



Arc Canberra 2022 AGM Minutes

- **Venue/Location:** SR07, Building 32
- **Date:** Monday 22nd August 2022
- **Official Meeting Start Time:** 11:30 AM

AGENDA

- Apologies
- Constitutional Amendments
- Elections of Executive positions
- Decision of bank signatories
- General Business
 - President's Annual Report
 - Treasurer's Annual Report
 - Any other General Business
- Business without notice

ATTENDANCE

36 members total.

- Arrived before quorum reached (19):
 - Sanket Rawat (Returning Officer), Meng Chong Jerome Ho (Returning Officer), Dyuti Paul, Kade Price, Kamrul Hasan Rahi, Reem Sherif, Nastaran Nazrul Tui, Thi Thuy Nguyen, Michael Zipperle, Tristan Kelly, Guna Prashant Yadlapalli, Riley Vallance, Mohamadsadegh Sadeghi, Sabrina Rahman Shanto, Shiyao Zhu, Shuvam Mohanty, Maryam Shahsavari, Amir Hossein Ordibazar, Hang Bui
- Arrived throughout (17):
 - Arman Sharififar, Daiana Seabra Venancio, Chamodi Widanage, Madhusa Rukshan Bogahawaththa, Isuri Fonseka, Firesenay Zerabruk Gigar, Mahmuda Akter, Mizanur Rahman, Kamruzzaman, Uzzam Javed, Saina AkbariKouchaksaraei, Elmira Katoozi, Govind Sasikumar, Misbah Khan, Oscar Gonzalez, Azam Hosseini Shoabjareh

No members left during the meeting.

Chair: Sanket Rawat (Returning Officer)

Minutes: Kade Price (former VP)

PROCEEDINGS

11:33am: meeting started as quorum reached.

- Sanket Rawat presenting as Returning Officer:
 - Official opening of meeting as quorum reached (11:33)
 - Acknowledgement of country (11:33)
 - Arc Canberra acknowledges the **Ngunnawal**, Bedegal, and Gadigal people, as the traditional custodians of the lands where each UNSW campus is located, and pay respects to their elders: past, present and emerging.
 - Apologies (11:34)
 - Teresa Chhabra
 - Supriyo Ahmed
 - Constitutional Amendments (11:35)
 - 1.4
 - *In all matters not specifically dealt with herein, the procedures set out in the latest edition of Guide for Meetings and Organisations by N.E.R. Renton shall apply.*
 - shall be replaced by
 - *In all matters not specifically dealt with herein, the procedures set out in the latest edition of Guide for Meetings and Organisations by N.E. Renton shall apply.*
 - Amendment passed by majority vote
 - 3.12.1.j
 - *To ensure that an “Application for Affiliation” form accompanied by the minutes of the most recent Annual General Meeting and an updated membership list is submitted to Arc;*
 - shall be replaced by
 - *To ensure that all required reaffiliation documentation is submitted to Arc within the time period prescribed by Arc;*
 - Amendment passed by majority vote
 - 3.12.3.r
 - *To always enter the payees name, and a brief explanation of the payment on the payment description;*
 - shall be replaced by
 - *To always provide a description and reference on any internet banking or app banking payments made;*
 - Amendment passed by majority vote
 - 4.1.3
 - General Committee position title changed from ‘Social Coordinator’ to ‘General Events Coordinator’
 - This will also reflect in the position description of clause 4.11.3
 - Amendment passed by majority vote
 - 4.4
 - *All the positions of the General Committee will be advertised through appropriate channels (newsletters, website) and Expression of Interest shall be called at least fifteen (15) days before the Committee meeting, when the position is filled.*

- shall be replaced by
 - *All the positions of the General Committee will be advertised through appropriate channels (newsletters, website) and Expression of Interest shall be called to fill the position.*
 - Amendment passed by majority vote
- 5.11
 - *The Vice President shall be responsible for providing at least seven (7) academic days' notice in writing to the club Executive and General committee members.*
 - shall be replaced by
 - *The Vice President shall be responsible for providing at least seven (7) days' notice in writing to the club Executive and General committee members.*
 - Amendment passed by majority vote
- Election of Executive Positions (11:41)
 - The nominations for all five Executive positions (President, Vice President (UG and PG), Treasurer, and Equity, Diversity and Inclusion Officer) were opened on Friday 25th July 2022 through a notice which was published through Arc Canberra newsletter and website. This notice was also advertised on all our social media channels. The nominations were closed on 17th August 2022, 5:00 PM.
 - The following nominations were received:
 - President
 - Reem Essam Mohamed Kamal Sherif
 - Vice President
 - Teresa Chhabra (from UG)
 - Dyuti Paul (from PG)
 - Treasurer
 - Thi Thuy (Hannah) Nguyen
 - Equity, Diversity and Inclusion Officer
 - Nastaran Nazrul Tui
 - Teresa Chhabra
 - All electees invited to speak towards their nomination and election to the above positions
 - Nominees for President, Vice President (UP and PG), and Treasurer elected to position without vote as uncontested.
 - Voting for EDI Officer position took place between 11:51-11:57.
 - Sanket and Jerome count votes – 34 votes in total (2 members arrived too late to vote)
 - Nastaran Nazrul Tui elected to EDI Officer position by majority vote 31 – 3
- Confirmation of Bank Signatories (12:00)
 - The following names have been confirmed as the three bank signatories of the Arc Canberra bank account.
 - Reem Essam Mohamed Kamal Sherif
 - Thi Thuy (Hannah) Nguyen
 - Meng Chong Jerome Ho

- Passed by majority vote
- 2021-2022 President's Report (12:02)
 - Physical copies of the President's Report disseminated
 - Constitution drafted and passed
 - Provides club transparency to members
 - Constitutional procedures followed, including four official committee meetings throughout the year
 - Meeting minutes posted to website
 - Member increases in the last year
 - 231 in 2021 (combined full and associate members)
 - 373 in 2022 – 329 full members and 44 associate members
 - Thanks to Events and Public Relations teams for their contributions to this significant increase
 - Average event attendance increases
 - 10 people per event in 2021
 - 29 people per event in 2022
 - Despite lockdowns, Arc volunteers were able to devise ways to keep students engaged through various on-campus, off-campus and online events
 - Several new events and competitions, as well as strengthening ties with external providers such as Dendy's Cinemas
 - Highlights
 - Weekly events such as sports and yoga
 - Website overhauls and public relations / communications channel development
 - Ongoing feedback from members and volunteers through website
 - New branded merchandise including bottles, pens, masks and ID lanyards
 - Introduction of the Volunteer Award to recognise individual contributions from the team
 - Meeting with UNSW Canberra Rector Emma Sparks
 - Further develop Arc's vision and partnerships for the future with support from UNSW faculty
 - AHEGS recognition for volunteers through UNSW Advantage
 - Improvements to the Green Room including a communal computer, new table tennis table, and soon to be new storage locker for sports equipment
 - Grants Secured
 - \$900 for Community Month
 - \$724 for Executive Committee Training
 - \$950 for Diversity Fest
- Kamrul Hasan Rahi presenting as former Treasurer:
 - Income and Expenditure Report (12:08)
 - Physical copies of the Income and Expenditure Report disseminated
 - Total Income for August 2021 – August 2022: \$41,218.48
 - \$16,645.91 carried over from previous year
 - \$22,000 from UNSW Canberra SAS

- \$724 from Arc@UNSW training grant
 - \$602.30 from previous Treasurer
 - \$350 from merchandise sale
 - \$896.27 from Event and fridge item sales
- Total Expenses: \$21,413.20
 - \$7,484.01 regular events
 - \$5,664.17 celebrations
 - \$5,380.38 asset acquisition
 - \$1,819.75 meetings and administration
 - \$657.78 UG events
 - \$407.12 miscellaneous
- Balance carried forward: \$19,805.27
- Income and Expenditure Report and General Ledger will be publicly available on website
- Sanket Rawat presenting as Returning Officer:
 - Volunteer Award (12:12)
 - Awarded to Thi Thuy (Hannah) Nguyen for outstanding volunteer performance and enthusiasm including:
 - Hosting multiple movie nights
 - Helping run BBQ events
 - Hosting a food stall during Community Month Food and Games event
 - Volunteer Award winners receive a certificate and a \$100 gift voucher
- Meng Chong Jerome Ho presenting as returning officer:
 - General Announcement (12:14)
 - Arc Canberra operates in an extremely unique environment being that the campus is also a military base. The civilian cohort needs a community club like Arc Canberra to bring balance to the ADFA civilian student experience.
 - All students are invited to bring forward any suggestions for the campus, events, or anything that they believe will contribute to ADFA on the whole. Please speak with your Arc representatives or SAS directly.
 - The undergraduate cohort is growing. We want to continue to diversify our membership and see continual increased engagement.
 - Thanks to all outgoing Executive members and a warm welcome to all new electees.
- Sanket Rawat presenting as Returning Officer:
 - Meeting Closed at 12:18
- Afterword: Reem Essam Mohamed Kamal Sherif presenting as President:
 - A large thanks given to Sanket Rawat for his contributions during his time as President.