

General Information:

- In-person or Zoom attendance available - both require **pre-booking before Sat. 9 Nov. 2024.**
- Agenda suggestions and Apologies to be sent to Valerie secretary@historyqueensland.org.au
- Minutes of the last General Meeting will be sent to members with other information about the meeting. Printed copies will not be handed out on the day.
- Financial Reports will be available at the meeting.

In-Person Attendance at Auchenflower:

- **Bookings are essential** - deadline **Sat. 9 November 2024.**
- Please send details of all attendees to Valerie - secretary@historyqueensland.org.au
- Cost \$20.00 pp to cover refreshments and lunch.
- Pre-payment is requested and should be made to Oral History Qld:
BSB: 124 068 Account No: 20355175 Reference: your name
- Dietary requirements to be notified to Valerie by **Sat. 9 November 2024-**
secretary@historyqueensland.org.au
- Visitors are asked not to attend if they are unwell.

Attendance via online ZOOM link:

- Register for Zoom **Sat. 9 November 2024-** secretary@historyqueensland.org.au
- Any member of any HQ Society can register as an individual. Please provide the name and email address of all attendees.
- Your Zoom link reminder will be emailed by Thursday 14 November 2023.

Member Organisation Reports:

Member societies are invited to provide a written report to the meeting, whether or not a representative attends the meeting. These reports are published with the minutes.

Societies may also provide an oral report - maximum two minutes - during the meeting.

To ensure that other societies and their representatives obtain the most benefit from other Societies' reports, it is suggested that reports contain information in any of the following areas that apply to your Society:

- New projects or achievements in the last six months.
- Challenges encountered and dealt with in the last six months.
- Helpful alliances.
- Community engagement.
- New projects or events planned in the next six months.

Please limit reports to max. 200 words

If you are attending in person, please remember to bring a copy of your report to read out. (printed or electronic).

Please send reports to secretary@historyqueensland.org.au by Sat. 9 Nov.