

# Association of Chemical Engineering Students (ACES)



## 2023 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 18-10-2023 at 12:00

Location: 204.122, 204.122

Chairperson Hedy Phuong

Minute taker Ross Stone

Present Jayden Chew (Team Leader - Events) , Jamela Cura , Argyanti Daniswara (Team Leader - Social Media/Marketing), Sushant Mahat , Mitchell Newbert (Team Leader - Events), Josh Pedley , Hedy Phuong (President, Bank Signatory) , Ross Stone (Secretary, Bank Signatory), Bea Te , Tara-Jane Thomas (Treasurer, Bank Signatory)

Apologies Agilan Ganason , Lithesh Manivelan

Unconfirmed sheharyar atta

## Minutes

## 1. Attendance & Open Meeting

1. Ordinary members present
  1. Ross Stone
  2. Tara Thomas
  3. Jayden Chew
  4. Sushant Murant
  5. Mitchell Newbert
  6. Jamela Cura
  7. Josh Pedley
  8. Bea Te
  9. Argyanti Daniswara
  10. Hedy Phuong
2. Other staff or associate members present
3. Reach quorum
4. Acknowledgement of Country

## 2. Disclosure of any potential or perceived conflicts of interest



**President or chair of the meeting to disclose any conflicts of interest and also ask the room if anyone else would like to raise a potential conflict – i.e. members attempting to run for a position when they are not in fact a current enrolled Curtin student etc.**

### Decision

No conflicts

## 3. Minutes of the previous AGM




The minutes of the 2021 Annual General Meeting are presented for acceptance.

 [Association\\_of\\_Chemical\\_Engineering\\_Stude....docx](#)  
 [2022-ACES-AGM-Minutes.docx](#)

## 4. Reports from the outgoing committee

We will now present the outgoing committee reports:

1. Presidents report
2. Secretary's report
3. Treasurers report & presentation of a financial statement **(attach a copy with the agenda for the statement)**

 [President's\\_Report\\_2023.docx](#)  
 [Treasurer's\\_Report\\_2023.pdf](#)  
 [Secretary's\\_Report\\_2023.pdf](#)

## 5. Elections for the 2024 Committee

"Moving on to the elections for the 2023 Officer Bearers".

1. Returning Officer: John Smith, Guild representative was nominated and elected by majority vote and took the chair to declare all committee positions are vacant and oversee the elections.
  - RO speaks: "Voting will be conducted by secret ballot, with votes tallied by myself **Jamela Cura**. This will be done for each position. Once tallied, I **Jam Cura** will announce the outcomes."

President:

The following person/s were nominated prior to and/or within the meeting:

- **Hedy Phuong**

Each nominee was invited to speak before votes were cast

OUTCOME: Hedy Phuong was elected **by unopposed**.

Vice President:

The following person/s were nominated prior to and/or within the meeting:

**Bea Te**

Each nominee was invited to speak before votes were cast

OUTCOME: **Bea Te** was elected by unopposed.

Treasurer:

The following person/s were nominated prior to and/or within the meeting:

**Tara Thomas**

Each nominee was invited to speak before votes were cast

OUTCOME: **Tara Thomas** was elected by unopposed.

President:

The following person/s were nominated prior to and/or within the meeting:

**Ross Stone**

Each nominee was invited to speak before votes were cast

OUTCOME: **Ross Stone** was elected by unopposed.

## 6. **Bank Signatories 2024**

The new committee as elected within this meeting shall replace previous signatories on the clubs bank account **Commbank** at the soonest date possible to avoid delays with access to the club funds:

New Signatories

- Hedy Phuong - President
- Tara-Jane Alana Thomas - Treasurer
- Ross Phillip Stone - Secretary
- Bea Marie Grace Montes Te - Vice President

Replacing last listed signatories:

- Hedy Phuong - President
- Tara-Jane Alana Thomas - Treasurer
- Ross Phillip Stone - Secretary
- Agilan Ganason- Vice President

## 7. **New Bank Account**

ACES is to close the Bankwest Business Account and to open a new Commbank Business account due to the closing of Bankwest's Business.

### **Decision**

The committee has decided **unanimously** to close the **Association of Chemical Engineering Students -Societies' Cheque Account (BSB: 306-065 Acc. No: 065864-1)**.

The committee has decided **unanimously** to open a new **business bank account** with **Commbank** with the bank signatories of **Hedy Kim Ngan Phuong and Tara-Jane Alana Thomas**.

## 8. **Other Business**

### **The appointment of team leads**

#### **Decision**

Social Media team lead

- Argyanti Daniswara

Events Team Lead

- Mitchell Newbert

- Jayden Chew

## 9. Committee Handover

"The new committee are now to be advised of important information before the meeting concludes in order to ensure they continue the club's active status in case the handover is delayed". **Items to cover:**

1. The new committee must provide their contact details in this spreadsheet: <https://drive.google.com/drive/folders/1opcHQnDIQiRSYNwm3OKShXjLQtSnIZY1?usp=sharing>. The list is to be sent to the Guild via [clubs@guild.curtin.edu.au](mailto:clubs@guild.curtin.edu.au) immediately after this meeting by **Hedy Phuong**. 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 bookings, 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
7. 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.
8. 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.
9. 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.

### Decision

A meeting will be held from 14/11 - 21/11 tbd.

Another meeting will be held a month before start of semester

**10. Close Meeting**

**Time of conclusion - 12:30pm**

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*End of minutes.*

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

# Minutes of 2023 Annual General Meeting - Minutes on 18-10-2023

## Summary of Matters Arising

### Decisions

Item Decision

2. No conflicts

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The committee has decided **unanimously** to open a new **business bank account** with **Commbank** with the bank signatories of **Hedy Kim Ngan Phuong and Tara-Jane Alana Thomas**.

8. Social Media team lead

- Argyanti Daniswara

Events Team Lead

- Mitchell Newbert

- Jayden Chew

9. A meeting will be held from 14/11 - 21/11 tbd.

Another meeting will be held a month before start of semester

## Summary of Attachments

### Attachments

Item File Name

3. [Association\\_of\\_Chemical\\_Engineering\\_Stude....docx](#)  
[2022-ACES-AGM-Minutes.docx](#)

4. [President's\\_Report\\_2023.docx](#)  
[Treasurer's\\_Report\\_2023.pdf](#)  
[Secretary's\\_Report\\_2023.pdf](#)

*Attachments can be found under your TidyHQ admin account at:*  
Storage > Meetings > [2023 Annual General Meeting - Minutes](#)