

# MEMORANDUM



**To:** Directors  
National Sporting Organisations for Program Sports  
National Sporting Organisations for Associate Members  
State Divisions  
Life Members  
CGA Staff  
PwC – Andrew Cronin and Sarah Carter

**From:** Craig Phillips  
CEO & Joint Company Secretary

**Date:** 29 April 2021

**Subject:** 2021 ANNUAL GENERAL MEETING – 21 MAY 2021  
COMMONWEALTH GAMES AUSTRALIA LIMITED – ACN 629 915 448

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Further to the previous memorandum dated 19 March 2021 regarding the Annual General Meeting (AGM) of Commonwealth Games Australia Limited (CGA), in accordance with Part 6.4 (c) of the Constitution notice is hereby given in the attached Agenda of the items of business and Special Resolutions to be put to the meeting.

There were no notices of motion received from any Member or Director and there are no elections required at this meeting. As per Part 6.5 of the Constitution, no business other than that stated in the notice of meeting may be transacted at the AGM.

Due to the ongoing uncertainties surrounding COVID-19 with potential outbreaks that may impact travel and border accessibility at very short notice, the meeting will be held online via the Lumi Global meetings platform. This is the same platform that CGA utilised at its previous AGM in November.

The CGA AGM will be held on Friday 21 May 2021 at 10:00am (AEST).

This is the first AGM to be held in May due to CGA's transition to a 31 December financial year. Business to be conducted therefore relates to the six month transitional period from 1 July to 31 December 2020 and further detail is included in the Agenda attached in this email, along with the Annual Report and all associated meeting papers.

## Voting

Members are entitled to vote as per Part 4.4 of CGA's Constitution, with two (2) votes for each Program Sport Member (maximum 42 votes) and one (1) vote for each State Division Member (maximum 5 votes). Member Delegates (i.e. proxies) must be advised to CGA by 10:00am (AEST) Wednesday 19 May 2021 in order to receive the appropriate login to the AGM to exercise these votes.

A Member Delegate (i.e. a proxy) does not need to be a member of CGA. Member Delegates must login to the AGM webcast and attend the meeting online to exercise their vote. It is the Delegate's responsibility to ensure they have suitable internet connectivity to attend the meeting.

Please advise Kylie Peake, CGA's Stakeholder Relations Manager, of the delegates who will exercise your voting rights as well as any other attendees as soon as possible at [kylie.peake@commonwealthgames.com.au](mailto:kylie.peake@commonwealthgames.com.au). Member Delegates must be advised to CGA prior to Wednesday 19 May 2021 at 10:00am (AEST) at the latest.

For Members to be entitled to attend and vote at the AGM, any outstanding 2021 CGA membership fees must be paid prior to the close of business on Tuesday 18 May 2021.

#### Meetings Program

As per previous years, the following CGA meetings and events will also be held at this time. The schedule has now been finalised as follows:

Thursday 20 May	Members' Forum	2:30 – 4:00pm (AEST)	Teams
Thursday 20 May	State Divisions meeting	4:15 – 5:00pm (AEST)	Teams
Thursday 20 May	President's Dinner	Postponed due to COVID-19	
Friday 21 May	CGA AGM	10:00 – 11.30am (AEST)	Lumi Global

Separate meeting invitations and videoconference links will be sent for each meeting to each relevant stakeholder group.

We hope that the next Members' Forum in October will be able to be held in person, including a President's Dinner. Further information and dates will be provided in due course.

If you have any questions in regard to any of the above, please do not hesitate to contact myself on (03) 9453 9300 or Kylie Peake via email at [kylie.peake@commonwealthgames.com.au](mailto:kylie.peake@commonwealthgames.com.au).

Yours sincerely



CRAIG PHILLIPS  
Chief Executive Officer  
Joint Company Secretary