



14 September 2020

Dear SAFE For Animals Society Member

Re: Notice of SAFE Annual General Meeting

On behalf of the SAFE Board, I would like to formally invite you to the 2020 Annual General Meeting which will take place on **27 October at 5:30pm via Zoom (details below)**.

The AGM is an opportunity to hear about some of the activities SAFE has undertaken on behalf of animals over the past year. This year the AGM will be held virtually using the Zoom video conference platform as a precautionary measure in light of COVID-19. If you are planning to attend please RSVP to safe@safe.org.nz so that we have an indication of numbers. If you do not have email access, you can call Carlene with your RSVP on 03 379 9711.

I would also like to take this opportunity to invite nominations to the SAFE Board. Please find further information about the AGM and Board nominations below.

The Board looks forward to seeing you on **27 October**.

Kind Regards,

A handwritten signature in blue ink, appearing to read "Troy Coyle", enclosed in a thin blue rectangular border.

Troy Coyle
Secretary of the Board

WELLINGTON

PO Box 28110, Kelburn, Wellington 6150
p. 04 472 9311 e. wellington@safe.org.nz

AUCKLAND

PO Box 5750, Victoria Street, West Auckland 1142
p. 09 361 5646 e. auckland@safe.org.nz

CHRISTCHURCH

PO Box 19774, Woolston, Christchurch 1824
p. 03 379 9711 e. christchurch@safe.org.nz



For Animals
Ngā Kararehe Haumaru

Notice of SAFE Annual General Meeting

The 2020 SAFE Annual General Meeting will be held on **Tuesday 27 October at 5:30pm** over Zoom. You may attend from any location using a mobile or desktop device.

To attend the meeting:

1. Use this link in your browser:
<https://us02web.zoom.us/j/84599337338?pwd=NEkvRi9aR2ZPbE1sQjUzY2ZncElyZz09>
2. Enter the password: **AGM2020**

Alternatively, you may enter the meeting details manually.

1. Meeting ID: **845 9933 7338**
2. Password: **AGM2020**

Prior to meeting please ensure your Zoom software is up to date

To download Zoom use this link: <https://zoom.us/download>

If you have already installed Zoom, check you have updated to the latest version.

- On Windows 10: Open Zoom, access the apps "profile menu" which is found in upper right hand corner. Select "Check for Updates".
- On Mac: Open Zoom in Applications folder. In the Zoom.us menu select "Check for updates".
- On mobile devices: Open your Apple/Google Play app store to check for updates.

Draft AGM agenda

1. Welcome from the Chair and Introduction of Board Members
2. Minutes of 2019 AGM
3. 2019-2020 Annual Financial Report
4. Appointment of Auditor for 2020-2021
5. Confirmation of Board appointments
6. Annual Report
7. Any other items

Further information about the Annual General Meeting can be obtained from the SAFE Secretary –secretary@safe.org.nz.

Call for Remits

The Secretary of SAFE hereby calls for any remits to be presented at the SAFE Annual General Meeting. Remits must be received by the Secretary (secretary@safe.org.nz) no less than 28 days prior to the date of the Annual General Meeting.



Call for Nominations to the SAFE Board

Each year a third of the Board Members will need to stand down from the Board, including those who have reached their three year tenure. During the year, Sarah Barnes stood down from the Board and will not be standing for re-election. At the 2020 AGM Kirsten Magnusson, Katharine Birks and Troy Coyle are standing down and are eligible for re-election. Kirsten Magnusson and Katharine Birks will stand for re-election. Logan Smedley was co-opted on to the Board this year and will be eligible for election. Gareth Hughes will be co-opted onto the Board on 18 October 2020 and will be eligible for election. Mark Rocket and Timothy Groenendaal will stay on as Board members.

Nominations for the SAFE Board are welcome for up to three vacant positions. Prospective Board members must be a current, financial member of SAFE, at least 18 years of age and demonstrate a commitment to the goals and objectives of SAFE. Board members must not have a clear and demonstrable conflict with the goals and policies of the Society. Any previous conflict must not have existed within the previous 12 months of being appointed. Where considered necessary, the Board may refer vetting questions to the candidate, require references and undertake any due diligence actions the Board considers fit before approving Board nominations.

The overarching role of the Board is to ensure the security and longevity of the organisation. The Board achieves this in a number of ways, from ensuring SAFE's policies are maintained and that the future direction of the organisation is compatible with its aims, to supporting and assisting the Chief Executive Officer.

The Board is integral to ensuring SAFE functions effectively, therefore Board members must possess the skills, attributes and values that will assist SAFE in attaining its goals. In addition, previous governance experience is valued.

The term of a Board member's tenure runs for up to three years (should there be a full quota of Board members), after which time they must retire from office but are eligible for re-election. Board members are required to be available for three to four, face-to-face conferences per annum, plus additional teleconferences as required, and must also be available via email and phone for Board communications.

There are up to three available positions on the SAFE Board. Members may either be nominated by a current paid up member of SAFE or may self-nominate.

Nominations must include:

- Full name
- A 100-word (or less) description of yourself/nominee and your reasons and qualifications for your nomination
- A photograph of yourself/nominee

These will be available to members voting in the election of SAFE Board members.



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You must also include (for internal use only):

- Your address and phone number
- Your email address
- A completed prospective Board Member application form

Nominations must be received by the Secretary (secretary@safe.org.nz) no later than 14 days from the date of issuing this notice.

Elections for the SAFE Board will be held by postal ballot (should there be more nominations than positions available) no less than 21 days prior to the SAFE Annual General Meeting.

Elected Board members may be required to attend the SAFE Board meeting also held on 27 October after the Annual General Meeting has concluded.

We look forward to seeing you at the AGM on **27 October 2020**.