



## Foodservice Consultants Society International – APD Division

### NOTICE & AGENDA

Notice is hereby given that the Annual Business Meeting of the Foodservice Consultants Society International (Asia Pacific Division) will be held on:

**Tuesday, 7 September 2021**

**4.30pm – 5.30pm AEST, 2.30pm AWST/SGT, HKT, MYT/3.30pm JST/12pm IST**

Please use [Time Converter](#) if required.

**Via Teleconference (Zoom)**

**You must register in advance to attend the ABM:**

<https://us06web.zoom.us/meeting/register/tZ0lcuqhrzMiGNW4VbWrLroJcyNGUqCZTx13>

1. Please click on the link above to register in advance of the meeting. This will allow us to confirm your membership status prior to the commencement of the meeting. The details required are your name, email address, organisation, and country.
2. Zoom will send you a confirmation registration email and you must click on the personalised and unique link to join the Zoom ABM. Therefore, please keep your confirmation email in a safe place that you can access on the day.
3. In the registration process you can submit a question to raise at the ABM. (please note questions only submitted prior to Tuesday, 7<sup>th</sup> September will be raised)

#### Meeting Arrangements:

- On entry to the meeting your sound will be automatically muted, and the video will be turned off. This will assist in reducing background noise and improving the overall meeting quality.
- We suggest using a headset throughout the meeting.
- On entry to the meeting, you will be placed in a waiting room. You will remain here until the host provides you with access to the meeting.
- The meeting will be recorded for minute taking purposes.
- If you have any questions for the ABM, please submit before the meeting.

PO Box 576, Crows Nest NSW 1585

Phone: 02 9431 8678

Email: [apd@fcsi.org](mailto:apd@fcsi.org)

ABN: 30 001 491 461



**AGENDA:**

- 1. Opening, Welcome and Apologies (MS)**
- 2. To confirm the minutes of the previous ABM – 25 September 2020 (MS)**
- 3. Chair's Report (MS)**
- 4. To receive and consider the audited financial report for the year ending December 2020 (AB)**
- 5. Discharge of FCSI APD Board of Trustees (MS)**
- 6. Confirmation of FCSI APD – New entity (MS)**
- 7. Members Open Forum**  
*Opportunity for members submitted questions to the Board or topics of conversation to the attendees*
- 8. Closure of ABM (MS)**

**Andrew Brain**

**FCSI APD Secretary/Treasurer**

Email: [apd@fcsi.org](mailto:apd@fcsi.org)

Telephone: +61 02 9431 8678

**All correspondence to:**

APD Secretariat

Email: [apd@fcsi.org](mailto:apd@fcsi.org)

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(Australia)

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