Secretary Report

Curtin Photography Club

Prepared by: Sze Wei Shong, Secretary

Date: 15th October 2025

1. **Membership Numbers & Changes (2024 -> 2025)**
   a. **Founding year**: 2025 – no 2024 membership numbers for comparison
   b. Total members signed up in 2025: 282 members
      i. Semester 1 O-Day (Feb 2025): 166 new members – our largest single-month intake.
      ii. Semester 2 O-Day (Jul 2025): 62 new members.
      iii. Remaining months saw smaller intakes, with steady engagement through May (10) and August (24).
   c. **Existing active members**: 282

2. **Committee Meetings & Attendance**
   a. **Meetings held**: 22 formal committee meetings since founding
   b. Average attendance over both semesters 1 & 2 of 2025:
      i. Executive meetings: 100%
      ii. Committee meetings: 86.69%
   c. Meetings scheduled fortnightly, minutes published within a day to a week.

3. **Significant Decisions**
   a. Approved budget allocations and reimbursements for O-Day stalls, launch events, and marketing.
   b. Introduced new committee support roles (Events Officer, Social Media Manager) to scale operations.
   c. Adopted financial procedures in line with Curtin Student Guild requirements.
   d. Established a semester 2 event calendar for photography workshops, photo walks, competitions, and other events.

4. **Committee Engagement & Structure**
   a. **Executive**: President, Vice President, Secretary, Treasurer

b. **Ordinary Committee**: Events Coordinator, Marketing Coordinator, Social Media Manager, and supporting officers

c. Strong engagement, with collaborative planning for O-Days and events.

d. Regular communication through club WhatsApp group chats with separate groups for executive, marketing team, events team and full committee.

5. **Recommendations for the 2026 Committee**

a. **Early recruitment**: build momentum before Semester 1 O-Day to exceed February's intake.

b. **Diversify events**: add collaborative shoots (such as studio shoots) to retain members beyond O-Day spikes.

c. **Expanding marketing reach**: explore other social media platforms for broader visibility.

d. **Formalise handover packs**: create standard templates for event planning, budgets, and social media schedules.

6. **Communication with members**

a. **Instagram (stories, reels, posts)**: used for promotions, countdowns, event recaps and member spotlights

    i. Interactive features (polls, Q&As, links) to drive feedback.

b. **Discord server**:

    i. Channels including #announcement, #photo-showcase, #pets-and-animals, #editing-advice, #ask-the-committee to support easier communications with our members

    ii. Announce events and club updates on #announcement channel

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Secretary, Curtin Photography Club