

2017 Student Guild Annual General Meeting Minutes

Annual General Meeting 17 May 2017, 1-2PM, LT5

Chairperson: Matthew McClelland

Returning Officer: Ben Liau

Minute Secretary: Annie Sterling

Present: Matthew McClelland, Raymart Walker, Annie Sterling, Rebecca Ledgard, Chanel Sousa, Asrar Ismail, Tyson Kettlewell, Victoria Wimsett, Joseph Davies, David Maskell, Ken Burdett, Michael Carr, Michael Renton, Molly Kacmarski, Artemio Clifford, Todd Jones, Michael Jeffries, Jessica Popple, Ruby Flynn, Nathan Kingsley, Matthew Bigg, Brett Letcher, Rebecca Hatcher-Anderson, Nic Duthie, Russell Phipps, Tia Dunn, Ben Liau, Cheryl Crane, Sam Chee, Belinda Crowley, Tamika Sadler, Havalah Grace.

1. Welcome and attendance

- The Chairperson welcomed Members to the Annual General Meeting (AGM)
- The Chairperson acknowledged that the meeting was held on the traditional lands of the Gubbi Gubbi people and paid respects to elders, past, present and emerging.
- A quorum was declared present.

2. Confirmation of Minutes of Last General Meetings

- **Minutes of the previous Annual General Meeting – 16 April 2016**
 - **Resolution:** The minutes of the previous Annual General Meeting held on 16 April 2016, were confirmed as a true and accurate record of the meeting.
 - An attendee raised that these minutes should be sent to all Guild members. It was clarified that these minutes are available on the Guild website and members would receive these if in attendance.
- **Minutes of the Special General Meeting 1 – 14 September 2016**
 - **Resolution:** The minutes of the previous Annual General Meeting held on 14 September 2016, were confirmed as a true and accurate record of the meeting.
- **Minutes of the Special General Meeting 2 – 7 April 2017**
 - **Proposed Resolution:** The minutes of the previous Annual General Meeting held on 7 April 2017, were confirmed as a true and accurate record of the meeting.

3. Reports

- **President's Report**

The Chairperson and President noted a number of developments undertaken over the previous year:

- **Constitution:** Several major amendments were made to the constitution including the split of the Vice-President's role, non-compulsory, free membership to enrolled students, and a number of adapted or new procedures. One of these procedures includes financial reporting to the University Council and PVC Students which will be accompanied by an overview of the Guild's plans for the year.
- **Pre-Love'D Shack:** A Thrift shop has been implemented in the Student Guild demountable.
- **Operational Manager:** Tia Dunn will be leaving the position of General manager. The Chairperson wished her all the best in her future endeavours.
- **Advocacy and Welfare:** Further expansion of services for students.
- **New Room EG.09:** The Student Guild will be utilising a new room on-campus.

- **Legal Aid:** In semester two, a Legal Aid service will be implemented. This will most likely be located in EG.09
- **Increased Accountability:** It was determined that Committee of Management members would not have access to bank cards and this would be the responsibility of paid staff members.
- **Committee Engagement:** Involvement in various committees across the university including the Vice-Chancellor and President's Equity and Diversity Committee, Student Representative Council and the First Year Experience Reference Group (FYERG).
- **Student Events:** The Guild has been involved in several events including O-Week, Diversity week, International Women's Day, Market Days and events such as Volleyball games. There have also been a range of weekly activities facilitated for students such as Netflix and DIY nights.
- **Off-Campus Accommodation Register (OCAR):** This service has been replaced by USC ROOMIES; better catered towards student concerns related to housing.
- **Club Committee and Finance Committee:** Clubs representatives and Guild executives have been meeting in a formal committee setting to discuss club-related matters and also evaluate the affiliation of further clubs to the Guild. These meetings have been chaired by the Vice-President of Clubs and Societies and the Treasurer respectively. Additionally, Michael Jefferies created a model Club Constitution for use by Clubs.
- **University Engagement:** Guild executives have been meeting regularly with the University to raise questions and discuss issues. A University Liaison will soon be present at the Student Guild to act as a further bridge between the Student Guild and University.
- **O-Week:** The Chairperson noted a highly successful engagement in O-week incorporating clubs and providing fun events and activities for students. It was raised that the Vice-President of Events and Marketing, Kate Sterling, was instrumental in the O-Week events. It was raised that the Sunshine Coast Bus Trips were also successful.
- **Treasurer**
 - The Treasurer discussed the proposed Statement of Financial Position.
 - The Treasurer also raised the Appointment of Independent Auditor: BDO. It was raised that this process took longer than anticipated as this was their first-time auditing for the Student Guild. It was noted that despite delays, these auditors would be used again in the following year.
 - The Treasurer noted a collective loss of \$150k over the years spanning from 2014-2015. In 2016, the Treasurer noted that the Guild yielded a surplus of \$46k and this surplus has been utilised for events and further services to students thus far in 2017. It was noted that the draft budget had been proposed to the university in March, however the auditors have taken a longer time than expected to return the audited reports to the Student Guild and was raised the reports had been reported on the morning of the AGM. It was noted that the incoming Committee of Management will be able to use the proposed budget for remainder of the year.
 - It was noted that the start of the Committee of Management's term was April 2016.
 - A Student Guild member raised a question regarding the decreasing income over the last few years. The Treasurer noted that this was due to the fluctuation of the Textbook Hub and other events.
 - A Student Guild member raised a question raised surrounding the process of choosing an auditor. The Treasurer confirmed that the current auditor was appointed by the Student Guild and BDO was chosen due to their familiarity with the University and location specific to the Sunshine Coast.
 - The Treasurer thanked the Finance Officer and staff for their continued assistance with finances.
 - A member raised a question surrounding the budget of the following semester. The President clarified that the outgoing committee are still using last year's budget however, the new Committee of Management would utilise the full year's budget in a 6-month period.
 - A member queried as to whether the budget and further details would be provided on the Student Guild website. The Treasurer noted that a paper-copy was available in the meeting and that it would also be uploaded to the website for transparency reasons.
 - A Guild-affiliated club, Mosaic, asked about status of clubs funding. The Treasurer noted that this should take place in the next week, as soon as further clarification is

provided. Due to the extended period of auditing, the funding can be released soon. The Treasurer noted that details were required for further transparency.

- Treasurer introduced Ben Liao, Manager of Student Finances and Scholarships, Student Services and Engagement. Mr Liao raised that the funding from the University can only be presented to the Guild once the audited report had been submitted. A member raised that the income streams could be analysed to investigate issues. Mr Liao acknowledged this and noted that members can rightfully view the financial documents.
- An attendee raised whether there would be voting on the Financial Report. Members of the Student Guild resolved to accept the financial documents.

4. Current Committee Members

- The Chairperson thanked the services of the current Committee members.
- The Chairperson also thanked staff and volunteers; and noted BBQ volunteers for their time.

5. Committee of Management nominations

- The President invited Returning Officer to Introduce Committee of Management nominations.
- Ben Liao introduced nominees:

Office-bearer (Executive) Positions:

- President
 - **Nicholas Duthie** – *uncontested*. Nic Duthie presented a speech outlining his involvement and passion for the Guild and its services. He proposed the addition of a new TV, further transparency, air conditioning and cold water at the Uni Club. Mr Duthie thanked the current Committee members and Guild staff. He also noted the involvement of other nominees.
- Vice-President (Events and Marketing)
 - **Samuel Chee** – *uncontested*. Sam noted his communication with staff and the Committee of Management as well as his presence at the Guild. He noted his wishes to improve the services and events the Guild provides.
- Vice-President (Clubs and Societies)
 - **Vacant** – Jason Valusaga, as acting Vice-President of Clubs and Societies, nominated Tamika Saddler. Tamika works closely with indigenous high-school students and is program manager at AIME. Mr Valusaga also noted the importance of an indigenous representative involved in the Guild. Tamika noted her involvement in other groups within the university. **Tamika Saddler was uncontested.**
- Secretary
 - **Asrar Ismail** – *uncontested*. Asrar is doing Masters in Business. She noted her experience in the corporate world. Nic Duthie raised that Asrar Ismail had been working closely with the Advocacy officer and that her Masters research takes place at the Guild.
- Treasurer
 - **Chanel Sousa** – *uncontested*. Chanel wished to bring new and upcoming students into the Guild. Chanel is studying a Bachelor of Law and Criminology and a minor in Financial Planning.

General CoM positions:

- Four General Committee Positions with six nominations:
 - Tyson Kettlewell
 - Ken Burdette
 - Yvonne Blummel
 - Russel Phipps
 - Joseph Davies
 - Belinda Crowley

Attendees listed their preferences 1-6 and returned their ballots at the end of the meeting.

6. Announcement of elected Committee of Management

- The Chairperson congratulated all newly elected members and noted that Committee of Management members would be notified of the outcome the following day.
- The Chairperson also noted that the new signatories would need to be added to the Student Guild Westpac bank account, the incoming President and Treasurer would need to be added to this account.
- All members resolved to have incoming President and Treasurer, Nicholas Duthie and Chanel Sousa, as signatories on the bank account.

7. Conclusion of SGM and Refreshments

- The Chairperson thanked members for their attendance and invited all attendees to refreshments outside.

Meeting adjourned: 1:56pm.