**Example Minutes**

**This is a template only. Please use it to prepare a record of your own AGM. Do not submit this example in lieu of your own minutes.**

 **Annual General Meeting Minutes**

(Your club is expected to use this format to conduct and to write up the minutes of your Annual General Meeting)

**MONASH EXAMPLE CLUB**

**ANNUAL GENERAL MEETING**

Held on 4 October 2021 at 3.00pm

in MONSU Meeting Room, Peninsula Campus

**MINUTES**

**1. PREAMBLE**

 Those Present: An Elith President

 Daisy Hughes Vice President

 Warren Atkinson Treasurer

 Lai Leung Secretary

 Karen Carr Executive Member

 Dave Willis Executive Member

 Mandy Wong

 Tom Esposito

 Sam Ellis

 Samantha Uperman

*(A list of all those present should be compiled and included in this section, remember at least ten people must be present including the committee)*

Observers: Nil

Apologies: Nil

**2. MINUTES OF PREVIOUS MEETING**

 The minutes of the previous AGM were presented for acceptance.

 **MOTION 1-AGM/2021**

 'That the minutes of the 2020 Annual General Meeting be accepted'

 Moved: A Elith

 Seconded: W Atkinson

 CARRIED

*(For a motion to be carried, the majority of those present at the meeting must vote in favour of the motion.)*

**3. REPORTS**

*(The reports must be approx 150 words long and attached to the Agenda when it is distributed).*

 **3.1 President's Report**

 Appendix One

**MOTION 2- AGM/2021**

'That the Presidents Report for the 2020-2021 financial year be accepted'

 Moved: K Carr

 Seconded: L Leung

 CARRIED

 **3.2 Secretary's Report**

 Appendix Two

**MOTION 3- AGM/2021**

'That the Secretary’s Report for the 2020-2021 financial year be accepted'

Moved: S Ellis

 Seconded: L Leung

 CARRIED

 **3.3 Treasurer's Report**

 Appendix Three

**MOTION 4- AGM/2021**

'That the Treasurers Report for the 2020-2021 financial year be accepted'

Moved: S Ellis

 Seconded: L Leung

 CARRIED

**4. ELECTIONS**

 **4.1 Returning Officer**

 Nominations:

*(The Returning Officer for the Elections must not be applying for a position on the 2022 committee. A MONSU staff member/student representative can help serve as a Returning Officer if you need some assistance.)*

A Elith

Nominated by: K Carr

Seconded: D Willis

K Carr

Nominated by: T Esposito

Seconded: L Leung

 A Elith was elected by a majority vote as Returning Officer

The Returning Officer took the chair and declared all committee positions vacant.

 **4.2 President**

 Nominations

 D Hughes

 Nominated by: W Atkinson

 Seconded: K Carr

 D Hughes was elected unopposed as President

 **4.3 Vice President**

 Nominations

 W Atkinson

 Nominated by: D Hughes

 Seconded: K Carr

W Atkinson was elected unopposed as Vice President

 **4.4 Secretary**

 Nominations

 K Carr

 Nominated by: W Atkinson

 Seconded: D Hughes

 L Leung

 Nominated by: S Uperman

 Seconded: D Willis

 Each nominee had the opportunity to speak to the club members.

 A secret ballot was conducted.

 K Carr was elected as Secretary

 **4.5 Treasurer**

 Nominations

 D Willis

 Nominated by: K Carr

 Seconded: S Uperman

 D Willis elected unopposed as Treasurer

 **4.6 Executive Members**

 Nominations

 L Leung

 Nominated by: K Carr

 Seconded: W Atkinson

 M Wong

 Nominated by: K Carr

 Seconded: D Willis

 T Esposito

 Nominated by: D Hughes

 Seconded: S Uperman

 L Leung, M Wong and T Esposito were elected unopposed to the

 three executive committee positions

D Hughes was invited to take the chair for the remainder of the meeting.

* 1. **Public Officer**

*(The Public Officer is not an office bearer of the club, rather acts merely as a contact point between the club and the Government, and once a year confirms the clubs annual statement. Usually, Operations Manager takes on the role as Public Officer, subject to them being a resident of Victoria.)*

 Nominations

 Elise Redmond (Operations Manager)

 Elise Redmond was elected unopposed as Public Officer.

**5. OTHER BUSINESS**

* 1. **Annual Fees**

*(Annual Fees only apply for Incorporated Clubs)*

**MOTION 5- AGM/2021**

‘That [insert club name here] pay annual fees of $60.10 to Consumer Affairs Victoria’

**EXAMPLE COMMITTEE REPORTS**

**This is an example only. Please use it to prepare a record of your own reports.**

**Appendix 1**

President's Report

2021 has been a very successful year for the Monash Example Club. The year has seen a growth in membership from 30 in 2020 to 65 in 2021. Activities conducted by the club this year include attending the National Club Championships, pub nights, river cruises etc...

The future of the club is looking very good with the expansion of members services...

Finally I would like to thank the committee for all their support. I would also like to acknowledge the support of MONSU Peninsula and the club sponsor, the Sponsorship Company. Good luck to the 2022 committee. Thank you for giving me the opportunity to serve as President in 2021.

**A Elith**

**October 2021**

**Appendix 2**

Secretary's Report

2021 has been a very busy year for the Monash Example Club committee. The committee have held 10 meetings throughout the year. Many important decisions were made by the committee during the course of the year etc etc etc...

At the end of the financial year we had XX (number of) members, etc (details)…

I would like to thank MONSU Peninsula, the members and committee for their support during the year. I wish the new committee well. Thank you for giving me the opportunity to serve as Secretary in 2021.

**L Leung**

**October 2021**

**Appendix 3**

Treasurer's Report

Financially the club has performed reasonably well in 2021. The club received a grant of $750 from MONSU, which was greatly appreciated. Sponsorship money was secured from the Sponsorship Company, which enabled the club to provide a lot more functions at reduced cost to members.

Below is a copy of the clubs financial statement to the end of June 2021.

Thank you to the committee, members and sponsors for allowing me the opportunity to serve as Treasurer in 2021.

**W Atkinson**

**October 2021**

# *The treasurer is also required to fill out the End of Financial Year Financial Statement (please refer to AGM Pack Part II) and it is to be attached to the Agenda.*