

15th October 2021

Dear Valued Member,

I am pleased to invite you to the Can Assist Annual General Meeting for 2021:

Date: Thursday, 25 November 2021

Time: 2pm

Location: The Colvin Room, Suite 605, 5 Hunter Street, Sydney

Due to COVID-19 and social distancing restrictions, attendance at the meeting will be via the electronic application Microsoft Teams*.

**Teams is a communication platform, part of the Microsoft 365 family. It is available on both Android and iOS and provides a simple and easy to use app to video meet. It will allow up to 250 participants.*

The following documents will be available online at www.canassist.org.au:

- 1) **Agenda 2021**
- 2) **Explanatory Memorandum**
- 3) **Minutes of the 2020 AGM**
- 4) **The 2021 Annual Report will be made available on the Can Assist website Monday 15th November**

At the meeting, members will have the opportunity to:

- Find out about Can Assist's operations and finances
- Ask questions about the operations and finances of Can Assist
- Speak about any items on the Agenda

Could you please notify us of your attendance no later than Friday 19th November 2021. To register we will need you to supply your membership number and email address to which the TEAMS invitation will be sent. We are happy to run a trial Teams connection with you to ensure you have confidence in joining on the day.

To ensure questions are received and given adequate time and detail it is suggested that questions are presented for consideration before the AGM.

RSVP: admin@canassist.org.au

I hope that you will be able to attend and thank you for your continued support of Can Assist.

Kind regards,

Emma Phillips
Executive Director