



Postal Address: Croydon Chess Inc
P O Box 75,
Croydon 3136
Email: secretary@croydonchess.com
Web: www.croydonchess.com
Email Date: by Thursday, 9th Jan, 2025

NOTICE OF 2025 ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting of Croydon Chess Incorporated is scheduled to start at **7:35pm on Thursday, 30th January, 2025** at the Croydon RSL, Civic Square, Croydon.

Copies of this agenda, related papers and nomination forms will be made available at the meeting from 30 minutes before the start. Many may also available for download from the club's website www.croydonchess.com as the meeting date approaches.

Meeting documents:

- *Minutes of 2024 Annual General Meeting**
- *2024 Annual reports – President & Treasurer*
- *Proposed 2025 Calendars of Activities – Beginners, Youth, Junior & Senior**
- *Proposed 2025 Budget*

In addition, single copies of these information documents will also be available

- *Responsibilities of Committee Members**
- *Model Rules of an Incorporated Association**

** These documents are available in the "Documents" section of our website.*

AGENDA

1 Opening and Preliminary Business

- 1.1 Checking quorum, calling the meeting to order & starting time.
- 1.2 Appointment of Chairperson.
- 1.3 Apologies. Record of Attendance.

2 Minutes of previous Annual General Meeting

- 2.1 **Motion:** That the record of minutes of the previous Annual General Meeting, incorporating amendments made at this meeting (if any), be adopted
- 2.2 Business arising from minutes of the previous Annual General Meeting.
 - 2.2.1 Chess Victoria registered competitor proposal failed to gain the support of the clubs and was withdrawn.
 - 2.2.2 Chess Victoria has begun a review of its constitution. No information about progress.
 - 2.2.3 Some construction has been happening, so venue change possible in 2025.

3 2024 Annual Reports

3.1 President's Report – Kyle Gibson

Motion: That the 2024 President's Report be accepted.

3.2 Treasurer's Report – Garry Voigt

Motion: That the 2024 Treasurer's Report be accepted.

4 Proposed Calendars of Activities for 2025

4.1 Presentation of proposed 2025 Calendars – Ian Birchall

4.2 Questions and discussion

4.3 Amendments to proposed Calendars (if any)

4.4 Adoption of proposed Calendars

Motion: That the proposed 2025 Croydon Calendars of Activities, incorporating amendments made at this meeting (if any), be adopted.

5 Proposed Budget for 2025

5.1 Presentation of the 2025 budget – Ian Birchall / Garry Voigt

5.2 Questions and discussion.

5.3 Club T-shirts & hoodies – order process & subsidy level

Motion: That the club continues to subsidise the sale to its members of Club T-shirts & hoodies by 50% of the cost price up to a total subsidy of \$850. If that total is likely to be reached in 2025, the Committee will consider further subsidy in the light of the club's financial position and member interest.

5.4 Fees 2024

Motion: That the schedule of membership fees for 2025 remain the same as in 2024.

5.5 Adoption of Proposed Budget

Motion: That the proposed 2025 Croydon Chess Inc. budget, incorporating amendments made at this meeting (if any), be adopted.

6 Motions On Notice

6.1 None

7 Election of 2024 Committee

7.1 President

7.2 Vice-President

7.3 Treasurer

7.4 Secretary – (also Registrar and Public Officer)

7.5 General Committee Members (number to be decided at meeting)

8 Assignment of Organisational and other positions*

8.1 Junior, Youth & Senior Program Organisers – organise coaching & tournaments

8.2 Junior & Youth Coaches – volunteer coaches

- 8.3 Senior Club Coaches – volunteer coaches
- 8.4 Liaison Officer – liaise with community, government, media, sponsors
- 8.5 Library Manager – manage the acquisition & borrowing of chess resources
- 8.6 Website Manager – ensure website operation
- 8.7 Website Designer – develop the appearance, usability and function of our new website
- 8.8 Website Content Editor – update website content
- 8.9 Game entry Assistants – create and ready pgn of Senior club games for publication
- 8.10 Social activities Organiser – Presentation Night
- 8.11 Archives Manager – club records, photos, videos & history
- 8.12 Independent Financial Reviewer

* The Committee sees the need to allocate important duties to responsible people (members or non-members) with expertise, experience or interest in the particular area. If you wish to assist or gain experience in any of these areas please let the Secretary know.

9 General Business

- 9.1 Record of authorised signatories for club bank account.
- 9.2 Significant issues for the 2025 Committee to consider.
 - Sub-committee to review policy and procedure documents.
 - Role redundancy – ensuring there are members willing and able to take on roles.
 - Club archives – maintaining pictures, videos, posters, documents.
 - Club resource library
- 9.3 Motions of thanks.

10 Close of Meeting

- 10.1 Thank you for attending.
- 10.2 Finish time.