**Brite Annual General Meeting Agenda 2024**

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| **Date:** | Tuesday, 19 November 2024 |
| **Time:** | 5.00pm-6.00pm |
| **Place:** | Brite Canteen, Brite Services, 1-7 Belfast Street Broadmeadows |

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| **Item** | **Description** | **Responsible** |
| 1 | Acknowledgement of Country, welcome and introductions | Robert Hannaford, CEO |
| 2 | Apologies | Robert Hannaford, CEO |
| 3 | Acceptance of minutes of previous annual general meeting – dated 24 October 2023 | Robert Hannaford, CEO |
| 4 | CEO report | Robert Hannaford, CEO |
| 5 | Chairperson’s report | John Carter, Chair |
| 6 | Treasurer’s report | Tom Carra,Treasurer |
| 7 | Questions to directors  | Directors |
| 9 | Acceptance of 2023 financial statements | Tom Carra,Treasurer |
| 10 | Acceptance of 2024 annual report | John Carter,Chair |
| 11 | Appointment of and questions to the auditor  | Tom Carra,Treasurer  |
| 12 | Retiring directors | Robert Hannaford, CEO |
| 13 | Election of directors * Director nominations
* Term renewals
 | Robert Hannaford, CEO |
| 14 | Meeting close | Robert Hannaford, CEO |

Following the Annual General Meeting, we welcome you to join us for light refreshments and speak with Brite’s team to hear the outstanding achievements from the past year.