



Australian
Shareholders'
Association

THE PRE-AGM MEETING



Who should be there? What should you keep in mind?

- ▶ Company monitors – remember to go with a team member/buddy monitor
- ▶ Company chair/non-executive director – at least. ASA prefers not meeting with executives as they can be conflicted
- ▶ Any other members of the company who may be relevant to the proceedings – for example investor relations personnel or the company secretary
- ▶ Dress appropriately – business casual attire preferred
- ▶ Ensure you have adequately prepared yourself for the meeting, if the meeting is not being held face-to-face, ensure you are available during the call/virtual meeting



Setting the agenda

- ▶ Set a clear agenda by writing a letter to the appropriate company contact as soon as you have engaged with the notice of meeting and managed to develop your questions
- ▶ Provide notice to the contact and to the company chair (respectfully) that you would like to raise particular matters at the meeting
- ▶ Ensure you do your research and understand what the company is about so you can spend more time understanding the positions you will need to consider to finish your voting intentions
- ▶ If you need any data and information verified or checked by the company, this meeting or its lead-up may be a good opportunity to raise it with your company contact and let them know what your deadline may be for receiving verification



Listening and questioning

- ▶ Ask questions informed from the company's financial statements and resolutions
- ▶ Consider specific issues that may have been playing out in the media and ensure you can get a response to that. This is not to share but to help you and your co-monitor navigate decision-making around how you intend to vote
- ▶ Ensure you raise questions around ASA focus issues
- ▶ Treat the pre-AGM as an opportunity to test out questions you may ask or answers you may want people to hear during the actual AGM
- ▶ This is a meeting of equals so listen and engage with respect – you are not looking for “gotcha!” moments



Taking notes

- ▶ If you are with another monitor, having one person take notes is good but there is no need to minute the meeting
- ▶ Ensure you are noting down what is important and understand what is crucial for you to make decisions on how you vote at the AGM
- ▶ Your notes do not need to be shared with anyone so keep them clear enough for you and your co-monitor's understanding



Debriefing with your fellow monitor

- ▶ Ensure you and your co-monitor have some time before and after the meeting to debrief
- ▶ Compare notes and impressions of the meeting while they are still fresh in your head so you can use observations to help decide on how to vote
- ▶ Keep communicating prior to and after the pre-AGM meeting as events may take place that you will need to consider leading up to the AGM

