



LADIES' COLLEGE OLD GIRLS' ASSOCIATION

NOTICE OF THE 112TH ANNUAL GENERAL MEETING OF THE LADIES' COLLEGE OLD GIRLS' ASSOCIATION TO BE HELD ON 23RD OF OCTOBER 2021 AT 1000 AM VIA AUDIO VISUAL MEANS

Notice is hereby given that the 112th Annual General Meeting (AGM) of the Ladies' College Old Girls' Association (OGA) will be held on the 23rd of October 2021, via audio visual means.

INTRODUCTION

The Executive Committee of the OGA has, after much deliberation and discussion, decided to proceed with holding the said 112th AGM virtually, as there does not appear to be a decrease in the risks surrounding the COVID-19 pandemic, nor the restrictions imposed as a result.

Members are kindly requested to read **Annexure One** hereto carefully and familiarize themselves with the manner in which they need to register and participate in the said virtual AGM.

PROPOSED AGENDA

1. Meeting called to order by the President – Ms. Fathima Aziz
2. Notice Convening the Meeting
3. Singing of the School Hymn
4. Prayer led by the Patroness – Ms. Eesha Speldewinde
5. Tribute to Members who passed away during the year
6. Tabling of Apologies
7. Welcome Speech by the President – Ms. Fathima Aziz
8. Confirmation of the Minutes of the 111th AGM held on 13th of March 2021
9. Adoption of the Honorary Secretary's Report
10. Adoption of the Accounts, Treasurer's Report and Auditor's Report for the 10 month period ended 31st March 2021 (presented by the Hony. Treasurer)
11. Adoption of the Accounts and Reports of the Trusts
12. Address by Mrs. Roshanara Page – Incoming President of the OGA
13. Election of Office Bearers and Committee Members
14. Election of Trustees to the OGA Trust
15. Election of Honorary Auditor
16. Any Other Business
17. Address by the Patroness – Ms. Eesha Speldewinde
18. Vote of Thanks – Ms. Anisha Wijewardane (Hony. Publicity Secretary)

FURTHER DETAILS ON AGENDA ITEMS

A. **Item No. 09 – Adoption of the Honorary Secretary's Report**

A copy of the Hony. Secretary's Report will be circulated by email on or before 20th October 2021.

OGA Secretariat, C/o Ladies' College, 66 Sir Ernest de Silva Mawatha Colombo 07.

Tel: 2575469 (Open Monday, Wednesday, Friday 9 am to 1.pm)

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B. Item No. 10 – Adoption of Accounts, Treasurer’s Report and Auditor’s Report for the 10 month period ended 31st May 2020

A copy of the Accounts, Treasurer’s Report and Auditor’s Report will be circulated by email on or before 20th October 2021.

C. Item No. 11 – Adoption of Accounts and Reports of the Trusts

Copies of the Accounts and Reports of the OGA Trust and the Chapel Trust will be circulated by email on or before 20th October 2021.

D. Item No. 13 – Election of Office Bearers and Committee Members to the Executive Committee

Executive Committee 2020/2021

<u>NAME</u>	<u>POSITION</u>	<u>TELEPHONE NUMBER</u>
*FATHIMA AZIZ	PRESIDENT	773020750
*THANCHI COOMARASWAMY	VICE PRESIDENT	777352645
ROSHANARA PAGE	PRESIDENT ELECT/2021	777313422
**NIRUSHA RANJITKUMAR RATNATUNGA	HONY. SECRETARY	776044041
*AMAYA WEERASINGHE	HONY. ASST. SECRETARY	773541341
**AMALI DAVID	HONY. TREASURER	772240110
*** ANJALI KARUNARATNE	HONY. ASST. TREASURER	777362247
*ANISHA WIJewardene	HONY. PUBLICITY SECRETARY	777466188
SHOIBA ISMAIL SHUMS	HONY. ASST. PUBLICITY SECRETARY	0773340229
ANARGI RANAWEERASINGHE	HONY. ASSISTANT SECRETARY – SCHOOL	0777262744
MS. MANISHA PEIRIS	OGA REP. ON THE GOVERNING BODY	0772220400
*DHANUSHKI PERERA	COMMITTEE MEMBER	776018007
*ANISHKA GOMESZ	COMMITTEE MEMBER	774744767
*LAILA ISMAIL	COMMITTEE MEMBER	0776227813
*THARUSHI SENANAYAKE	COMMITTEE MEMBER	0773097878
*MALKANTHI DE SILVA	COMMITTEE MEMBER	0777555195
NEROOSHIKA OBEYESEKERE JOSEPH	COMMITTEE MEMBER	0777397900
SHAEMALI SUMANATILLEKE***	COMMITTEE MEMBER	0776417547

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SHANIKA SENEVIRATNE	COMMITTEE MEMBER	0777530816
JEMIAH SOURJAH	COMMITTEE MEMBER	0773039545
CHRISTINE RODRIGO	COMMITTEE MEMBER	0777390490
PRIYADARSHINI ALGAMA****	COMMITTEE MEMBER	0775914248
JOVANKA JAYAWEERA	COMMITTEE MEMBER	0772991162
THINUSHKA GUNASEKERA	COMMITTEE MEMBER	077778331
NAOMI WIJETUNGA	COMMITTEE MEMBER	0776771690
KARTHIGA SRIDHARA	COMMITTEE MEMBER	0773717619
NADINI EROMA WARASUVITHARANA	COMMITTEE MEMBER	0772576740
SAHELI DE SILVA	COMMITTEE MEMBER	0775757153
ASHIKA SENARATNE	COMMITTEE MEMBER	0773633453
TAREA KARUNARATNE	COMMITTEE MEMBER	0772480582

* this member has completed her two-year term.

** this member has completed her two year term but is required to stay on as a Committee Member for one more year in terms of the OGA Constitution.

*** this member is resigning as a Committee Member.

**** this member has completed her permitted seven year term in the OGA Executive Committee.

Based on the above, vacancies are created for the post of President Elect, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Publicity Secretary and 04 members of the general committee. Members are requested to email their nominations for the said positions, if any, by completing the nomination form circulated with this notice to lcogaagm2021@gmail.com on or before 15th October 2021. Please note that, in order to be eligible for election on to the committee, all nominees must be present at the virtual AGM or, if unable to join said virtual AGM, provide a duly signed letter of consent and agreement to take up the post for which she is nominated, if elected, by 15th October 2021. Please note that a roll call of nominees will be taken at the AGM and any nominee who is absent without having provided the aforesaid letter of agreement will not be eligible for the vote. Members present at the virtual AGM will then take a vote on the nominees. This is the fairest method in which to elect new members to fill the vacancies on the committee, given that the usual procedure of proposing and seconding candidates cannot be followed due to technical limitations of the virtual AGM.

E. Item 14 – Election of Office Bearers to the OGA Trust

In terms of Clause 4(i) of the OGA Trust Deed No. 314 dated 02nd October 1985 attested by D. L. De Saram, Notary Public

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- (a) *A trustee shall be a senior member of the Ladies' College Old Girls' Association and have been a member thereof for a minimum period of 20 years;*
- (b) *A trustee shall be nominated by the general membership of the Ladies' College Old Girls' Association; and*
- (c) *A trustee who has served a term of three (03) years is eligible for re-election of one more term only.*

There is one vacancy created in the OGA Trust this year as Menaka Perera Balendra finishes her first term of three (03) years. She is eligible for re-election in terms of the aforementioned clause of the OGA Trust Deed.

F. Item 15 – Election of the Hony. Auditor

In terms of Rule 21 of the OGA Constitution, the Hony. Auditor must be elected at each Annual General Meeting. The current auditor is DHP Munaweera & Co.

G. Item 16 – Any other Business

Any member desirous of discussing any matter under this agenda item should give ten days' notice of such matter to the Hony. Secretary. Such notice can be given by way of delivering a letter to the OGA Secretariat or by way of email to ladiescollegeoga@gmail.com.

Nirusha Ranjithkumar Ratnatunga
Hony. Secretary
Ladies' College Old Girls' Association
01st October 2021



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ANNEXURE ONE

GUIDELINES AND REGISTRATION PROCESS FOR THE 112TH ANNUAL GENERAL MEETING OF THE LADIES' COLLEGE OLD GIRLS' ASSOCIATION HELD VIA ONLINE MEETING PLATFORM

Members who wish to participate in the 112th Annual General Meeting of the Ladies' College Old Girls' Association (OGA), to be held via an Online Meeting Platform (Virtual AGM), could do so by using a smart phone or a desktop computer.

If a Member intends to join the Virtual AGM via a smart device, it is necessary for him/her to download the "**Zoom Mobile App**" onto his /her smart device

Similarly, if a Member wishes to attend the Virtual AGM via a Laptop / desktop computer, the link can be opened by downloading the "**Zoom Desktop App**" to the respective Laptop / Desktop computer (compatible web browser: **Google Chrome**).

1. Members who wish to participate in the Virtual AGM are requested to fill in and submit the **ONLINE REGISTRATION FORM** using the link in this email, on or before **10.30am on 18th of October 2021**.
2. The OGA will verify all registration requests and identification details received as aforesaid, against the details of the Member set out in the Member' Register and accept the registrations for the Virtual AGM if it is satisfied with the request and supporting documents (if any).
3. Members whose registration requests have been accepted will receive a further email from the OGA twenty four (24) hours prior to the commencement of the Virtual AGM. This email will provide a web link for online registration referred to as "**Virtual AGM Registration**".
4. (i) Members are requested to use the web link, which will be forwarded by the OGA as referred to in Clause 3 above and click on "**Virtual AGM Registration**" in order to complete online registration for the Virtual AGM.

(ii) On clicking the link "**Virtual AGM Registration**", Members will be redirected to an interface where they will be requested to enter their **first name, last name, email address, re- enter email address and National Identity Card number/Passport number**. (In entering these details, the participants are required to ensure that correct details as included in the **ONLINE REGISTRATION FORM** referred to in Clause 1 above are entered in the said online registration process, since any mismatch will be considered as an unsuccessful log in).

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- (iii) After successful completion of entering of the details as referred to in Clause 4 (ii) above, the participants are requested to click on “**REGISTER**” which will be prompted on their screens enabling them to receive the meeting link.
5. Members who successfully complete their online registration as set out in Clause 4 above, will receive the log in link for participation in the meeting referred to as ‘**Click here to Join the Virtual Meeting**’ and credentials.
6. In order to join the Virtual AGM, participants are required to click on ‘**Click here to Join the Virtual Meeting**’. In some instances, the system calls for the credentials and if that is required, please enter the credentials to gain access to the Virtual AGM.
7. On completion of this process, you will be directed to the Virtual AGM Zoom Platform, where you can participate in the Virtual AGM.

It is recommended that the Member completes the process outlined in Clauses 4, 5, 6 and 7 above and joins the Virtual AGM at least ten (10) minutes before the start of the Virtual AGM. The Online Meeting Platform will be active fifteen (15) minutes before the time appointed for the commencement of the meeting.

8. Members may use the **Q & A** tab appearing on the screen to submit their questions or concerns in typed format.
9. After completion of the process outlined in Clause 6 above in respect of all eligible Members, the OGA will forward a separate email to the Members who are entitled to vote, providing a separate link to vote on all resolutions included in the Notice of Annual General Meeting dated 01st October 2021.
10. Members who intend on participating in the meeting are requested to open the said link and be prepared to cast their vote when each resolution is taken up for voting by the Chairperson. Participants are advised to “**refresh**” the voting page and cast the vote as per their discretion in the given space and click “**SUBMIT**” enabling the OGA to receive the responses.
11. When declaring the voting on a resolution, the Chairperson will take in to account the voting of the Members participating virtually.

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12. **Sixty (60) seconds** will be allocated for Members to cast their vote in respect of each resolution.

13. The results will be processed and announced by the Chairperson **fifteen (15) seconds** after the end of the time slot allocated for voting.

It is advised to check the Virtual AGM access at least three (03) hours prior and also ensure that your devices have an audible sound system so that you could be participate in the Virtual AGM comfortably.