Please edit the blue text as this is only an example

**CLUB NAME**

**Annual General Meeting Minutes**

**To be held at 2pm on Thursday 23rd August 2020 in 410:428.   
  
This is a template only. Please use it to prepare a record of your own AGM. Do not submit this example in lieu of your own minutes. Please also note that these minutes are based off the agenda so don’t forget to add any additional agenda items.**

1. **Acknowledgement of the Traditional Owners:**

*“We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region”*

1. **Attendance:**
   1. **Ordinary members present (these are Curtin-enrolled student & members of your club):**

Ann Elith 1988888

Daisy Hughes 1988887

Warren Atkinson 1988886

Lai Leung 1988885

Karen Carr 1988884

Dave Willis 1988883

Mandy Wong 1988882

Tom Esposito 1988881

Sam Ellis 1988880

Samantha Uperman – 1988880

* 1. **Other staff or associate members present:** J.Brown – Guild Representative.
  2. **Others present:** K. Lenny – Associate Member

1. **Disclosure of any potential or perceived conflicts of interest**   
   (President or chair of the meeting to disclose any conflicts of interest and also ask the room if anyone else would like to raise a potential conflict – i.e. members attempting to run for a position when they are not in fact a current enrolled Curtin student etc.
2. **Minutes of the previous AGM**The minutes of the previous AGM were presented for acceptance.

**Motion 1**‘That the minutes of the 2019 Annual General Meeting be accepted’

Moved: K Carr  
Seconded: L Leung  
CARRIED – By majority vote (For a motion to be carried, the majority of those present at the meeting must vote in favour of the motion).

1. **Reports from the outgoing committee:**

**5.1 President report** – Appendix one

**5.2 Secretary’s report** – Appendix two

**5.3 Treasurers report & financial statement** – Appendix three

**6. Constitution:  
 6.1.** Please list items to be added to the constitution individually here. Each item must be voted on by those in attendance. Minute this as follows: “6 votes to approved, 2 votes not to approve, 1 abstained” etc.

**7. Elections for 2021 committee:**  
 **7.1 Returning officer** (please nominate and elect)

**Nominations:** J.Brown  
**Nominated by:** K Carr  
**Seconded:** D Willis

J.Brown was elected unopposed as Returning Officer.

The Returning Officer took the chair and declared all committee positions vacant.

**7.2 President**

**Nominations:**  
D. Hughes  
**Nominated by:** W.Atkinson  
**Seconded:** K. Carr

D. Hughes was elected unopposed as President.

**IMPORTANT NOTE:** Please clearly state how these committee members are voted in. For example: Elected unopposed, by majority vote or other.  
 **7.3 Vice President** (optional)

**There were no nominations for this position**

**Motion 2**‘the members agreed that a VP was not necessary’

**Moved:** K Carr

**Seconded:** L Leung

CARRIED

**7.4 Secretary**

**Nominations:**  
K.Carr  
**Nominated by:** W.Atkinson  
**Seconded:** D. Hughes

L. Keung  
**Nominated by:** S. Upperman  
**Seconded:** D. Willis

Each nominee had the opportunity to speak to the club members.

A secret ballot was conducted

K.Carr was elected as Secretary by majority vote

**7.5 Treasurer**

**Nominations:**  
D. Willis  
**Nominated by:** K.Carr  
**Seconded:** S. Upperman

D. Willis was elected unopposed as Treasurer.

**7.6 Other committee members** (optional)

Club Social Media Officer

L. Keung  
**Nominated by:** S. Upperman  
**Seconded:** D. Willis L. Leung   
**Nominated by:** K Carr  
Seconded: W Atkinson

Club Events Officer

M. Wong  
**Nominated by:** K Carr  
**Seconded:** D Willis

Club 1st year representative

T. Esposito  
**Nominated by**: D Hughes  
**Seconded:** S Uperman

L. Leung, M. Wong and T. Esposito were elected unopposed to the three executive committee positions.

D. Hughes (newly elected president) was invited to take the chair for the remainder of the meeting.

**8. Bank Signatories 2021**

|  |  |  |
| --- | --- | --- |
| **Role:** | **2020 Signatory Name:** | **2021 Signatory Name** |
| **President Mandatory** | Please list full name as outlined on legal ID – entering this information means that the outgoing signatories DO NOT need to visit the bank to changeover | Please list full names as outlined on legal ID |
| **Vice President** |  |  |
| **Secretary  Recommended** |  |  |
| **Treasurer Mandatory** |  |  |

**9. Other Business**  
Events Report-Back; Events / Initiatives for Next Year; Membership Campaign for Next Year; etc.

**10. Handover meeting**  
The old and new committee discussed dates and times that would be suitable to meet to conduct the handover. It was decided that the handover meeting will be held on the 30th of August at 2pm in Club HQ. A.Elith has agreed to make the venue booking.

The AGM concluded at 3:30pm (always note the start and end time of all meeting).

**The Incoming Committee sticks around to sign club Guild club renewal documents:**

* Committee contact list - [HERE](https://www.guild.curtin.edu.au/files/Club%20Committee%20List%202020.xlsx)
* Club credit application - [HERE](https://www.guild.curtin.edu.au/files/85)
* Office Bearers’ Statement - [HERE](https://www.guild.curtin.edu.au/files/464)