

Curtin International Relations Society

ANNUAL GENERAL MEETING

23rd October 2025

The Tavern, Curtin University (WA)

Start time: 3.50 PM

End time: 4:45 PM

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

“The Curtin International Relations Society would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and region.”

ATTENDEES

Connor Maloney, Emre Iscel, Henry Turner (online), Isabel Sierra Docherty, Jaybe Rybicki, Kieran Van Schalkwyk, Micah Blank, Niklas Kirbs, Sari Wilson, Shaniqua Cutinha.

QUORUM

Quorum was met and maintained throughout the AGM.

CONFLICTS OF INTEREST

Jaybe is both staff member and student.

AGENDA

- Presenting Previous AGM Minutes | Jaybe Rybicki
 - For action
- Reminder of Guild Policy | Connor Maloney
 - For noting
- President Report | Connor Maloney
 - For noting
- Secretary Report | Jaybe Rybicki
 - For noting
- Treasurer Report | Isabel Sierra Docherty
 - For noting
- Election | Isabel Sierra Docherty
 - For action
- Announcing the 2026 Committee | Isabel Sierra Docherty
 - For noting
- Changing the Club Bank Account Signatures | Connor Maloney
 - For action
- Last Minute Motions/Member Concerns | Connor Maloney
 - For discussion
- Committee Handover | Connor Maloney
 - For action
- Close AGM | Connor Maloney
 - For action

MINUTES

1. Previous AGM Minutes

The minutes from the previous AGM (April 2025) have been presented to the members: [AGM Minutes](#)

2. Reminder of Guild Policy

In order to remain a club at Curtin, the club is bound by the Curtin Student Guild's [Club Governance policy](#) documents:

- Club Constitution - The club understands and agrees to follow the Guild's Default Club Constitution.
- Clubs Charter
- The Safe Spaces Agreement

3. President Report

The President report presented by Connor Maloney: [President's Report](#)

Overview of Report

Successes Achieved:

- The most significant success has been the revival of the club
- The current committee matched the number of events hosted by the previous two committees in the span of six months
- Focused on consistent advertising and maintaining a strong social media presence
- Engaged lecturers to advertise events in their classes, promoted events two weeks prior, improved the club's social media use
- Pivoted to Instagram instead of Facebook to better engage with the club's target demographic - young students
- Established a LinkedIn profile
- Balanced the club's Academic, Industry, and Social event categories by hosting an array of events

- Held two fundraising events - Quiz Night Fundraiser and Sausage Sizzle Fundraiser for UNICEF. Raised over \$200 through these efforts
- Held regular committee meetings - facilitated communication, timely planning and reflection
- Switched from usage of personal emails to committee role-linked accounts
- Implemented a policy of CC'ing a second committee member on all external and internal university correspondence

Challenges Faced:

- Developing a strong sense of community and engaging with students
- Lack of moderation of discussion segments in events
- Missing receipts and difficulties in consistently tracking and logging all club purchases
- The Treasurer did not have timely access to the bank account for a period
- Initial struggles with organising committee meetings - lack of RSVPs or agenda items being submitted

Recommendations for Next Committee:

- Promptly fill committee vacancies
- Uphold governance norms
- Increase faculty engagement
- Network externally
- Optimise weekly socials
- Refine social media roles
- Establish a moderation system
- Strengthen financial tracking/organisation

4. Secretary Report

The Secretary Report presented by Jaybe Rybicki: [Secretary's Report](#)

Overview of Report:

Membership Numbers:

- As of October 2025 there are 58 active memberships (65 counting double-ups)
- There are 46 Ordinary Members

- There is 1 Associate Member
- There are 11 Membership Expressions of Interest
- There are 8 Committee Role Nominations/EOIs
- There are no lifetime, complimentary, alumni or ordinary members that paid using cash/voucher
- The club's membership numbers have improved significantly from 2024, gaining 58 new members as opposed to last year where only 4 new members were gained
- Committee Role Nominations and EOIs have increased from zero in 2024 to 8 in 2025
- Across both years the average revenue per members has remained at \$6.29, with a lifetime revenue of \$390
- Average MMR in 2024 was \$0.84, in 2025 it is \$9.20
- Average MMR growth in 2024 was -33.6%, in 2025 it is -4.38%

Committee Meetings:

- The committee held four meetings from July to October 2025
- For 75% of these meetings, attendance was 100%
- Significant decisions made: designating committee responsibilities and duties, scheduling monthly committee meetings, logging club purchases, creating a weekly social event, deciding to create a new club webpage, picked UNICEF as club's charity to donate to, set AGM date, promoted Events Officer to executive position

Committee:

- 2025 committee consists of four executive members (President, Vice President, Secretary, Treasurer) and one additional role (Events Officer)
- The five members consistently engaged with their tasks and attended monthly meetings
- The President took on the role of club spokesperson, supported by the Vice President

- The Secretary and Treasurer focused on their role-specific duties and were referred to for advice/information in these areas
- The Events Officer focused on event applications and planning
- All were accountable to one another and the Guild
- Less hierarchical committee structure
- Recommendations for next committee- hold each other accountable, define role duties/responsibilities/boundaries, structure the committee in a less hierarchical way, play to each other's strengths, communicate openly, clearly and transparently, plan ahead, share documents and information with one another, organise social events amongst the committee members

5. Treasurer Report

The Treasurer Report presented by Isabel Sierra Docherty: [Treasurer's Report](#)

Overview of Report:

Bank Account Net Balance:

\$59.95	\$585.54 (\$525.59) ?
MYOB balance	Bank updated 17/10/25

- MYOB financial platform is up-to-date, all transactions have been allocated but one
- \$268.59 collected from the UNICEF Sausage Sizzle fundraiser

Petty Cash:

- \$200.70 (+\$64.50 for UNICEF)

Liabilities:

- No liabilities

Inventory List:

- Food/drinks cooler
- Square card reader
- Cash box
- 2 Large glass storage jars
- Club paraphernalia

Bank Activity Report:

Code	Category name			Deposit (\$)	Withdrawal (\$)	Balance (\$)
1-1110	Business Bank Account #1					
Date	Reference	Type	Description	Deposit (\$)	Withdrawal (\$)	Balance(\$)
15/08/2025	CR000003	Receive money	Direct Credit 301500 Curtin Guild PM006701	25.00		25.00
15/08/2025	CR000004	Receive money	Transfer from CommBank app SQUARE quiz night	68.88		93.88
05/09/2025	5	Spend money	Transfer To Shaniqua CommBank App Square reader + quiz night		75.00	18.88
05/09/2025	6	Spend money	Transfer to other Bank CommBank app Connor O Day Items		74.33	(55.45)
16/10/2025	4	Spend money	Transfer to other Bank CommBank app Connor BBQ Ice		4.99	(60.44)
17/10/2025	1	Spend money	Transfer To Henry Turner CommBank App Henry BBQ ice cooler		30.00	(90.44)
17/10/2025	2	Spend money	Transfer To Henry Turner CommBank App Henry BBQ drinks		48.00	(138.44)
17/10/2025	3	Spend money	Transfer To Shaniqua CommBank App Quiz night reimburse		80.20	(218.64)
17/10/2025	CR000001	Receive money	Transfer from CommBank app Square BBQ money	268.59		49.95
17/10/2025	CR000002	Receive money	Transfer from CommBank app Refund reimburse	10.00		59.95
Total				372.47	312.52	
Grand total				372.47	312.52	

6. Election

A Returning Officer was appointed, as Connor Maloney (Chairperson) was a nominee. Isabel Sierra Docherty was appointed, and held the election.

The following candidates ran for these positions:

President:

- Connor Maloney
- Shaniqua Cutinha

Vice President:

- Connor Maloney
- Emre Iscel
- Kieran Van Schalkwyk
- Shaniqua Cutinha

Secretary:

- Jaybe Rybicki

Treasurer:

- Shaniqua Cutinha
- Kieran Van Schalkwyk

Events Officer:

- Henry Turner

Social Media Manager:

- Angel Garavillas - Did not attend
- Sari Wilson

The election used optional proportional representation as outlined in Schedule A of the Student Guild (Election and Referenda) Regulations 2018. Candidates nominating themselves for contested roles were invited to speak (2 minutes max per candidate).

Voters elected the President using this link: <https://www.surveymonkey.com/r/5SQMSWH>

Voters elected the Vice President using this link: <https://www.surveymonkey.com/r/2QGCV6G>

There were no candidates for Treasurer prior to the AGM, however two nominated themselves during. Voters elected the Treasurer using this link:

<https://www.surveymonkey.com/r/2W7C3NP>

The Events Officer was elected uncontested.

The Secretary was elected uncontested.

The Social Media Manager nominee did not attend, therefore another took their place and was elected uncontested.

7. Announcing the 2026 Committee

The Returning Officer announced the outcome of the election and the new 2026 CIRS Committee.

President: Connor Maloney (elected by majority vote)

Vice President: Emre Iscel (elected by majority vote)

Secretary: Jaybe Rybicki (elected unopposed)

Treasurer: Shaniqua Cutinha (elected by majority vote)

Events Officer: Henry Turner (elected unopposed)

Social Media Manager: Sari Wilson (elected unopposed)

8. Changing the Club Bank Account Signatures

The new committee as elected within this meeting shall replace previous signatories on the clubs bank account at Commonwealth Bank (Acc: 10844413) at the earliest date possible to avoid delays with access to the club funds.

New Signatories: Emre Iscel (Vice President)

Signatories to be removed: Isabel Sierra Docherty (Treasurer)

9. Last Minute Motions/Member Concerns

- Events Officer role renamed as Events Manager role and promoted to an executive position (unanimous).
- General Officer role created (unanimous).

10. Committee Handover

An official handover between the outgoing and incoming committee will be arranged following contact from Connor Maloney with the incoming committee.

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 completing a 2025 Renewal Project in Tidy HQ.
- 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](#). 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](#).
- 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.
- 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.

11. Close AGM

The meeting ended at 4:45 PM. New committee members were directed to see the current Secretary to pass on their contact details.

Thank you to everyone who attended!

SIGNATURES

Minute-taker: Jaybe Rybicki (Secretary)

Chairperson: Connor Maloney (President)