

Member Resolution

Proposed Membership Adjustments for Endorsement at the Annual General Meeting 28 October 2020

Background

The impact of COVID-19 pandemic in 2020 has been severe and uncertain. Due to the priority to follow Government guidelines and safe practices, it has not been feasible for the Sir Richard Williams Foundation to run the planned 2020 program of conferences, lunches and VIP dinners.

At the May Board meeting, the Board explored a number of best and worst case scenarios of the potential impact of the COVID-19 pandemic on Williams Foundation finances and ability to deliver benefits to members and sponsors. In late July 2020, the Williams Foundation Board made the decision to move the 2020 program into 2021 and extend all financial membership at no cost to members. Members remain financial.

The cost to the Williams Foundation of extending memberships for 12 months is cost neutral. Individual memberships will result in a loss in revenue of approximately \$17,000 in 2020/21. 2019/2020 corporate partner and sponsor membership revenue has been moved to 2021 events. Membership losses are directly offset by the savings in not being able to host events.

Members were advised of membership adjustments by email on 29 July 2020 (see Appendix 1 for a sample email). Over the following weeks memberships were manually extended by 12 months and all members were advised individually of their new renewal dates (see Appendix 2 for a sample email).

Proposed Resolution

The Board seeks member endorsement of the decision to extend all memberships 12 months due to the impact of the COVID-19 pandemic on Williams Foundation ability to deliver member benefits.

Moved: Geoff Brown

Seconded:

APPENDIX 1. EMAIL TO MEMBERS 29 JULY



Dear {Contact_First_Name}

I am writing to update you on the impact of COVID-19 for the Williams Foundation.

In light of the current situation, The Williams Foundation Board has decided to move our 2020 program of events into 2021 and extend your membership accordingly.

The outlook for 2020 is still very uncertain and following safe practices is of utmost importance to us. We acknowledge, also that under current government guidelines we are unable to effectively deliver face-to-face networking, an important element of your membership. A revised program for 2021 is being developed and will be available in the coming weeks.

In the meantime, we are keen to stay engaged. We hope you found the video interview with Chief of Air Force of value. We are also exploring other ways to continue to deliver member benefits until we can resume hosting events again.

Best regards,

Geoff Brown AO
Chair

Membership Adjustments

Over the next week your membership will be extended by 12 months from your renewal date. Please contact me if you have any questions or wish to confirm the renewal extension period.

We are looking forward to opening up events again next year and seeing you again then.

Kind regards

Catherine Scott
Business Manager
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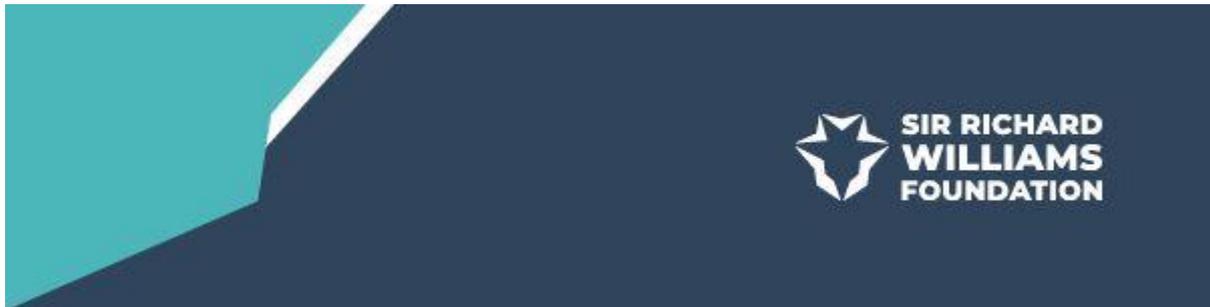
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APPENDIX 2 – SAMPLE EMAIL TO MEMBERS CONFIRMING EXTENSION OF FINANCIAL MEMBERSHIP



Dear Member

Thank you for your membership of the Williams Foundation. Your membership renewal at Williams Foundation until 20 Jun 2022 has been completed successfully.

Your updated profile details:

Email: member@icloud.com

Organization: Williams Foundation

Member since: 08 Jul 2018

Membership Status: Active

Next renewal date: 20 Jun 2022

Membership Level: Individual Membership (\$100.00 (AUD))

We look forward to your continued involvement with the Foundation.

Warm regards
Williams Foundation

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