



## WINE GUILD VICTORIA INCORPORATED

### FUNCTION NOTICE

## **61st ANNUAL GENERAL MEETING**

**You must be a 2020 – 2021 Financial Member to vote**

- Date:** Wednesday 17<sup>th</sup> September 2020
- Venue:** Home of Wine Guild Victoria Secretary Dianne Lofts and Vice President Graeme Lofts, and online via Zoom
- Time:** From 6.45pm Entry to Zoom meeting  
7.00 pm Annual General Meeting  
7.30 pm Fortified wines of Victoria

**Details:** **Due to the possible restrictions and risks associated with COVID-19, it is not possible to hold our AGM in a restaurant or any other physical venue.**  
Our constitution allows members “not physically able to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.” Members participating by the use of technology are “taken to be present at the meeting and if the member votes at the meeting, is taken to have voted in person”.

As a consequence, the meeting will take place at the home of the Secretary and Vice President. They will both be in physical attendance. Other members wishing to participate in the AGM can do one of the following:

1. Participate online in the AGM via Zoom.
2. Vote by proxy. A Proxy Form is included with this Function Notice.

**Following the AGM an online Taste n Talk will take place: *Fortified wines of Victoria.***

**RSVP:** Participation online via Zoom: Tuesday 16<sup>th</sup> September 2020, 7.00 pm  
Email: [vicepres@wineguildvictoria.com.au](mailto:vicepres@wineguildvictoria.com.au)

### VOTING BY PROXY

A member may appoint another member as his or her proxy to vote and speak on his or her behalf. A proxy can be appointed by completing the attached form or other document that clearly identifies the person as the member’s proxy and that has been signed by the member.

A form appointing a proxy may be sent by post or electronically and **must be received by the Secretary no later than 24 hours before the commencement of the meeting.**

Email completed Proxy Form to [secretary@wineguildvictoria.com.au](mailto:secretary@wineguildvictoria.com.au) or mail to:

The Secretary, Wine Guild Victoria  
PO Box 1000  
Sunbury VIC 3429



## WINE GUILD VICTORIA INCORPORATED

# PROXY FORM

### ***61st ANNUAL GENERAL MEETING***

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To: The Secretary  
Wine Guild Victoria Incorporated  
PO Box 1000  
Sunbury VIC 3429  
[secretary@wineguildvictoria.com.au](mailto:secretary@wineguildvictoria.com.au)

Name of member appointing the proxy: \_\_\_\_\_

I appoint the following member as my proxy to vote on my behalf at the 61<sup>st</sup> Annual General Meeting of Wine Guild Victoria Incorporated, to be held on Wednesday 17<sup>th</sup> September, 2020.

Signature: \_\_\_\_\_

Name of proxy holder \_\_\_\_\_

**This form must be received by the Secretary no later than 24 hours before the commencement of the meeting.**