Western Australian Pharmacy Students' Association Curtin
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WAPSA AGM 2025
OFFICIAL MEETING MINUTES

1st October 2025 - 12 PM - Club HQ 106B

Meeting Begun	12.13 PM
Meeting called by	Kaitlyn Campbell
Facilitator	Jamie Alivio
Minute Taker	Bridget Ellement
Time Keeper	Bridget Ellement

1. Purpose of AGM

- Elect the 2026 committee in accordance with the Guild's Default Club Constitution
- Review and report on the club's activities and finances from 2025
    - 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,
- Provide a platform for ordinary members to raise motions and discuss club matters. Ordinary members will have the opportunity to:
    - Speak about items on the agenda
    - Vote on any resolutions proposed
    - Vote to elect the 2026 committee
- Cover other business as per member agenda item submissions if time allows.

Note: Only ordinary members (currently enrolled Curtin students and current club members) may vote and nominate. Proxy votes are not accepted. Non-ordinary members may attend if invited, but may only observe unless invited to speak by the Chair.

The meeting will run in accordance with the agenda.

2. Attendance

Quorum requirements **= minimum 10 ordinary members**.

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.

Quorum

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 (unless your Guild approved Society Rules requires a higher quorum).
  - 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. We will consider addressing potential issues with lack of quorum.
  - If quorum has been met, we will proceed with the meeting.

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:

- [list name]
- [list name]

The secretary (or minute taker) declares quorum HAS been met.

3. Acknowledgement of 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"

The meeting will now commence at 12.13.

4. Disclose of any potential or perceived conflicts of interest

Would anyone like to raise a potential conflict of interest?

A conflict of interest arises when a committee member has an opportunity to use their position, or information they know from being in that position, for personal gain or the benefit of someone else.

Our duty is not to prevent conflicts of interest. They can be common and in some cases they are beneficial, such as when a committee member is also part of a business that may be able to supply cheaper or free goods or services to the club. Rather, our duty is to ensure that conflicts of interest are declared and appropriately managed.

Declaring a conflict of interest is simply a matter of announcing it at meeting or in writing between meetings. The club have a register of declared interests. If a conflict of interest is declared at a club meeting, as well as being noted in the minutes, it will also be entered into the register of declared interests.

As an example, conflict of interest could arise if our club is calling for quotes to complete some printing work in its offices, and your family runs a printing business. As soon as you realise that you are in a position to influence a decision of the committee that could benefit your immediate family, you are in a conflict of interest situation.

There are no raised conflicts of interest

5. Minutes of Previous AGM

Members present **[approve or reject] the 2024 AGM Minutes and that they are a true and accurate recording of proceedings.**

[WAPSA_AGM_2024_Minutes_.pdf]

Also added as appendix

6. Reminder of 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 which are also located on our club website:

- Club Constitution
- Clubs Charter
- The Safe Spaces Agreement

https://guild.curtin.edu.au/clubresources/governance/

7. Club Name Change

Proposing to change club name to "Western Australian Pharmacy Students' Association Curtin"

Unanimous agreement to change the name.

Clubs-Renewals-Policy-19-March-2024.pdf

8. Outgoing Committee Reports

The committee reports will now be delivered.

President's Report - Kaitlyn Campbell

President's_Report_AGM_2025.pdf

Vice President's Report - Jamie Alivio

Vice_President's_Report_AGM_2025.pdf

Secretary's Report - Bridget Ellement

Secretary's_Report_AGM_2025.pdf

Treasurers Report and presentation of a financial statement and current bank balance. - Olivia Pedretti

Treasurer's_Report_AGM_2025.pdf

9. Review of Strategic Plan and Internal Policies

As part of our governance restructure, the executive committee will be reviewing our 4-year strategic plan and introducing two new policies to support efficient financial purchasing practices and the effective management of club goods.

1. WAPSA 2028 Strategic Plan
    a. WAPSA_2028.pdf
    b. Add accessibility to event planning checklist
    c. Accepted
2. Store Purchasing Policy
    a. WAPSA_Store_Purchasing_Policy_2025_.pdf
    b. $15 late fee comes into effect after store pick up times/dates have elapsed. This may not be applicable if the buyer has contacted the Secretary to arrange an alternative collection time.
        i. Reminders are sent out regarding item/order collection.
    c. Accepted
3. Internal Purchasing Policy
    a. WAPSA_Internal_Purchasing_Policy_2025_.pdf
    b. Accepted

10. Elections

The 2026 committee roles are declared vacant and the club's mandatory committee roles as per 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 the chairperson (Kaitlyn Campbell) is NOT contesting the AGM and will conduct the election.

11. 2026 Committee

The chair (or returning officer) explains the election process to the members:

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.
- 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).

The following person/s have been nominated for committee roles:

President

- Neha Holla, Loren Retta
- First question: How will you ensure accountability for yourself and your team to achieve your goals as a committee
- Second question: how are you going to build and maintain connection with other organisations

Vice President

- KeJean Ng, Bridget Ellement, Isabel Bode
- First question: What are your top three priorities for this position?
- Second question: How will you manage the responsibilities of being VP?

Treasurer

- Hannah Rusli, Neha Holla
- First question: What bank do you bank with?
- Second question: How good are you with using Excel?

Secretary

- Elizabeth Ayre
- First question:

Communications Chair

- Zaynab Alam, Stella Young
- Question: Comms involves making graphics, videos and will now involve WAPSA Couch Sessions, how are you going to manage planning all those?

Education Chair

- Neha Holla
- First question: What's your favourite colour?

Merchandise Chair

- Felicity Slee

Social Team Member

- Chloe Sowerbutts

Fourth Year Representative

- KeJean Ng, Stella Young, Maddie Peirce, Felicity Slee, Ryan Tan, Isabelle Bode
- If you were to throw a graduating event for the class of 2026 what would it be?

Third Year Representative

- Zaynab Alam, Claire Dean
- Question - experience with leadership and how does it fit in with 3rd year rep?

Second Year Representative

- Aaliyah Puccio, Sukhman Virk, Anna Barn
- Question: What is your strategy to engage more students - Surveys, Events

General Committee Member

- William Stewart, Ciara Lynch, Isabelle Bode, Anna Barn, Stella Young, Tayla Cushing, Joshua Teo, Maddie Peirce

There have been no nominations for the Pharmacy Awareness Chair, Rural Chair, Indigenous Chair, Social Chair, 1st Year Representative

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.

Outcome:

1. President: Loren Retta was elected by majority vote
2. Vice President: Bridget Ellement was by majority vote
3. Treasurer: Hannah Rusli was elected by majority vote
4. Secretary: Elizabeth Ayre was elected unopposed
5. Communications Chair: Zaynab Alam was elected majority vote
6. Education Chair: Neha Holla was elected unopposed
7. Merchandise Chair: Felicity Slee was elected unopposed
8. Social Team Member: Chloe Sowerbutts was elected unopposed
9. Fourth Year Representative: Ryan Tan and KeJean Ng was elected by majority vote
10. Third Year Representative: Claire Dean and Zaynab Alam was elected by majority vote
11. Second Year Representative: Aaliyah Puccio and Sukhie Virk was elected by majority vote
12. General Committee Member: William Stewart, Ciara Lynch, Isabelle Bode, Anna Barn, Stella Young, Tayla Cushing, Joshua Teo, and Maddie Peirce was elected by majority vote

12. Club Bank Account Signatory Changes

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

- **Loren Elise Retta** - President
- **Bridget Grace Ellement** - Vice President (already on bank signatory as 2025 Secretary)
- **Hannah Won Rusli** - Treasurer
- **Elizabeth Margaret Anne Ayre** - Secretary

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

- Kaitlyn Louise Campbell - President
- Jamie Ruth Alivio - Vice President
- Olivia Rose Pedretti - Treasurer

13. Other Business

If your members have submitted motions for consideration, they can go here. If it is just a topic for discussion, please clearly identify this to the room and keep a close eye on time. You can table the discussion to be raised at a future committee meeting where the committee can decide if the topic will be turned into a motion to put forward for an official decision (via vote in accordance with the club's constitution)

14. Committee Handover

An official handover between the outgoing and incoming committee will be arranged and conducted by each individual chair by December 1st 2025.

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.
  - 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.
  - Clubs must renew their registration with the Guild annually by finalising the AGM & Renewal Project tasks in TidyHQ as soon as possible. Any additional 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. These should be reviewed by the new committee asap.
  - Clubs will adhere to the Guild's Rules and Policy, obey their constitution & Guild-approved Society Rules, behave transparently and work in the best interest of the club and its members.
- 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.

15. Close Meeting

The meeting will now end at 3.08PM

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

After the meeting continue completing the final AGM & Renewal project tasks in TidyHQ

I, Kaitlyn Campbell, Chairperson of the 2025 WAPSA AGM state that the minutes are a correct and true record of the meeting.

KC, 01/10/2025.

I, Bridget Ellement, Minute taker of the 2025 WAPSA AGM state that the minutes are a correct and true record of the meeting.

BE, 01/10/2025