# **MEETING MINUTES**

**Annual General Meeting**Curtin Economic Society  
6/08/2025 / 12:00 pm to 2:00 pm  
Club HQ (Building 106b) (https://us05web.zoom.us/j/9679159596?pwd=Gs2wduNKIYznnDbUOsDGxG4m5Iam7T.1&omn=87948551737)

## **Purpose of the AGM** The purpose of the meeting is to provide a formal opportunity for **members** to:

* Democratically elect eligible candidate/s for the 2026 committee of the club in line with the Guild's [Default Club Constitution](https://guild.curtin.edu.au/clubresources/governance/#Constitution),
* Provide a report on the year to the club’s members. This shall be prepared by the outgoing committee and reported within the meeting,
* Cover other business as per member agenda item submissions if time allows.

## **Member Types & Terminology**

Member participation at the meeting is crucial for the future success of the club. Please note the following to understand the terminology used for membership types and what it means for your participation at the meeting:

* **Ordinary Members** are enrolled Curtin University students (this does not include Curtin college students), who have signed up via the club’s online Guild website and paid the membership fee (if there is one). Rights and Benefits include:
  + full voting rights at General Meetings,
  + eligible to be elected as an Officer of the Society,
  + other rights provided by the constitution.
* **Associate Members** are individuals not eligible for ordinary membership (i.e. staff, students from other universities, general public, Curtin college students etc). Rights and Limitations include the same benefits as Ordinary Members except:
  + cannot vote at General Meetings. They may attend if invited & must only observe unless invited by the chair of the meeting to speak on a matter,
  + cannot be elected as an Officer of the Society,
  + cannot directly benefit from any Guild funding.

The meeting will run in accordance with the agenda items.

1. **Attendance**

All in-person attendees must sign in so that your membership status and voting eligibility can be assessed.

Those online should sign-in via a private chat message to the meeting organizer by entering the following information:

* Full name,
* Curtin Student ID,
* If you are not a Curtin student, please identify who you are: ie. Curtin Staff, Club advisor, Chaplain, Guild representative, Curtin College Student, UWA Student or other.

**[Attached Attendance Sheet](../../Attendance%20Sheet.pdf)**

The secretary (or minute taker) will:

* review the attendance list against the club’s membership database to identify who may not be eligible to vote.
* Assess whether or not quorum has been met in order to proceed with the formalities of the AGM.
  + A quorum of 10 ordinary members (Curtin student members of the club) is required at the minimum
  + Quorum must be maintained throughout the meeting.
  + If quorum has NOT been met within 30 minutes of the meeting start time, the AGM must not continue. A new AGM must be organised at a suitable date as per the club’s constitution.
  + If quorum has been met, we will proceed with the meeting.

**Outcome:** The minute taker declares quorum has been met and identifies the following person/s who are in attendance and are ineligible to vote and must observe at the meeting unless invited to speak by the chair:

* + - Finn Gardoll

1. **Open Meeting**

The meeting will now commence at 1:00.

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. **Disclosure of any potential or perceived conflicts of interest.**

Would anyone like to raise a potential conflict?

1. **Minutes of the Previous AGM**   
   Members present approve that the 2023 Annual General Meeting Minutes are a true and accurate recording of proceedings. [CES\_2023\_AGM\_Minutes.pdf](file:///Users/angelotinoco/Desktop/AGM%202025/CES_2023_AGM_Minutes.pdf)
2. **Reminder of the Guild’s Policy**  
   In order to remain a club at Curtin, the club is bound by the Curtin Student Guild’s [Club Governance policy](https://guild.curtin.edu.au/clubresources/governance/) documents which are also located on our club website:
   1. Club Constitution
   2. Clubs Charter
   3. The Safe Spaces Agreement

1. **Reports from the outgoing committee**The committee reports will now be delivered.
   1. President’s report
   2. Secretary's report
   3. Treasurer’s report & presentation of a financial statement and current bank balance.
2. **Election of 2025 Committee Roles**The 2025 committee roles are declared vacant and the club’s mandatory committee roles as per the the Guild's [Default Club Constitution](https://guild.curtin.edu.au/clubresources/governance/#Constitution).

If the chairperson is contesting the AGM (is nominated for a committee role), then a returning officer must be elected (by the members at the AGM) to take the chair to facilitate the election of the committee only. A returning officer does not need to be a member of the club.

The members will now appoint the returning officer that is not contesting the election and agrees to conduct the election fairly and without bias.

* 1. Returning Officer. The following person/s have been nominated:
     + Angelo Tinoco

**Outcome:** Angelo Tinoco was elected by majority vote

The Returning Officer will now take the chair to conduct the elections:

The elections will now be conducted and the Returning Officer outlines that the process will be as follows:

* Both the nominees and those voting must be Curtin University students and a member of the club.
* Curtin College students are NOT considered as Curtin University students.
* We will conduct the elections in accordance with the club constitution.
* If there is only one nominee, that person will be elected unopposed.
* Where there are multiple nominees for a role, each nominee will be invited to speak before votes are cast by secret ballot.
* You may vote for yourselves if nominated.
* The chair of the meeting may vote, but not have a casting vote.
* If there were no nominations for a role, we may take nominations from the floor (within this meeting).
* The outcome will be announced by clear identification as to whether the person is elected unopposed, by majority vote or unanimously (which means that no other votes went to the other nominees).
  1. The following person/s have been nominated:

President:

* Mason Toledo
* Aletta Chacko

Vice-President

* Aamuktha Bairi
* Jarrod Hui
* Hayley Hulme
* Jinu Joseph
* Anuksa Pal
* Mason Toledo
* Aletta Chacko

Treasurer

* Sanidhya Dhup
* Jinu Joseph
* Mason Toledo
* Jarrod Hui
* Aletta Chacko

Secretary

* Jarrod Hui
* Jinu Joseph
* Anuksa Pal
* Mason Toledo
* Aletta Chacko

Each Nominee is invited to speak.

Votes will now be cast by secret ballot.

**Outcome:**

* President: Aletta Chacko was elected by majority vote
* Vice President: Anuksa Pal was elected by majority vote
* Treasurer: Jarrod Hui was elected by majority vote
* Secretary: Jinu Joseph was elected by majority vote

1. **Change of Club Bank Account Signatories**

The new committee as elected within this meeting shall replace previous signatories on the clubs bank account [Curtin Economic Society Business Transaction Account with the account number 1086 8466] at the soonest date possible to avoid delays with access to the club funds:

**New Signatories**

* Aletta Chacko **- President**
* Jarrod Hui **- Treasurer**

**The last listed bank signatories are to be removed as agreed:**

* Angelo Tinoco **- President**
* Aakash Neupane **- Treasurer**

1. **Other Business**

There was a quick discussion on possible initiaivates from the new committee. These included:

* Increased social media engagement
* Boost student participation
* Advertise positions for other committee roles such as a social media manager or events manager
* Increase participation from post graduate students

1. **Committee Handover**

An official handover between the outgoing and incoming committee will be arranged. There will be a handover meeting of the full committee to be organised as soon as possible. The time,format, and location of this meeting is yet to be finalised.

In this meeting however, the new committee are immediately verbally advised of the important details to ensure they are aware of the requirements and expectations required by the Guild to be a Curtin club.

The new committee is made aware that:

* The Guild is the club’s regulator. The Guild is tasked by the University with managing, supporting and administering non-sporting clubs and societies at Curtin.
  + Clubs must renew their registration with the Guild annually by finalising the AGM Project tasks in Tidy HQ as soon as possible. Any additional renewal Requirements will be outlined on the Guild website.
  + Without an active registration, clubs are prohibited from operating in any way.
  + The Guild’s powers in relation to clubs are laid out in policy as listed on the Guild website’s [resources for clubs](https://guild.curtin.edu.au/clubresources/governance/).These should be reviewed by the new committee asap.
  + Clubs will adhere to the Guild’s Rules and Policy, obey their Guild-approved constitutions, behave transparently and work in the best interest of the club and its members.
* The usage of TidyHQ is required. TidyHQ is the Club software management platform. Required usage is outlined on the Guild website’s [resources for clubs](https://guild.curtin.edu.au/clubresources/governance/).
* 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](mailto:clubs@guild.curtin.edu.au).
* All club events/activities, on and off-campus must be notified to the Guild via a submission of an event application form on the Guild website for liability coverage and risk assessing purposes.
  + All club events must be approved by the Guild. Check the website for more information before considering running any event.

1. **Close Meeting**The meeting will now end at 1:40.

The newly elected committee must now provide the secretary additional contact details before they leave.

Thanks everyone for making the time to contribute to the future success of our club.

**Action Items:**

**Before your new elected committee leave the meeting:**

* **Update Personal Contacts:** The secretary should login to TidyHQ.
  + Go to Projects > select the AGM project > tasks > select the task “2026 Committee Contacts” and follow the task instructions.

**AFTER THE MEETING:** Continue completing the final AGM project tasks in TidyHQ