



22 September 2021

Dear Member,

Re: Notice of SAFE Annual General Meeting

On behalf of the SAFE Board, I would like to formally invite you to the 2021 Annual General Meeting, which will take place on **Wednesday 3rd November at 6:00pm 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 once again 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 **courtenay@safe.org.nz** so that we have an indication of numbers. Alternatively, you can call SAFE 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 **November 3rd**.

Kind Regards,

A handwritten signature in black ink, appearing to read "K Birks". The signature is written in a cursive, flowing style.

Katharine Birks, Secretary, SAFE Board of Trustees

Notice of SAFE Annual General Meeting

The 2021 SAFE Annual General Meeting will be held on **Wednesday 3rd November at 6:00pm** over Zoom. You may attend from any location using a mobile or desktop device. For security reasons and for voting eligibility, please ensure you enter the meeting using your full name.

To attend the meeting:

1. Use this link in your browser:
<https://us02web.zoom.us/j/84073216727?pwd=WGpCNFJtTEVwM2lyYUZMTm9oN1UzUT09>
2. Enter the password: **AGM2021**

Alternatively, you may enter the meeting details manually.

1. Meeting ID: **840 7321 6727**
2. Password: **AGM2021**

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 2020 AGM
3. 2020-2021 Annual Financial Report
4. Appointment of Auditor for 2021-2022
5. Confirmation of Board appointments
6. Annual Report
7. Guest presentation
8. 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, Mark Rocket and Troy Coyle stood down from the Board and will not be standing for re-election. At the 2021 AGM Tim Groenendaal will be standing down and is eligible for re-election. Tim Groenendaal will stand for re-election. During the year, Dallas Hopkins was co-opted onto the Board. Dallas Hopkins will stand for election. Katharine Birks, Kirsten Magnusson, Logan Smedley and Gareth Hughes will stay on as Board members.



Nominations for the SAFE Board are welcome for up to four 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 role of the Board is to ensure the security and longevity of SAFE, that it remains solvent, and complies within the spirit as well as the letter of the law and ensures the probity of its financial reports. The Board determines purpose and adds value by leading the development of SAFE's vision and strategies and has ownership of SAFE's strategic direction. It is dedicated to acting as a team with a high performance culture committed to engaged, quality governance. It supports open debate, diversity and thoughtful challenge. The Board holds Management to account through informed, effective and independent oversight of performance and ensures purpose and strategy are understood and implemented by Management.

Board members must possess the skills, attributes and values that will assist SAFE in attaining its goals. 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 four 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.

You must also include (for internal use only):

- Your address and phone number
- Your email address
- A completed prospective Board Member application form (obtained from the Secretary on request)

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 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 3 November after the Annual General Meeting has concluded.

We look forward to seeing you at the AGM on **3 November 2021**.

