2025 AGM and Strategy / Planning Days

Dates: Thursday 28 August – Friday 29 August

Location: Bresnan Room, Rendevous Hotel, Flinders Street, Melbourne

Final Numbers: 7 guests

Room Setup: Boardroom table

Onsite Contact: Rita – 0401 603 938

Run Sheet

Thursday 28 August – Day 1

8:30 AM – Bresnan Room available for setup

9:00 AM – Arrival Tea & Coffee

9:30 AM – AGM Commences (See AGM Agenda and Board Pack for documents)

10:30 AM – AGM Paused for 15 minute Morning Tea

10:45 AM – AGM resumes

12:00 PM – AGM Concludes and Lunch Served (1 hour)

1:00 PM – Strategy Session commences – Branding

1:30 PM – Professional Photographer Session (group photos and headshots)

2:00 PM – Strategy and 2026 Planning continues (with photographer for another 30 Minutes until 2:30 pm)

3:15 PM – 15 min Break for Afternoon Tea

5:00 PM – Conclusion of Day 1 Planning and Strategy

6:40 PM - Meet in hotel reception to walk together to Lucy Liu for Board Dinner (10 minute walk)

7:00 PM – WIP Annual Board Dinner

Friday 29 August – Day 2

8:30 AM – Bresnan Room available for setup

9:00 AM – Arrival Tea & Coffee

9:30 AM – Strategy and 2026 Planning Continues

10:30 AM – Morning Tea break for 15 mins

10:45 AM – Final Session – Strategy and Planning for 2026

12:30 PM – WIP 2025 Strategy and Planning concludes

Other Details

Attendee Dietary Requirements

- **Stephanie** – Gluten Free, allergic to tomato
- **Karen** – Vegetarian
- **Diana** – Gluten Free
- **Kimberley** – No dietaries
- **Irene** – No dietaries
- **Rita** – No dietaries
- **KA** – No dietaries

Hotel Accomodation

Name	Wednesday 27th	Thursday 28th	Friday 29th
Stephanie		X	
Karen	X	X	
Diana	X	X	X
Kimberley	X	X	X
Irene		X	
Rita		X	
KA	X	X	X