

Curtin Occupational Therapy Society



2024 Annual General Meeting

When 14-10-2024 at 16:00

Location: 108:116, 108:116

Chairperson Min Seet

Minute taker Alysa Azzli

Minutes

1. Welcome

In attendance: Min Seet, Alysa Azzli, Julianne Rheshara Suprar, Ingrid Naude, Khloe Cheng, Dorcas Lee, Chrissanne Jeng Wai Ho, Hanh Vu, Joan Francis Lim Kit, Ryan Tsang, Lauvis Doy, Mei Ling Toh, Hiu Lam Kwok (Suki).

Apologies: Sin Yin (Rachel) Fung, Zoe Limpanyalers, Zahra Jahlili, Madeline Rodriguez, Timothy Eu, Jess Leamon.

2. Treasurer's Report

Financial Treasury Report

Income obtained from Memberships and administration.

Expenses have come from the Guild, and food for events.

Since Curtin OT Society is a non-profit organisation, there will be no taxes.

3. General Business

3.1. Presidents report

Film Team have a backlog of videos to post throughout the year

Social Media Team consistently posting throughout the year

Curtin OT Society have held successful events

E.g. Meet, Greet and Eat, Collaborations with different clubs

 [President's_report.docx](#)

3.2. Secretary Report

In 2024, there have been a total of 120 members in the Curtin OT Society

There have been 8 committee meetings

There will be a need to have another look at how subsequent meetings should be scheduled

All agree to go back to the structure where meeting dates are established before we sign up for semester classes

3.3. Finalisation of 2025 Committee

Nominations for all executive and subcommittee roles were opened during AGM and accepted in-person. Voting was conducted via a show of hands and majority vote determined successful nominations. After nominations have been collected, all current committee members and present club members have agreed to the below committee for 2025.

The Vice President will absorb Sponsorship Team

- Executive Committee
 - Presided: Ingrid Naude
 - Vice President: Lauvis Doy
 - Secretary: Zahra Jalili
 - Treasurer: Julianne Rheshara Suprar
- Subcommittees
 - Film
 - Head of the film subcommittee: Min Seet
 - Film team: Mei Ling (Mel) Toh, Hiu Lam (Suki) Kwok ,
 - Social Media
 - Head of the social media subcommittee: Alysa Azzli
 - Social media team: Joan Francis Lim Kit, Ryan Tsang, Dorcas Lee, Jacky and Hui Jing
 - Events
 - Head of the events team: Hanh Vu
 - Events team: Chrisanne Jeng Wai Ho and Abby

3.4. Committee Contact

Ingrid, Lauvis, Zahra, Julianne, Min, Alys, and Hanh will be the Committee contacts

Remove contact information for outgoing committee members: Maddy, Zoe, Jess, Rachel, Chester, Tim, Kirk, Khloe

3.5. Bank Signatory for Curtin OT Society Bank account

Julianne, Ingrid, and Lauvis shall be the Bank Signatory of 2025 to replace the previous Bank Signatory of 2024

3.6. Upcoming Event Ideas

- Study Session x
- Sausage Sizzle x
- **Giveaway Welfare Goodie Bag**
 - To help students get through study break week as well as to cheer students up
 - For students to receive free welfare goodie bags, they will need to follow Curtin OT Society on Instagram
 - An Instagram Poll will be made on the day to find out where students are studying
 - Eg. Where are you? We'll come to you
 - Potential areas to distribute are TL Robertson Library, Building 108 and Building 418
 - Logistics needed is a cart or trolley to help distribute goodie bags around campus
 - Shopping will be done during Study Break week on Tues 22 October at 12 pm
 - At 2.30 pm on 22 October, committee members will put together the goodie bags
 - Events Team will need to put together a financial report
 - On Friday, 18 October, at 10 am, a voice call meeting on WhatsApp shall be held to finalise details
 - Next Wednesday, 23 October, committee members are to distribute at 1 pm around campus
- **Tav Hangout - End of Semester**
 - To help students destress and have fun after exams have ended
 - It is planned to be held on Friday, 8 November, from 5-7 pm at the Tav at Curtin
 - Open to all members, while non-members are required to pay \$5 for membership to attend
 - Events team to use activation packs given by Guild
 - Social Media team to create content such as posters, Instagram stories, and post designs to promote the event

Decision

To go ahead with Giveaway Welfare Goodie Bag and Tav Hangout - End of Semester

3.7. 2024 Club Awards

Committee members who are available on 23 October to RSVP asap and attend on the day

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

Minutes of 2024 Annual General Meeting on 14-10-2024

Summary of Matters Arising

Decisions

Item	Decision
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3.6	To go ahead with Giveaway Welfare Goodie Bag and Tav Hangout - End of Semester
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Summary of Attachments

Attachments

Item	File Name
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3.1.	President's_report.docx
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Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [2024 Annual General Meeting](#)