

Curtin Computer Science Students Association

Annual General Meeting Minutes

11:00 AM to 1:00 PM on 05/10/2024

Bankwest Theatre (200A.220) and online via Discord (<https://discord.gg/fDeUrgwq97>)

The purpose of the SGM is to:

- Democratically elect 2025 office bearers in-line with our last Guild-approved custom 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.
- 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.

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 15 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.

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:**

- Samuel Suhardiman
- Sean MacMillan
- Warittha Rayabsri

- Moritz Bergemann

2. Open Meeting

The meeting will now commence at 11:15am.

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"

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

Would anyone like to raise a potential conflict?

- Raphael Ho - involved in PAST Team
- Joleen Chong - works at Curtin and involved in PAST Team
- Nicholas Wright - works at Curtin
- Justin Pan - works at Curtin

4. Minutes of the Previous AGM

The minutes of the 2023 AGM minutes have been presented to members for acceptance. https://docs.google.com/document/d/11Zt_APJqb7HJoi_Tm0LYLBWbjHf1WPZE/edit?usp=sharing&oid=102836010836026194138&rtpof=true&sd=true

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:

5.1. Club Constitution

- The club understands and agrees that it must follow the last Guild approved Club's Custom Constitution until the new proposed Custom Constitution is approved by the Guild.

5.2. Clubs Charter

5.3. The Safe Spaces Agreement

6. Changes to the previous Guild-approved Custom Constitution

The club will propose amendments to the club's previous Guild-approved custom constitution. Amendments will be outlined and a copy provided to all members for review and vote. We will now outline the proposed amendments for comment and a vote.

Outcome: All proposed changes to the previous Guild-approved Custom Constitution have been accepted by majority vote (at least 75%)

Members and the committee must note that the club must continue to operate under the last version until the Guild issues approval for changes to this new version.

- Vote to remove 13.3 approved by unanimous vote
- Vote to change wording from Immediate Past President to Immediate Past Executive approved by majority vote (at least 75%)

- Vote to change from 2 bank signatories to 3 approved by majority vote (at least 75%)

7. Reports from the outgoing committee

The committee reports will now be delivered.

7.1. President's report

- ComSSA's mission statement - Foster a thriving community for future and active computing professionals, and provide a place for students and members with similar interests to study and connect.
- Thank yous - Committee, Advisors, the School of EECMS, Sponsors, and wider ComSSA community
- Structure
 - Executive (President, Vice-President, Treasurer, Secretary)
 - Advisory Members (3)
 - ComSSA Teams (Events, Marketing, Revision Sessions, Tech) made up from the rest of the Committee
- Postgraduate and International student engagement
 - Goal to focus outreach and engagement to postgraduate and international student demographic.
 - Spoke at Masters of Computing Orientation
 - Ran international nights
- Outreach and Engagement
 - Guild O-Day, main day where students sign up for clubs
 - Computing orientation talks
- Social Media and marketing
 - Using existing platforms and email communication
 - Maintaining monthly newsletters
 - Focus on growing popular social media platforms amongst younger generations - Instagram and Tiktok
- Curtin College
 - Continued to provide free memberships as they are not eligible for free guild memberships.
 - Continued outreach to Curtin College
- Social Events
 - Fun, agendaless events where individuals can come and go
 - Grilled the Department 28/02/2024
 - Board Games night 08/03/2024
 - International Night 29/03/2024
 - LAN Night 09/05/2024
 - Board Games Night 26/07/2024
 - WAN Night 27/07/2024
 - International Night 16/08/2024
- Networking Events
 - Aim to engage students with industry, alumni, faculty and more.
 - Talks from the Industry 20/03/2024
 - Talks from the Industry 26/07/2024
 - Networking Sundowner 21/09/2024
- Educational Events

- Teach students knowledge relevant to computing and their degrees
- Revision Sessions
 - Continued to run two revision sessions per unit each semester.
 - Ran for core first-year units
- Technical Workshops
 - Expose students to technologies that they may not have been exposed to within their degree but may prove useful within industry or spark new interest for them
 - VM Workshop 03/03/2024
 - Git Workshop 26/03/2024
 - WebDev Workshop 17/04/2024
 - Pygame 01/05/2024
 - VM Workshop 07/08/2024
 - Python 11/09/2024
 - Docker 18/09/2024
- ComSSA WebDev Project (POGGERS)
 - Planned by 2023 committee and carried out in 2024 and is an agile project
 - Ran under guidance from two ComSSA and Curtin alumni: Warittha Rayabrsi and Moritz Bergemann
 - Planned to finish at the end of 2024
- Amazing Tech Race
 - Combines all aspects of social, networking and educational events.
 - Students in teams solve puzzles under a time constraint for points in a capture-the-flag style, competing for a series of cash prizes.
 - Mentors from industry and faculty, along with the ComSSA committee facilitate and assist.
 - In 2024, a first-year team ran overall!
 - Ran in collaboration with ECU's CASSA and received overwhelmingly positive feedback
- ComSSA Hackathon
 - A 3-day event, open to students of any technical or academic background (Year 12 or University level) to tackle a problem statement developed by ComSSA and present their solution to a panel of judges.
 - Mentors (alumni and industry) are invited to assist students and help them improve their solutions, and grow their problem solving and pitching skills.
 - Both Hackathons this year have been ran in Perth
- Final Remarks
 - ComSSA has seen tremendous growth in member count, committee size, and number of events
 - Main focus this year was to establish internal processes and with third parties to reduce unnecessary overhead in the running the club
 - This year would not have been possible without the help of a number of parties:
 - Executive members
 - ComSSA advisory, ordinary and subcommittee
 - ComSSA and Curtin Alumni
 - School of EECMS
 - Industry and our sponsors

7.2. Secretary's report

- Memberships and growth:
 - Grown steadily in memberships over the past 4 years

- Hit 503 members in 2024
- The committee has more than doubled in size from 10 members in 2021 to 24 in 2024.
- Event engagement and ticket sales
 - A number of events collaborated with other student clubs
 - Conversion rate (ratio of ticket buyers who turn up to an event) of 65% as compared to 61% in 2023
 - Over 400 people bought tickets, boasting high engagement within our community.
- Digital and marketing presence
 - Discord: Over 2000 members (10% increase from 2023)
 - Instagram started in 2023 and stands at 291 followers
 - LinkedIn, grown to over 500 followers (775 increase from 2023)
 - TikTok, 5 followers and over 2000 views for the year
 - Facebook: Lacking engagement on this platform, reduced posts and events on this platform from the mid-year onwards. Believes this marks the shift to other platforms.
 - Emails: Sent almost over 3700 emails across 6 newsletters with a 20% clickthrough rate.
- Significant decisions:
 - Had to remove a committee member in accordance to Guild's safe spaces charter
- Future directions and closing:
 - Focusing on internal procedures and systems
 - Control access, regular off-site backups, notion workspace
 - Marketing has grown significantly over 2023 and 2024
 - Successful collaborations with other clubs
 - Thank you to the rest of the committee

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

- Sponsorship Breakdown
 - WA Data Science Innovation Hub (Silver Tier)
 - Virtual Gaming Worlds (Silver Tier)
 - Visagio (Silver Tier)
 - Bankwest (Bronze Tier)
 - Atlassian (Bronze Tier)
- Notes from 2023
 - A 2023 grant was paid in 2024 but was accounted for in 2023 Treasurer's Report
 - this has been appended to the 2023 budget
 - In addition, ComSSA committed to the POGGERS WebDev project in 2023, but this was not accounted for in the final budget or Treasurer's Report
 - The \$4,000 paid toward the ComSSA WebDev project has been added to 2024 expenditure under the "2023 POGGERS Project"
- Current balance
 - Total is \$26,686.61
 - \$26,003.71 in bank account
 - \$682.70 in cash
 - Total income thus far is \$38,315.52
 - Grants: \$25,400.00
 - Sponsorships: \$8,958.25

- Memberships: \$2,282.87
- Events: \$549.50
- Miscellaneous: \$1,124.90
- Expenditure
 - Events: \$21,286.36
 - Branding: \$5,365.79
 - Maintenance: \$693.84
 - Miscellaneous: \$158.14
 - 2023 POGGERS Project: \$4,000.00
 - 2023 Reimbursements: \$435.11
- Treasurer Talk
 - We are currently at a surplus of \$6,376.20
 - However, we still have a Hackathon planned for the end of the year - estimated cost of \$9275
 - We also have an unpaid tax bill of \$3,673
 - After this, we will be at a projected expenditure of \$44,887.24
 - This puts us at a deficit of -\$6,571.72 for the year
- Assets and Liabilities
 - ComSSA's assets are stored within Curtin Building 314.
 - Our only liabilities is our tax bill of \$3,673
- Final Thoughts
 - We expect to stabilize next year
 - Thank you EECMS, Sponsors, Curtin Guild and our members and the Committee!

8. Election of 2025 Committee Roles

The 2024 committee roles are declared vacant and the club's mandatory committee roles as per **our last Guild-approved custom 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.

The members will now appoint the returning officer that is not contesting the election and agrees to conduct the election fairly and without bias.

8.1. Returning Officer. The following person/s have been nominated:

- Samuel Suhardiman

Outcome: Samuel Suhardiman was elected unanimously as unopposed.

The Returning Officer will now take the chair to conduct the elections:

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).

8.2. The following person/s have been nominated:

President:

- Sophie Melville

Vice President:

- Sean McGinty

Treasurer

- Daw Aye Prue
- Phuong Anh Nikki Doan
- Stanley Zhong

Secretary

- Alice Arvidson
- Bui Thao Phuong
- Cindy Lawrence
- Daw Aye Prue
- Phuong Anh Nikki Doan

Each Nominee is invited to speak.

Votes will now be cast by secret ballot.

Outcome:

- President: Sophie Melville was elected - unopposed.
- Vice President: Sean McGinty was elected - unopposed.
- Treasurer: Stanley Zhong was elected by majority vote.
- Secretary: Cindy Lawrence was elected by majority vote.

9. 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 of Australia Account: 1087 4959 at the soonest date possible to avoid delays with access to the club funds:

New Signatories

- Sophie Melville - President
- Stanley Jia Hong Zhong - Treasurer
- Sean Richard Woosley McGinty - Vice President

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

- Zhan Wang Justin Pan - President
- Kai Chen Chai - Treasurer
- Haylee Grace Jackson - Vice President

10. 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)

11. Committee Handover

An official handover between the outgoing and incoming committee will be arranged with an initial handover meeting arranged within 2 weeks of this AGM, followed by a 2 month period of the incoming executive committee shadowing the outgoing executive committee. The handover period shall end no later than the 31st of December.

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 TidyHQ.
 - 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.

12. Close Meeting

The meeting will now end at 1:11pm.

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.