The Victorian Chapter of Learning Environments Australasia
2019 Annual Meeting

**Notice is hereby given that the Annual Meeting of the
Victorian Chapter of Learning Environments Australasia**

will be held at

The Craft & Co, 390 Smith Street, Collingwood

on

Friday, 18th October 2019, 5:00 – 5:30pm
(to be followed by the Learning Environments 2019 Victorian Awards).

BUSINESS:
a) **Confirmation of the Minutes of 2018 Annual Meeting.**
b) **Annual report from the Chair.**
c) **Annual report from the Treasurer.**
d) **Election of board members and Chair-Elect.**
e) **Other business.**

NOMINATIONS FOR ELECTION:
Members are invited to nominate for election to the Victorian Chapter Board by completing the attached nomination form. Each year approximately 50% of the positions on the board are vacated. This year there are seven positions available for election.

In addition to board members, we will be voting for the Chair-Elect of the Victorian Chapter. Nominations for the Chair-Elect shall be made on the attached form, signed by two members eligible to vote, and accompanied by the nominee's written consent to serve if elected. The nominee must have served a minimum of two years on the Victorian Chapter Board.

At the Annual Meeting, board and chair-elect nominees will be allowed to introduce themselves for two minutes prior to the election.

Nomination forms are to be returned to the Victorian Secretary, Wayne Hay at whay@cem.edu.au or Victorian Project Officer, Celina Lee at vicadmin@a4le.org.au by **12:00pm on Wednesday, 16th October 2019**.

VOTING RIGHTS:
All members are entitled to be present at the venue and vote at the Annual Meeting.

PROXIES:
Any member entitled to vote may appoint another member to vote as Proxy if they are unable to attend. Proxy Forms to be completed by members and emailed to the Victorian Secretary, Wayne Hay at whay@cem.edu.au or Victorian Project Officer, Celina Lee at vicadmin@a4le.org.au by **12:00pm on Wednesday, 16th October 2019.**