



BENDIGO TENNIS ASSOCIATION

# MEMORANDUM

**TO:** BTA Affiliated Clubs  
**CC:** Board of Management  
**From:** Leon Retallick, BTA Executive Officer  
**Date:** 26/07/2011  
**Re:** Annual General Meeting

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**Dear Club Secretary,**

We write to advise of the **Annual General Meeting** of the Bendigo Tennis Association, the details of which are as follows:

**Tuesday 16 August, 2011**

**commencing at 7.00PM**

**at the Bendigo Bank Tennis Complex, Nolan Street Bendigo.**

***The business of the Annual General Meeting will be:***

- To confirm the minutes of the previous meeting & handle any resultant business.
- To receive the reports of the Association.
- To Elect the Office Bearers and committee members for the subsequent year.
- To consider notices of motion previously received.
- To appoint the Auditor for the ensuing year.

NOTE. Please ensure that your club has paid their BTA Affiliation fees for 2011/12 prior to this meeting. **All Clubs** are invited to submit a report on their 2010/11 activities for inclusion in the Annual Report. Note that your report must be to the Office of the BTA by Tuesday 9<sup>th</sup> August to enable inclusion in the Report.

**Please also find attached for your attention, the following:**

1. Nomination form for Board/Committee positions for 2010/11
2. Minutes 2010 Annual General Meeting

**Leon Retallick**