



Dear IAHA Member

### **IAHA Special General Meeting on 20 February 2019**

On behalf of the Indigenous Allied Health Australia Ltd (IAHA) Board, I would like to thank you for your continued support of IAHA and invite you to participate in the special General Meeting of IAHA to be held at 1:00 pm (Canberra time) on Wednesday 20 February 2019 at Units 3-4, Ground Floor, 9-11 Napier Close, Deakin ACT 2600.

### **Attending General Meeting using Zoom conferencing**

Members have the option to attend the General Meeting using "Zoom" remote conferencing services by video or voice link. IAHA will host the meeting.

To join the meeting go to: <https://zoom.us/j/313336712>

Instructions have been provided in the Members area of our website ([www.iaha.com.au](http://www.iaha.com.au)) to assist Members in using Zoom – these are available [here](#).

Members will be required to use their own computer hardware and software to access this facility and are solely responsible for connecting to the conference by 1:00 pm (Canberra time) on the meeting day.

A Member who is unable to connect to the meeting using Zoom (or has any difficulties maintaining a quality connection) may call IAHA on (02) 6285 1010 for assistance.

### **RSVP if you intend to attend / participate in the special General Meeting**

Members are strongly encouraged to participate in the meeting.

A quorum of at least fifteen (15) Full Members, from at least three Allied Health disciplines and at least three States or Territories must be in attendance or be participating by Proxy for the meeting to proceed.

To help ensure we meet the requirements of a quorum for the special General Meeting, and to ensure it runs smoothly, Members who plan to attend the meeting either in person or through Zoom are asked to register for the meeting. Please email the Company Secretary at [secretary@iaha.com.au](mailto:secretary@iaha.com.au) to register, preferably by 1:00pm Monday 18 February 2019.

### **Agenda for General Meeting**

The key items for the General Meeting are to consider and vote on resolutions to:

- remove IAHA's current auditor and appoint a replacement auditor; and
- amend IAHA's company constitution.

### **Attachments to this letter**

Attached to this letter are:

- Notice of General Meeting (including the Explanatory Notes and Proxy Form).
- a letter from an IAHA Member nominating a new company auditor (a Member nomination letter is a legal requirement that must occur prior to a new auditor appointment); and
- a copy of IAHA's company constitution, with marked-up text to show the proposed changes to be considered by Members.

We sincerely hope that you will take the time to look over the enclosed documentation and participate in this special General Meeting.

### **Lodging a Proxy form**

If you are a Full Member and are unable to attend the meeting you may wish to complete a Proxy form. Proxy forms are available and included in this package. Proxy forms are also available from the Company Secretary.

Please remember Proxy forms must be received by the Company Secretary (email [secretary@iaha.com.au](mailto:secretary@iaha.com.au)) at least 2 full days before the special General Meeting: that is, by 1pm (Canberra time) on Monday 18 February 2019 at the latest. Proxy forms received after this time will not be taken into account at the meeting.

### **Webinars to be held prior to the General Meeting**

Members who wish to clarify, seek further information and/or discuss the items to be covered at the special General Meeting are invited to participate in a webinar to be hosted by IAHA prior to the meeting. Two webinars will be held, on:

- a) Tuesday 29 January – 2pm-3pm (Canberra time); and
- b) Wednesday 6 February – 3pm-4pm (Canberra time).

The webinars will be hosted by the IAHA Company Secretary, Donna Murray. IAHA's legal advisor, Mr Justin Bernau (Partner of HWL Ebsworth Lawyers) will be available to outline and answer questions regarding:

- The proposed change to the IAHA Company Auditor;
- The proposed changes to the IAHA Constitution; and
- The process for lodging Proxy forms ahead of the meeting.

### **How to access a webinar**

Members are welcome to participate in either or both webinars.

To register for webinar one, held on the 29 January 2019, please [click here](#).

To register for webinar two, held on 6 February 2019, please [click here](#).

Once you have registered you will receive a confirmation email which will contain a URL to access the webinar via your computer as well as details to access the webinar via telephone. For further details on how to access a zoom webinar, please [click here](#).

Should you have any questions or concerns, please don't hesitate to contact the IAHA secretariat on 02 6285 1010 or email me at [secretary@iaha.com.au](mailto:secretary@iaha.com.au).

Yours sincerely

A handwritten signature in black ink, consisting of a circular flourish followed by a horizontal line that ends in a sharp downward-pointing stroke.

Donna Murray  
Company Secretary

Friday 18 January 2019

