Towers Boardroom, Level 3, 8 Whiteman Street, Southbank.

Registration starts at 4.30pm and the meeting will commence at 5.00 pm sharp.  
Light refreshment will be served.

### **AGENDA**

- Acceptance of apologies
- Notation of Proxy Votes held
- Confirmation of Previous AGM Minutes
- President's Report
- Treasurer's Report
- Election of Office Bearers FY 2018 - 2019
- Nomination of office bearers read out and ballot sheets issued if necessary for the positions listed.

President

Vice President

Secretary

Treasurer

Committee Members (maximum of 6)

- Other Business

P.O. Box 200, Market Street, South Melbourne, Victoria 3205

EMAIL: [pehn.aus@gmail.com](mailto:pehn.aus@gmail.com)



Professional Executive Housekeeper's Network

**The Professional Executive Housekeeper's Network A0033220B**  
**The P.E.H.N. Inc.**  
**Nomination Form for the Election of Office Bearers**  
**2018– 2019**

\_\_\_\_\_  
Candidate - Name of Member

Position you wish to elect them for:

- President
- Vice President
- Treasurer
- Secretary
- Committee Member

\_\_\_\_\_  
Seconded by, nominator: (Member)

\_\_\_\_\_  
Consent of the person nominated above

Please send your completed nomination forms to:  
P.O. Box 200 Market Street, South Melbourne 3205  
Or fill out the form, scan & attach, email to [pehn.aus@gmail.com](mailto:pehn.aus@gmail.com) by: 5<sup>th</sup> November 2015

**The Professional Executive Housekeeper's Network A0033220B**  
**The P.E.H.N. Inc.**

**Form of Appointment of Proxy 2018**

I, being a member of The Professional Executive Housekeeper's Network and entitled to attend and vote hereby appoint:

The Chair of the meeting (mark with an "X")

OR

Write the name of the person you are appointing if the person is someone other than the chair of the meeting.

Or failing the person named, or if no person is named, the Chair of the meeting, as my proxy to act generally at the meeting on my behalf and to vote in accordance with the following directions (or if no directions have been given, as the proxy sees fit) at the Annual General Meeting of The Professional Executive Housekeeper's Network to be held at Crown Towers Boardroom , level 3, 8 Whiteman Street, Southbank on the 26<sup>th</sup> November 2018.

Voting directions to your proxy – please mark **X** to indicate your directions

Item #	Item	For	Against	Abstain *
2	That the minutes of the annual general meeting of The Professional Executive Housekeepers Network , 2017/2018, be accepted as a true and accurate record			
3	That the presidents report for 2017/2018 be received			
4	That the treasurer's report 2017/2018 report be endorsed			

The Chair intends to vote in favour of each item of business.

\* If you mark the Abstain box for a particular item, you are directing your proxy not to vote on your behalf on a show of hands or on a poll and your vote will not be counted in computing the required majority on a poll.

Please sign & date here

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Name	Contact No	Signature	Date
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Please send your completed proxy form if unable to attend to address below :  
P.O. Box 200 Market Street, South Melbourne 3205

Or fill out the form, email to [pehn.aus@gmail.com](mailto:pehn.aus@gmail.com) by : 19<sup>th</sup> November 2018