

Meeting Information

Attending the AGM

The AGM will be held as both an in-person (Endeavour Foundation's Support Centre, 33 Corporate Drive, Cannon Hill, Queensland), and online (endeavouragm.verovoting.com.au) meeting.

We encourage members and proxyholders to participate in the AGM virtually via the online platform.

Voting

Members can vote in the following ways:

- attending the meeting physically;
- attend the meeting via the online platform; or
- appointing a proxy to attend the meeting either at the physical venue or online. A proxy does not need to be a member of Endeavour Foundation.

A Member attending the meeting online is deemed to be present at the meeting and forms part of the quorum.

The below provides further information on each voting option.

Voting Options	Details	Instructions
Vote physically at the meeting	If you attend the meeting physically you will be able to vote during the meeting.	<p>Registration at Cannon Hill will open from 8.00am (AEST) on 27 November 2023.</p> <p>You will be required to register as a member or proxy holder on arrival and will be able to vote at the meeting.</p> <p>If the person is a proxy holder, who is not a Member of the Endeavour Foundation, they will be required to bring identification, such as a driver's licence.</p>
Vote online during the meeting	If you attend the meeting by logging into the online platform at https://endeavouragm.verovoting.com.au/ you will be able to vote online during the meeting.	<p>When you log into the online platform you will be required to register using your Username and PIN set out in the attached Online Meeting and Voting Guide.</p> <p>Online registrations will open on 6 November 2023 at 12.00pm</p>
	Households with multiple Members but only one online device.	<p>To participate in and vote online at the AGM, each Endeavour Foundation Member will need to login separately to the AGM, on an internet enabled device.</p> <p>For households that have multiple Members, but only a single internet enabled device, the Members who have not logged in separately will still be able to participate in and watch the AGM but will need to appoint a Proxy to vote on their behalf, by completing and returning the attached Proxy Form. See below.</p>

Endeavour Foundation 70th Annual General Meeting



<p>Appoint a Proxy before the meeting</p>	<p>You can appoint a proxy to attend the meeting either at the physical venue or online to vote at the meeting.</p>	<p>To appoint a proxy, you <u>must</u> complete and return the enclosed Proxy Form.</p> <p>The completed form needs to be received no later than 9.00am (AEST) 23 November 2023.</p> <p>If your Proxy is not an existing member of Endeavour Foundation:</p> <ul style="list-style-type: none"> • to attend the AGM virtually via the online platform, please ensure that a valid email address is provided to allow a Username and PIN to be sent to the Proxy to enable them to attend the online AGM and vote on your behalf. • to attend the meeting in person, they will be required to show identification on registration, such as a driver's licence.
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Member rights in connection with certain documents

In accordance with the *Corporations Act 2001 (Cth)* as a member you have the right to:

- elect to receive or not receive certain documents in physical or electronic form; or
- make requests to be sent certain documents in physical or electronic form.

Your right to receive documents

Endeavour Foundation is required to send each member the following documents:

- documents relating to a meeting of members, such as notices of meeting, proxy or voting forms;
- if an election has been made the Annual Report (comprising the financial report, the directors' report and the auditor's report for the relevant financial year).

In relation to the above documents you have the right to:

- elect to receive the documents in physical or electronic form;
- elect to receive an Annual Report.

Endeavour Foundation encourages members to receive communications electronically. This ensures convenient and prompt receipt of information and helps to reduce waste and costs, however members have the right to receive these documents in a physical form.

How to make an election or request documents

Members can make an election or request by contacting the Company Secretariat at companysecretary@endeavour.com.au or on (07) 3908 8401.

Endeavour Foundation
70th Annual General Meeting



Proxy Form

Annual General Meeting: 27 November 2023

I,being a Member of Endeavour Foundation appoint:

the Chair of the Meeting (mark box with an 'X')

OR

If you are NOT appointing the Chair of the Meeting as your proxy, please write the name and address of the person you are appointing (a proxy need not be a member of Endeavour Foundation).

Name:.....

Address:.....

Is the Proxy an existing member of Endeavour Foundation? Yes or No

Is your Proxy attending the Annual General Meeting virtually? Yes or No [If answered Yes, an email address below is required]

Email address:.....

If your Proxy is not an existing member of Endeavour Foundation and intends to attend the AGM virtually via the online platform, please ensure that a valid email address is provided to allow a Username and PIN to be sent to the Proxy to enable them to attend the online AGM.

Or if the person named fails to attend, or if no person is named, the Chair of the Meeting, as my proxy to act generally at the meeting for me and to vote in accordance with my directions (or if no directions are given, as the proxy sees fit) at the Annual General Meeting of Endeavour Foundation to be held on Monday 27 November 2023 and at any adjournment or postponement of the meeting.

Voting on Resolutions

Mark a cross (X) in the appropriate box to indicate your directions

Agenda Item

For

Against

Abstain

3. Ordinary Resolution – Approval of Appointed Director

Approval be given to the reappointment of Elizabeth Jameson as a Director of Endeavour Foundation for a term of three years.

4. Special Resolution – Adoption of New Constitution

That, in accordance with section 136(2) of the Corporations Act, approval be given to repeal Endeavour Foundation's existing Constitution and adopt a new Constitution as set out in the Explanatory Statement, in the form tabled at the Annual General Meeting, and signed by the Chair of the Meeting for the purpose of identification, with effect from the close of the meeting.

Endeavour Foundation 70th Annual General Meeting



5. Ordinary Resolution – Approval of membership Fees

The amount of the Endeavour Foundation annual membership fee be:

- *free for all existing members for the 2024/25 financial year;*
- *free for one family member, or alternatively a person who has a bona fide connection, such as a guardian or full-time carer, of a new client. This free membership will be available for eligible applicants who submit a membership form prior to the 2024 AGM. A new client means:*
 - *a person who receives home or community support from Endeavour Foundation; and/or*
 - *an employee who receives support at an Endeavour Foundation social enterprise;*
- *\$25 per annum for all other new members.*

For

Against

Abstain

Signature, Name and Address of Member

Signed this _____ day of _____ 2023

Signature: _____ Name: _____

Address: _____

How to complete the Proxy Form

1. Appointment of a Proxy

If you wish to appoint the Chair of the Meeting as your proxy, mark the box.

If the individual you wish to appoint as your proxy is someone other than the Chair of the Meeting, please write the full name and address of that individual.

If you leave this section blank, or your named proxy does not attend the meeting, the Chair of the Meeting will be your proxy. A proxy need not be a member of Endeavour Foundation.

If your proxy is attending the meeting on-line, you will be required to provide an email address to allow a Username and PIN to be sent to the Proxy to enable them to attend the AGM via the on-line platform.

2. Votes on Items of Business

You may direct your proxy to vote by placing a mark in one of the boxes opposite each item of business. If you do not mark any of the boxes on a given item, your proxy may vote as he or she chooses.

3. Signing Instructions

This form must be signed by the member or his or her attorney duly authorised in writing.

4. Lodgement of a Proxy

This Proxy Form must reach the Endeavour Foundation not less than 48 hours before the commencement of the meeting.

Any Proxy Form received after 9.00am (AEST) 23 November 2023 will not be valid.

Proxy Forms may be lodged by:

- posting to PO Box 3555, Tingalpa DC Qld 4173
- email to companysecretary@endeavour.com.au ; or
- delivery to 33 Corporate Drive, Cannon Hill Qld 4170



Online Meeting & Voting Guide

Meeting Link:

endeavouragm.verovoting.com.au/

Member : **Member name**

Username: **username**

PIN: **PIN**



Endeavour Foundation AGM - Event Summary

Registration Opens

Monday, 6 November 2023
12:00 PM (AEST)

Online AGM Starts

Monday, 27 November 2023
9:00 AM (AEST)

Vero AGM and Voting is accessible on both desktop and mobile devices to allow Endeavour Foundation Members to attend and participate in the 2023 AGM of Endeavour Foundation. For Endeavour Foundation Members who have a valid email address recorded on the Membership Register, in addition to these printed instructions, Vero Voting will send you an invitation to attend the meeting via email, two weeks prior to the meeting date.

In order to view the AGM and participate online, you will need to:

- Ensure your browser is compatible – Vero Voting supports the latest versions of Chrome, Safari, Firefox, and Edge;
- Visit the **Meeting Link** recorded in the top right corner of this Online Meeting & Voting Guide on your desktop or mobile device;
- Login using the process below to review all documents and information about the AGM;
- To ask questions, you can do so prior or during the meeting using the **Q&A** tab.

Logging in

Enter your **Username** and **PIN**, recorded in the top right corner of this Online Meeting & Voting Guide, to sign in **or** click the link you receive in your email that will log you in directly.

How to Vote

There are two (2) resolutions requiring a vote in the 2023 Notice of AGM. Voting on these resolutions and any additional resolutions proposed at the meeting, can be done either by:

- Voting online by each Member who has logged into the AGM, using the instructions detailed further below; or
- Appointing a Proxy to vote on your behalf at the AGM.

Appointing a Proxy to vote on your behalf

Members wishing to appoint a Proxy to vote on their behalf at the AGM will need to complete and return the attached **Proxy Form**, to be received by the Company Secretary no later than **9a.m. on Thursday 23rd November 2023**.

If the appointed Proxy is not an existing member of Endeavour Foundation and wishes to attend the online AGM, a valid email address must be provided to allow a **Username** and **PIN** to be sent to the appointed Proxy to enable them to attend the AGM and vote on your behalf. Appointed Proxies who are not existing members of Endeavour Foundation, will have access to attend the online AGM and to ask questions and vote in their capacity as a Proxy, but will not have the ability to vote in their own right.

Proxy votes

Should any resolutions be proposed at the meeting, your proxy is deemed to have an open vote, to be cast at the sole discretion of the proxy.

How to participate in and vote at the online AGM

STEP 1

Access online portal by using the meeting link shown in top right corner of this notice

STEP 2

Enter your Username and Pin to login or click the link in your email directly.

STEP 3

When the voting is opened, click  and select your preferred voting option.

Households with multiple Members but only one online device

To participate in and vote at the online AGM, each Endeavour Foundation Member will need to login separately to the AGM, on an internet enabled device. For households that have multiple Members, but only a single internet enabled device, the Members who have not logged in separately will still be able to participate in and watch the AGM, but will need to appoint a Proxy to vote on their behalf as outlined above, by completing and returning the attached Proxy Form.

Using Vero AGM

Refer to the attached user guide.

Support

If you have any questions, or need assistance with the online process, please contact Vero Voting on 1300 702 898 between 8.30am—5.00pm Monday to Friday (Australian Western State Time) or email support@verovoting.com.au.

Alternatively, Meesha Tucek, is also available to answer questions and provide assistance, on (07) 3908 8401 or Meesha.Tucek@endeavour.com.au

Using Vero AGM

Log in
Use the details supplied by Vero Voting

Username
Username

Password
Password

Log In

Endeavour Foundation
Annual General Meeting 2023

You can vote using the following methods:

- Vote Online

Vero Voting is an independent voting service

1. Signing In (on your mobile or desktop computer)

- You will be provided with AGM information via a postal AGM Notice of Meeting and for Members who have a valid email address recorded on the Membership Register, via email by Vero Voting.
- Use your Registration Link to access the online portal; **or**
- Visit the meeting domain on the previous page. Enter your **Username** and **Pin** to sign in.
- Ensure your browser is compatible – Vero Voting supports the latest versions of Chrome, Firefox, Edge, and Safari.
- Register your attendance.

Note: If you misplace the information above, call 1300 702 898 for tech support.

Endeavour Foundation
Annual General Meeting
2023
**Monday 27th
November, 2023
9:00am AEST**

In this portal you can:

- 1 Register to attend the AGM
- 2 See below to view the documents and information regarding the AGM
- 3 Submit questions prior or during the event via the Q&A Tab
- 4 Lodge a Proxy (Only members with voting rights). **Proxy close date: Thursday 23rd November, 2023 9:00am AEST**
- 5 Watch the AGM via the Video Stream on the day
- 6 Lodge your vote **during** the meeting

Before you vote please ensure you have read all the relevant documents and information below regarding the AGM.

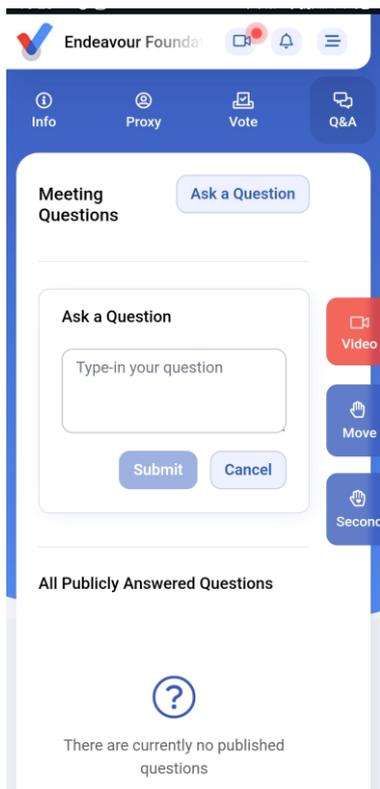
Video
Move
Second

2. Attending and Watching the Meeting

- Make sure you have a good stable internet connection.
- If you are on a mobile select the **video** icon on the right side on the screen.
- Press unmute and play to start watching your AGM.
- You have the option to view full screen and adjust volume.

Recommended Browsers

- > Desktop/Laptop: Chrome, Firefox, Edge, or Safari (latest versions)
- > Mobile iOS (12.2+): Safari Mobile
- > Mobile Android (6.0+): Chrome Mobile



3. Asking Questions (Q&A)

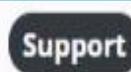
- To ask a question **prior or during the meeting** press the Q&A tab 
- Start typing your question in the box and when done, click Submit.
- Once sent, it will appear in the column with the icon “NEW”.
- Once you have submitted your question, it will be flagged as one of the following statuses:



This status appears when your question will be answered online. The answer will appear below your question.

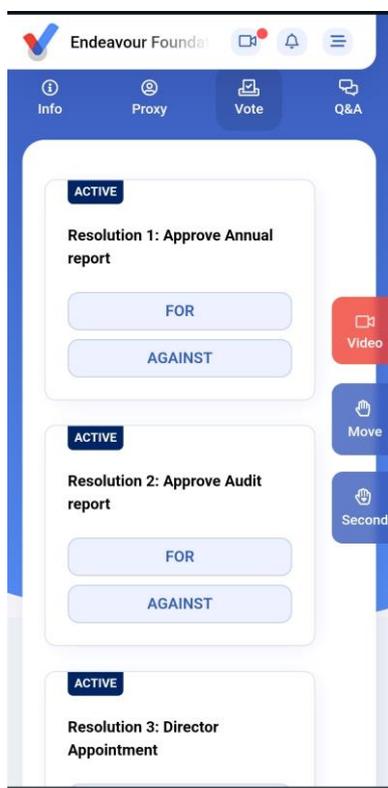


This status appears when your question will be answered after the meeting.



This status appears if your question is regarding a support issue. Support personnel will reach out to answer your question.

- Questions that are submitted during the meeting are reviewed in real time and will be posed to the Chair of the meeting directly if appropriate.



4. Voting

The voting starts when the meeting Chair opens the poll. From your screen, you will see the resolutions and voting choices set.

- To vote, click on the Vote tab  to navigate to the Voting page
- Simply select your options to cast your vote for each question.

For more assistance with the online processes, contact 1300 702 898 or email support@verovoting.com.au