



MEMORANDUM

**TO: MEMBER ASSOCIATION SECRETARIES LIFE MEMBERS
PATRON & VICE PATRONS BOARD OF DIRECTORS OFFICE BEARERS**

FROM: MARK HEATHCOTE

DATE: 24 JUNE 2020

RE: 55th ANNUAL GENERAL MEETING

Please find enclosed the following papers for the upcoming Annual General Meeting.

- Agenda for the 55th Annual General Meeting to be held on 25th July 2020
- Minutes for the 54th Annual General Meeting held on 27th July 2019
- 2019 / 2020 Annual Report
- Delegate Nomination Form

Delegates will need to complete and return the Delegate Nomination Form by **5.00pm Friday 17th July 2020**.

They will also need to register for the Zoom Webinar by the same date by clicking on this link;
https://zoom.us/webinar/register/WN_mYbmwxTYR5KDXeWhGEOWWA .

Only registered Club Delegates will be eligible to attend the meeting.

We encourage all attendees to read the attached Swimming NSW Zoom Meeting Guide ahead of the meeting, which provides an overview of how to use Zoom and also how to participate in the Swimming NSW AGM.

Should there be any questions in regard to the Agenda, Annual Report or Financial Report, it is requested that these be submitted to the office in writing prior to the meeting so if any investigation is required it can be undertaken so a response can be provided on the day.

Best Regards and I look forward to seeing you at the meeting.

Mark Heathcote | Chief Executive Officer | Swimming NSW Ltd.

PO Box 571, Sydney Markets NSW 2129
mark.heathcote@nsw.swimming.org.au | <https://nsw.swimming.org.au>