

# Curtin Singapore Society



## CSS: 2022 Annual General Meeting - Minutes

The purpose of the AGM is to:

- Democratically elect 2023 office bearers in-line with the **Guild's Default Club Constitution** with nominations for office bearer roles open to all Ordinary members,
- 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:
  - members in the meeting or,
  - within the minutes which will be accessible to all members post-meeting.
  - Successful renewal of the club with the Student Guild for the incoming year.
  - Any proposals to change the club constitution,
  - Other business as per agenda item submissions.

When 16-11-2022 at 01:00

Location: 407:205, 407:205

Chairperson Si Ying Jodie Tan

Minute taker Haniff Soorian Pagalavan

Present Si Ying Jodie Tan (Student Advisor) , Kathleen Yee

Apologies Anthony Say , Wei Ting, Elise Tan

## Minutes

### 1. Setup of Room @ 4:30pm

- Lights would not turn on in booked room 407.205

- Switched rooms to 407.208 as it was unoccupied at the time

**Decision**

## 2. Attendance Taking

1. We will commence the AGM at **5:00 pm**.
2. We can confirm that we have met quorum of ten or more ordinary members and welcome other staff and associate members present are listed in the attendance sheet.
3. I begin today by acknowledging the Whadjuk people, Traditional Custodians of the land on which we meet today, and pay my respects to their Elders past and present. I extend that respect to Aboriginal and Torres Strait Islander peoples here today.
4. Moving on to item number 3 on the agenda.

 [CSS\\_AGM\\_2022\\_Attendance\\_Sheet.pdf](#)

### Tasks

- Upload scanned Attendance List to TidyHQ - CSS AGM 2022 Meeting Minutes  
Assignee: Events Director  
Due date: 17-11-2022

## 3. START - Ice-Breakers @ 5pm

### Ice Breaker

- started ice breaker
- members thoroughly enjoyed the ice breaker game and goal of engaging members was achieved
- no conflict was brought up and addressed

 [Find\\_your\\_Pair.pptx](#)

## 4. Minutes of the previous AGM (uploaded)

**Link to previous AGM meeting was shown and went through with ordinary members**

 [2021\\_CSS\\_AGM\\_Minutes\\_\(5\\_March\\_2022\).pdf](#)

## 5. Reports from the outgoing committee @ 5:15pm

president went through the president's report, secretary report and treasurer report

 [President's\\_Report.pdf](#)

## 6. Constitution for CSS 2023 Committee @ 5:35pm

outgoing president went through the different roles of each exco

**7. Elections for the 2023 Committee @ 5:45pm**

Haniff - VP (9:1)

Camellia - President (7:3)

Elden - Treasurer (8:2)

Nicholas Lim - Events and Sponsorship director (10:0)

Mirrah - Secretary (9:1)

Nicholas Walsh - Marketing Advertising (6:4)

**8. Other Business/FAQ @ 6:15pm**

**addressed and brought upcoming programs and plans for incoming ex-com members**

**9. Close Meeting @ 6:30pm**

The meeting has concluded at **7:00 pm**

## 10. Bank Signatories 2023 (Incoming Committee To-Do)

### IN the MEETING:

Last listed treasurer was not present in the meeting and hence cannot perform signatories.

#### New Signatories

- Name - President [list full legal name of each person - must match their Legal ID]
- Name - Treasurer

#### Replacing last listed signatories:

- Name - Si Ying Jodie Tan
- Name - Maria Cullen

**A bank signatories meeting will be arranged during the handover meeting.**

**Organize a meeting with the bank**

### AFTER the MEETING

- *Organise a meeting with the bank. The last listed signatories should not need to visit the bank to remove their access as a signatory however, it is important to double check that these meeting minutes will suffice. These minutes are considered as true proceedings of the meeting and a legal document.*
- ***ALWAYS follow-up with the bank** to check if the signatories were correctly updated as most banks have their head office check they are satisfied that the meeting minutes are correctly documented and will not change the signatories officially if there is a problem. This check in the head office often happens AFTER your bank meeting. The banks often call the club once, do not leave a voice memo and if the call is unanswered, the signatory change is not processed and the club is required to make contact with the bank to start the process again. Some clubs do not know their signatories did not change even if they attended the bank and completed the paperwork. It is not usually fully-finalised by the person in the bank, rather a head office team member.*

## 11. Committee Handover (online meeting in December 2022)

### IN the MEETING:

The old and new committee shall now discuss dates and times that would be suitable to meet to conduct the handover. It was decided that the handover meeting will be held on the [enter date, time, location]. Jodie has agreed to make the venue an online meeting.

Access is to be granted to the new committee to the following platforms to assist with handover ASAP:

- TidyHQ admin access invite
- Social media passwords
- Central club email account passwords
- Online banking details (President and Treasurer)
- And any other platform you use such as payment gateways, ticketing platforms etc.

The new committee were advised of the following important details to continue the club's

active status in case the handover is delayed:

1. The new committee must provide their contact details in a spreadsheet. The list is to be sent to the Guild via [clubs@guild.curtin.edu.au](mailto:clubs@guild.curtin.edu.au) after this meeting by **Haniff Soorian Pagalavan**. This list will also be attached within in these meeting minutes for the club's records. It is beneficial to ensure updates to the committee (including general committee roles) are provided to the Guild so these members can be invited to gain Curtin Extra recognition for their time spent in this role.
2. The new committee is advised that The Guild is the club's regulator. The Guild fills the role of ASIC or the ACNC would as a regulator for clubs. The Guild is however required to mitigate risk to it and the University's reputation. Clubs will adhere to the Guild's Rules and Policy, obey their own Guild-approved constitutions, behave transparently and work in the best interest of the club and its members. Governance documents such as the Clubs Charter and Guild Club Constitution should be reviewed by the new committee asap and can be found online here:  
<https://guild.curtin.edu.au/clubs/governance/>
3. The new committee are made aware of ALL mandatory requirements for the usage of TidyHQ - the Club software management platform. They are instructed to do the training online here: <https://guild.curtin.edu.au/clubs/training/> as soon as possible to assist with quick handover.
4. The new committee are made aware that they must renew the club's affiliation with the Guild for 2023 once renewals open on the 14 November 2022. Without submitting a renewal, access to Guild/club perks may be lost (grants, O-day stalls, venue booking etc).
5. 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](mailto:clubs@guild.curtin.edu.au)
6. All club events/activities, on and off-campus must be notified to the Guild via a submission of an event application form on their website for liability and risk assessing purposes. The Guild will also book the venue for on-campus activities. It is strongly advised that new committee members check the application form for information on how much lead-in time is require for notice of events and bookings to avoid disappointment and event cancellations.
7. The old committee will invite the new committee to the Guild's "Curtin Club Committee Members Facebook Group" to stay up-to-date with the Guild Club Support Team communications.
8. The Guild will be in touch via the Facebook group and email (if they have the new committees contacts) to invite new committee members to a short induction session prior to Orientation week 2023.

 [New\\_Club\\_Committee\\_Contacts\\_2023.xlsx](#)

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*End of minutes.*

*Summary of matters arising are tabled on the following page.*

# Minutes of CSS: 2022 Annual General Meeting - Minutes on 16-11-2022

## Summary of Matters Arising

### Decisions

Item Decision

1.

### Tasks

Item	Task	Assigned to	Due date
2.	Upload scanned Attendance List to TidyHQ - CSS AGM 2022 Meeting Minutes	Events Director	17-11-2022

## Summary of Attachments

### Attachments

Item File Name

2. [CSS\\_AGM\\_2022\\_Attendance\\_Sheet.pdf](#)
3. [Find\\_your\\_Pair.pptx](#)
4. [2021\\_CSS\\_AGM\\_Minutes\\_\(5\\_March\\_2022\).pdf](#)
5. [President's\\_Report.pdf](#)
11. [New\\_Club\\_Committee\\_Contacts\\_2023.xlsx](#)

Attachments can be found under your TidyHQ admin account at:  
Storage > Meetings > [CSS: 2022 Annual General Meeting - Minutes](#)