


WAPSA			Western Australian Pharmacy Students' Association	
Minutes: Monday 25 th November 2024			Building 306 Curtin University	W.A.P.S.A
			Hayman Rd Bentley WA 6102	web: wapsa.napsa.org.au
			Australia	email: wapsa@napsa.org.au ABN: 64624731955

WAPSA (Western Australian Pharmacy Students' Association)

Annual General Meeting Minutes

25th November 2024/6:30PM/Microsoft Teams

The purpose of the AGM is to:

- Democratically elect 2025 office bearers in-line with The Guild's Default Club Constitution. All ordinary members (current enrolled Curtin student & current member of this club) are invited to vote on all motions/agenda items and nominate themselves for a position. Non-ordinary members can only attend if invited & must only observe unless invited by the chair of the meeting to speak on a matter. Curtin clubs must be run entirely by Curtin Students, for the benefit of Curtin students.
- Provide a report on the year to the club's members. This shall be prepared by the outgoing office bearers and reported within this meeting:
 - For the members in attendance at the meeting,
 - For members not in attendance. The reports will also be documented within the minutes which will be accessible to all members post-meeting via the club's website.
 - To successfully renew the club with the Student Guild for the upcoming year,
- Cover other business as per member agenda item submissions if time allows.

The meeting will run in accordance with the agenda.

1. Attendance


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

Those online should sign-in via a private chat message to the meeting organiser 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.

Attendee list:

- Lauren Mitchell 19587615
- Aaron Stockwell 19498665
- Jamie Wood 20240543
- Caspar Townsend 20608523
- Zaynab Alam 20384920
- Bridget Ellement 21475980
- Mei McGowan 20351322

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- Lara Hewson 20167668
- Chiyo Totten 20592943
- Jamie Alivio 20989639
- Neha Holla 21487189
- Tayla Cushing 21494354
- Bridget Chivers 20563677
- Olivia Pedretti 20596424
- Kaitlyn Campbell 20696007
- Claire Dean 20644734
- Fynn Gardner 20597689

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.
 - **Quorum was met and maintained for the entire meeting. No attendees were ineligible to vote.**

Outcome: The secretary (or 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:**


■ NIL

2. Open Meeting

The meeting will now commence at **6:44pm**.

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"

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

Would anyone like to raise a potential conflict?

No conflicts of interest raised.

4. Minutes of the Previous AGM

The minutes of the 2023 AGM minutes have been presented to members for acceptance. **Added as appendix.**

5. 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](#) documents:

- Club Constitution The club understands and agrees to follow the Guild's Default Club Constitution.

5.1. Clubs Charter

5.2. The Safe Spaces Agreement

6. Reports from the outgoing committee

The committee reports will now be delivered.

6.1. President's report

6.2. Secretary's report

6.3. Treasurer's report & presentation of a financial statement and current bank balance.

7. Election of 2024 Committee Roles


The 2024 committee roles are declared vacant and the club's mandatory committee roles as per the The Guild's [Default Club 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.

- **Returning officer not required as Chairperson (Lauren Mitchell) is not contesting the AGM for a role.**

The elections will now be conducted and 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.

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- 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).

7.1. The following person/s have been nominated:

President:

- Kaitlyn Campbell

Vice-President:

- Jamie Alivio

Treasurer

- Olivia Pedretti

Secretary

- Bridget Ellement
- Neha Holla

Education Chair:

- Neha Holla

Merchandise Chair:

- Fynn Gardner

Communications Chair:

- Zaynab Alam


2nd Year Representative:

- Nicholas Ng

3rd Year Representative:

- Hannah Rusli
- Stella Young

4th Year Representatives:

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- Bridget Chivers
- Lara Hewson

Social Team:

- Mei McGowan
- Tayla Cushing

There have been no nominations for the second Education Chair position, second 2nd Year representative position, any Ordinary Committee Members, neither of the Pharmacy Awareness Chairs, the Rural chair, the Indigenous Chair nor the International Chair. If anyone wishes to nominate for any of these positions, then you may do so now.

Each Nominee is invited to speak.

Votes will now be cast by secret ballot. Link to google forms to be posted into the Teams Chat by Chairperson.

Outcome:


- President: Kaitlyn Campbell was elected unopposed (17/17 votes).
- Vice President: Jamie Alivio was elected unopposed (17/17 votes).
- Treasurer: Olivia Pedretti was elected unopposed (17/17 votes).
- Secretary: Bridget Ellement was elected by majority vote (16/17 votes).
- Education Chair: Neha Holla was elected unopposed (17/17 votes).
- Merchandise Chair: Fynn Gardner was elected unopposed (17/17 votes).
- Communications Chair: Zaynab Alam was elected unopposed (17/17 votes).
- 2nd Year Representative: Nicholas Ng was elected unopposed (17/17 votes).
- 3rd Year Representatives: Hannah Rusli and Stella Young were elected unopposed (17/17 votes for each candidate).
- 4th Year Representatives Bridget Chivers and Lara Hewson were elected unopposed (17/17 votes for each candidate).
- Social Team members: Mei McGowan and Tayla Cushing were elected unopposed (17/17 votes for each candidate).

8. Change of Club Bank Account Signatories

The new committee as elected within this meeting shall replace previous signatories on the clubs bank account [Commonwealth Bank, Account No: 11234524] at the soonest date possible to avoid delays with access to the club funds:

New Signatories

- **Kaitlyn Louise Campbell - President**
- **Jamie Ruth Alivio – Vice President**
- **Olivia Rose Pedretti – Treasurer**
- **Bridget Grace Ellement - Secretary**

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

- Lauren Denise Mitchell - **President**
- Jamie Caterina Wood – **Vice President**
- Aaron Stockwell - **Treasurer**

9. Other Business

- Returning the role of Communications Chair to assist with Secretary duties. Resolution by unanimous vote to return Communications Chair.
- Discuss the separation of Rural and Indigenous Chair – item of discussion. Resolution by unanimous vote to split the Chairs. New Executive and Committee to draft responsibilities of each role.


10. Committee Handover

An official handover between the outgoing and incoming committee will be arranged and conducted by each individual chair by December 30th 2024.

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.

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- All club events must be approved by the Guild. Check the website for more information before considering running any event.

11. Close Meeting

The meeting will now end at **8:46PM**.

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.


Before your new elected 2025 committee leave the meeting:

- **Update Personal Contacts:** The secretary should login to TidyHQ.
 - Go to Projects > 2024 AGM > tasks > select the task "2025 Committee Contacts" and follow the task instructions.

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

I, Lauren Mitchell, Chairperson of the 2024 WAPSA AGM state that the minutes are a correct and true record of the meeting.

L.Mitchell, 27/11/2024.

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APPENDIX

WAPSA AGM 2024 MINUTES:

Western Australian Pharmacy Students' Association **Annual General Meeting 2023**

Agenda

1. President's Report
2. Vice President's Report
3. Secretary Report
4. Treasurer's Report
5. Election of Executive and Committee Positions
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
 - e. Pharmacy Awareness Chair
 - f. Education Chair
 - g. Social Chair
 - h. Communications Chair
 - i. Publications Chair
 - j. Rural and Indigenous Chair
 - k. International Chair
 - l. Second Year Reps x2
 - m. Third Year Reps x2
 - n. Fourth Year Reps x2
 - o. General Committee Member
 - p. Second Year GEM Reps x2
 - q. First Year Reps x2
 - r. First Year Gem Reps x2

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AGM Attendance

Jamie Wood	
Riya Patel	
Celine Yong	
Maria Shyllon	
Neo Maphaka	
Amy Lockett	
Grace Lenaghan	
Aaron Stockwell	
Chiyo Totten	
Brendan Di Loreto	
Shanay Carter	
Lara Tindall	
Lauren Mitchell	
Caspar Townsend	
Fynn Gardner	

Meeting commenced at 1:00pm

Open Meeting

1. President's and Vice President's Report – Jamie Wood and Riya Patel

- Two motions were passed, being seconded by Chiyo Totten and Caspar Townsend respectively:
 - The role of Communications and Publications have been dissolved, both of their responsibilities merging into an updated role of the Secretary
 - The Social Chairs have been merged into one singular Chair, and there has been an addition of three Social Team members that will report to the Social Chair
- The distribution of SUSMP's will not be the responsibility of WAPSA in 2024

2. Social Report — Chiyo Totten

- The annual WAPSA Ball was a huge success, 148 attendees (of a maximum available 150 tickets), with a large Academic Staff turnout

2. Rural and Indigenous Chair's Report — Neo Maphaka

- Neo has created a large list of connections for the future Rural and Indigenous Chairs to have contact with, and is largely set on growing this list
- Ideas into promoting more Rural placements, especially interstate placements, have been discussed and are underway
- There is also large discussion and work being undertaken to increase the amount of enrollments of Indigenous students and students from Rural areas into the Pharmacy course, a goal Neo is keen to continue to work towards in 2024.

3. Secretary Report – Vienna Spencer-Jones

- Secretary was absent.

4. Treasurer's Report – Maria Shyllon

- Maria has a written report which will be sent to the committee.

5. Election of Executive and Committee Positions

- ❖ We must elect the executive committee FIRST- comprising of the president, vice president, secretary, and treasurer
- ❖ How will this work? - Nominees can be nominated by others or they can also be self-nominated. They are to give a short speech, after which questions will be asked. Nominees will be asked to leave the room and votes will be taken. The decision-making process will be kept off the minutes.
- ❖ **THE OFFICIAL HANDOVER WILL BE DONE ON 13/01/24** outgoing committee members should have their handovers with the incoming committee members.

a. President

Nominations: Lauren Mitchell

Nominated by: Lauren

Seconded: Chiyo

Each nominee had the opportunity to speak to the club members.

A discussion between club members was held in secret.

Lauren was elected as President unopposed.

Congratulations Lauren Mitchell - President for 2024.

b. Vice President

Nominations: Jamie Wood

Nominated by: Jamie

Seconded: Lauren

Each nominee had the opportunity to speak to the club members.

A discussion between club members was held in secret.

Jamie was elected as Vice President unopposed.

Congratulations Jamie Wood - Vice President for 2024.

c. Treasurer

Nominations: Aaron Stockwell

Nominated by: Aaron

Seconded: Chiyo

The nominee had the opportunity to speak to the club members.

A discussion between club members was held, in secret.

Aaron was elected as Treasurer unopposed.

Congratulations Aaron Stockwell – Treasurer for 2024.

d. Secretary

Nominations: Caspar Townsend

Nominated by: Caspar

Seconded: Jamie

Each nominee had the opportunity to speak to the club members.

A discussion between club members was held in secret.

Caspar was elected as Secretary unopposed.

Congratulations Caspar Townsend - Secretary for 2024.

e. Pharmacy Awareness Chair

Nominations: NIL

f. Education Chair

Nominations: Shanay Carter and Brendan Di Loreto

Nominated by: Shanay

Seconded: Jamie

Nominated by: Brendan

Seconded: Caspar

Each nominee had the opportunity to speak to the club members.

A discussion between club members was held in secret.

Shanay and Brendan were elected as Education Chairs unopposed.

Congratulations Shanay Carter and Brendan Di Loreto - Education Chairs for 2024.

g. Social Chair

Nominations: Fynn Gardner

Nominated by: Fynn

Seconded: Chiyo

Each nominee had the opportunity to speak to the club members.

A discussion between club members was held in secret.

Fynn was elected as Social Chair unopposed.

Congratulations Fynn Gardner - Social Chair for 2024.

h. Socials team

Nominations: NIL

i. Merch Chairs

Nominations: Amy Lockett and Chiyo Totten

Nominated by: Chiyo

Seconded: Caspar

Nominated by: Amy

Seconded: Jamie

The nominee had the opportunity to speak to the club members.

A discussion between club members was held, in secret.

Chiyo and Amy were elected as Merch Chairs unopposed.

Congratulations Chiyo Totten and Amy Lockett – Merch Chairs for 2024.

j. Rural and Indigenous Chair

Nominations: Neo Maphaka and Lindsay Sawyer

Nominated by: Neo

Seconded: Caspar

Nominated by: Lindsay

Seconded: Aaron

The nominee had the opportunity to speak to the club members.

A discussion between club members was held, in secret.

Neo was elected as Rural and Indigenous Chair unopposed.

Congratulations Neo Maphaka – Rural and Indigenous Chair for 2024.

k. International Chair

Nominations: NIL

l. First Year Representatives

Nominations: NIL

m. Second Year Representatives

Nominations: NIL

n. Third Year Representatives

Nominations: NIL

o. Fourth Year Representatives

Nominations: Grace Lenaghan, Lindsay Sawyer

Nominated by: Grace

Seconded: Jamie

Nominated by: Lindsay

Seconded: Caspar

The nominees had the opportunity to speak to the club members.

A discussion between club members was held, in secret.

Grace and Lindsay were elected as Fourth Year Representatives unopposed.

Congratulations Grace Lenaghan and Lindsay Sawyer - Fourth Year Representatives for 2024.

p. General Committee Members

Nominations: Lara Hewson, Lara Tindall

Nominated by: Lara

Seconded: Jamie

Nominated by: Lara

Seconded: Caspar

The nominees had the opportunity to speak to the club members.

A discussion between club members was held, in secret.

Lara and Lara were elected as General Committee members unopposed.

Congratulations Lara Hewson and Lara Tindall - General Committee Members for 2024.

Open Positions

All remaining positions will be elected in early March 2024.

Change of Bank Signatories

The Bank Signatories will be changed from Jamie Wood and Maria Shyllon to Lauren Mitchell, Jamie Wood, and Aaron Stockwell.

Motioned by Jamie Wood

Seconded by Lauren Mitchell.

Meeting concluded at 3:20pm