Curtin Student Actuarial Society

2024 Special General Meeting | Student Actuarial Society

The society's AGM for 2024

When	15-11-2024 at 10:00 AM
Location:	400.249, 400.249
Chairperson	Arlene Janse van Rensburg
Minute taker	Chelsie Ryan
Present	Jun Ch'ng (Events Officer), Jamie Galeotti (Social Media Officer) , Phillip Harvey , Victoria Hyde (Sponsorship Director, Club Storage Access) , Arlene Janse van Rensburg (Honours Representative), Baxter Kakulas (Social Media Manager), Theresa Needham , Chelsie Ryan (Secretary, Club Storage Access) , Avinseh Singh , Chris Verhoef (Club Storage Access, President), Hayden White (Vice President, Club Storage Access)

Minutes

1. Attendance & Opening the Meeting

We commenced the AGM at 10:02am.

We can confirm that we have met and maintained the quorum of ten or more ordinary members throughout the meeting.

I begin today by acknowledging the Whadjuk people, Traditional Custodians of the land on which we meet today, and pay my respects to their Elders past and present. I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

Moving on to item number 2. on the agenda.

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2. Disclosure of any potential or perceived conflicts of interest

Nothing put forward.

Moving on to item number 3. on the agenda.

3. Minutes of the previous AGM

The minutes of the 2023 Annual General Meeting were presented for acceptance, and accepted.

Moving on to item number 4. on the agenda.

4. Reports from the Outgoing Committee

We will now present the outgoing committee reports:

1. Presidents report

(see attached slides)

2. Secretary's report

(see attached slides)

3. Treasurers report & presentation of a financial statement

(see attached slides)

Moving on to item number 5. on the agenda.

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5. Elections for the 2025 Committee

Moving on to the elections for the 2025 Officer Bearers.

UWA Student **Theresa Needham** was nominated and **elected by majority vote** and took the chair to "declare all committee positions are vacant and oversee the elections"

President:

The following person/s were nominated prior to and/or within the meeting:

- Chris

Each nominee was invited to speak before votes were cast

OUTCOME: **Chris** was elected **unopposed by majority vote.**

Vice-President:

The following person/s were nominated prior to and/or within the meeting:

- Hayden

Each nominee was invited to speak before votes were cast

OUTCOME: **Hayden** was elected **unopposed by majority vote.**

Treasurer:

The following person/s were nominated prior to and/or within the meeting:

- Samuel

Each nominee was invited to speak before votes were cast

OUTCOME: **Samuel** was elected **unopposed by majority vote.**

Secretary:

The following person/s were nominated prior to and/or within the meeting:

- Chelsie

Each nominee was invited to speak before votes were cast

OUTCOME: **Chelsie** was elected **unopposed by majority vote.**

Sponsorship Director:

The following person/s were nominated prior to and/or within the meeting:

- **Victoria**

Each nominee was invited to speak before votes were cast

OUTCOME: **Victoria** was elected **unopposed by majority vote.**

Events Manager:

The following person/s were nominated prior to and/or within the meeting:

- Sonja

Each nominee was invited to speak before votes were cast

OUTCOME: **Sonja** was elected by **unopposed by majority vote.**

Social Media Manager:

The following person/s were nominated prior to and/or within the meeting:

- Baxter

Each nominee was invited to speak before votes were cast

OUTCOME: **Baxter** was elected **unopposed by majority vote.**

Engagement Manager:

The following person/s were nominated prior to and/or within the meeting:

- Praveen

Each nominee was invited to speak before votes were cast

OUTCOME: **Praveen** was elected **unopposed by majority vote.**

IT Officer (2):

The following person/s were nominated prior to and/or within the meeting:

- Khush

- Aldric

Each nominee was invited to speak before votes were cast

OUTCOME: **Khush** and **Aldric** were elected **unopposed by majority vote.**

Events Officer (2):

The following person/s were nominated prior to and/or within the meeting:

- Jun

- Jessica

Each nominee was invited to speak before votes were cast

OUTCOME: **Jessica** and **Jun** were elected **unopposed by majority vote.**

Social Media Officer (3):

The following person/s were nominated prior to and/or within the meeting:

- Varun

- Jamie

- Isabella

Each nominee was invited to speak before votes were cast

OUTCOME: **Varun, Jamie** and **Isabella** were elected **unopposed by majority vote.**

Second Year Representative:

- Manasvi

Each nominee was invited to speak before votes were cast

OUTCOME: **Manasvi** was elected by **unopposed by majority vote.**

Third Year Representative:

- Avinesh

Each nominee was invited to speak before votes were cast

OUTCOME: **Avinesh** was elected **unopposed by majority vote.**

Honours Representative:

- Arlene

Each nominee was invited to speak before votes were cast

OUTCOME: **Arlene** was elected **unopposed by majority vote.**

Moving on to item number 6. on the agenda.

6. Bank Signatories 2025

New Signatories

- Chris Verhoef - President
- Samuel Pittard - Treasurer
- Chelsie Ryan - Secretary
- Hayden White - Vice President
- Victoria Hyde - Sponsorship Director
- Sonja Zoric - Events Manager

- Proposal to add event manager as an additional signatory was passed **unopposed by majority vote.**

Replacing last listed signatories:

- Arlene Janse van Rensburg - President
- Phillip Harvey - Treasurer
- Chelsie Ryan - Secretary
- Chris Verhoef - Vice President
- Kathleen Satyawan - Sponsorship Director

- - -

Arising Action Items:

- Chris Verhoef to liaise with the minute taker (Chelsie Ryan) of this meeting to ensure minutes are finalised for the club's renewal

- - -

Moving on to item number 7. on the agenda.

7. Committee Handover

The old and new committee shall now discuss dates and times that would be suitable to meet to conduct the handover.

Access is to be granted to the new committee to the following platforms to assist with handover ASAP:

- TidyHQ admin access invite
- Social media passwords
- Central club email account passwords
- Online banking details (President and Treasurer)
- And any other platform you use such as payment gateways, ticketing platforms etc.

The new committee were advised of the following important details to continue the club's active status in case the handover is delayed:

1. The new committee must provide their contact details in this spreadsheet (see attachments). The list is to be sent to the Guild via clubs@guild.curtin.edu.au immediately after this meeting by **Arlene Janse van Rensburg.** This list will also be attached within in these meeting minutes for the club's records. It is beneficial to ensure updates to the committee (including general committee roles) are provided to the Guild so these members can be invited to gain Curtin Extra recognition for their time spent in this role.
2. The new committee is advised that The Guild is the club's regulator. The Guild fills the role of ASIC or the ACNC would as a regulator for clubs. The Guild is however required to mitigate risk to it and the University's reputation. Clubs will adhere to the Guild's Rules and Policy, obey their own Guild-approved constitutions, behave transparently and work in the best interest of the club and its members. Governance documents such as the Clubs Charter and Guild Club Constitution should be reviewed by the new committee asap and can be found online here: https://guild.curtin.edu.au/clubs/governance/
3. The new committee are made aware of ALL mandatory requirements for the usage of TidyHQ - the Club software management platform. They are instructed to do the training online here: https://guild.curtin.edu.au/clubs/training/ as soon as possible to assist with quick handover.
4. The new committee are made aware that they must renew the club's affiliation with the Guild for 2023 once renewals open. Without submitting a renewal, access to Guild/club perks may be lost (grants, O-day stalls, venue booking etc).
5. The Guild Club Support team are the first point of call for all club queries and are there for support/guidance. Contact them on clubs@guild.curtin.edu.au
6. All club events/activities, on and off-campus must be notified to the Guild via a submission of an event application form on their website for liability and risk assessing purposes. The Guild will also book the venue for on-campus activities. It is strongly advised that new committee members check the application form for information on how much lead-in time is require for notice of events and bookings to avoid disappointment and event cancellations.
7. The old committee will invite the new committee to the Guild's "Curtin Club Committee Members Facebook Group" to stay up-to-date with the Guild Club Support Team communications.
8. The Guild will be in touch via the Facebook group and email (if they have the new committees contacts) to invite new committee members to a short induction session prior to Orientation week 2023.

8. Close Meeting

The meeting has concluded at **10:43am**.

End of minutes.
Summary of matters arising are tabled on the following page.

Minutes of 2024 Special General Meeting | Student Actuarial Society on 15-11-2024

Summary of Attachments

Attachments

Item	File Name
1.	07a05291-b5fe-4ff0-b36d-0fb830e49ee3.jpeg ba93833b-33ef-4712-9152-5d256954ebe7.jpeg
4.	2024_President's_Report_Curtin_Student_Ac....docx Screenshot_2024-11-11_at_1.55.05_am.png Screen_Shot_2024-11-05_at_2.18.37_pm.png

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > 2024 Special General Meeting | Student Actuarial Society