**AGM Minutes**

This template provides a guide for how your AGM Minutes should be structured and what details must be included to ensure that you have provided the minimum information required for reaffiliation.

1. *Agenda* (this should detail what is going to happen at the meeting)
2. *Reaching Quorum* (Quorum is at least 15 members or half the Club membership whichever if your Club has less than 30 members)
3. *Apologies* (prior notice that a member is unable to attend the meeting, especially Club Executives)
4. *President’s Annual Report* (this should include details of the club, highlights of the year and ongoing issues)
5. *Treasurer’s Annual Report* (this must include full financial records of the preceding twelve [12] month period and details about any money spent towards executive only events)
6. *Accepting the Constitution/Constitutional Amendments* (these need to be detailed for each amendment, including the exact wording, discussion and resolution)
7. *Election of Executive*
   1. Nominees
   2. Executives Elected
   3. Signatories Chosen (Full names as on Passport/ID need to be recorded)
8. *General Business*
9. *Business without Notice*

**NOTE: Following the above format will help streamline the checks during reaffiliation, see the sample minutes for clarification.** BLANK AGM Minutes Template

**AGM Minutes**

Minutes: ANNUAL General Meeting of *<CLUB NAME>*

*<TIME>, <DATE>*

*<LOCATION>*

The meeting opened at *<INSERT TIME>*

**Agenda:**

* Apologies
* President's Annual Report
* Treasurer’s Annual Report
* Club's Constitution
* Election of Executive
* General Business
* Business without notice

**Apologies:**

Apologies were received from <INSERT NAME/S>

RESOLVED: THAT the apologies was/was not accepted.

**Attendance:**

<INSERT NAMES>

*Absent without apology:* <INSERT NAME/S>

**President’s Report:**

<PRESIDENT NAME>, 20XX Club President, presented an *<OVERVIEW/REPORT>* for 20XX:

<PROVIDE A SUMMARY OF THE PRESIDENT REPORT, including any highlights such as events, workshops etc. >

RESOLVED: THAT the President’s Report was/was not accepted.

**Treasurer’s Report:**

<TREASURER NAME>, 20XX Club Treasurer, presented an *<OVERVIEW/REPORT>* for 20XX:

*<PROVIDE A SUMMARY OF THE TREASURER REPORT, including the Fiscal overview for the year. this should include a summary of key areas club finances were spent. >*

RESOLVED: THAT *the Treasurer’s report was/was not accepted.*

**Amendments to the Club's Constitution**

*<PROVIDE A SUMMARY/LIST OF ANY CONSTITUTION CHANGES PROPOSED>*

RESOLVED: THAT the <INSERT THE CHANGE> is added to the constitution by

inserting the following clauses:



**Election of Executive for 20XX/20XX**

*Nominations were received for:*

President: *<INSERT NAME/S>*

Vice President: *<INSERT NAME/S>*

Treasurer: *<INSERT NAME/S>*

Secretary: *<INSERT NAME/S>*

Arc Delegate: *<INSERT NAME/S>*>

*Elections were held and the following nominees received the majority vote from full members present:*

President: *<INSERT NAME/S>*

Vice President: *<INSERT NAME/S>*

Treasurer: *<INSERT NAME/S>*

Secretary: *<INSERT NAME/S>*

Arc Delegate: *<INSERT NAME/S>*

*Appointment of Bank signatories*

RESOLVED: THAT *<INSERT THE THREE BANK SIGNATORIES FULL LEGAL NAMES>* were appointed to be the club bank account signatories for 20XX.

**General Business**

The floor was opened for those present to voice ideas, and ask any questions about *<INSERT LIST OR TOPIC >*

**Business Without Notice**

<INSERT LIST OR TOPIC or state there was no further business without notice. >

The President declared the meeting closed.

RESOLVED: THAT the meeting closed at *<INSERT TIME>.*

Sample AGM Minutes:

**AGM Minutes**

Minutes: Annual General Meeting of Nanomosoc

1:00pm Monday 10th September, 20XX

Function Room 1, Roundhouse

The meeting opened at 1:02pm.

**Agenda:**

* Apologies
* President's Annual Report
* Treasurer’s Annual Report
* Club's Constitution
* Election of Executive
* General Business
* Ideas for events
* Business without notice

**Apologies:**

Apologies were received from Dan Brown and Jill Hill.

RESOLVED: That the apologies be accepted.

**Attendance:**

Amanda Alto, Vivian Parsnip, Tom Tall, Kim Kastle, Rob Ruff, Max Smart, Doug Dunn.

*Absent without apology:*

Steve Winwood

**President’s Report:**

Amanda Alto, 20XX Club President, presented an Overview for 20XX:

She said that the two main objectives of the society are to provide a social environment for Nanomicrology students, and help with their studies through seminars and forums. All events organised this year continued these aims. Amanda handed out an extensive written report to all present, and highlighted a few key event points.

O-Week Stall 20XX:

* Lots of new members, more than 200 sign-ups in the first 3 days. Need to make sure they join on Orgsync to count towards our funding level for grants
* Having planned event timetables for Sem 1 was a big success for turnout – more than doubled attendance for all events since 2017.

NanomicroSoc Camp:

* Huge turnout. Needed a wet-weather plan for some activities.
* Need to include ‘non-refundable’ for deposits, as some people pulled out late but we had already booked and paid in full, leaving us out of pocket.

Key Speakers:

* Week 4 forum on ‘Where do we go from here? A Nanomicro graduate’s guide to Life After Uni’ was successful, but bigger numbers were expected. We had 3 key speakers from different firms, but Director from INCITE drew the biggest crowd. Recommend encouraging better marketing on our FB & Instagram, also advertising in Blitz.

Peer Mentoring Program:

* There were only 50 sign-ups for this year, and more planning needs to go into the coursework
* structure for next year. Also we put in our bookings late, so rooms in ASB were full & we had
* them in the Quad instead.

RESOLVED: THAT the President’s Report be accepted.

**Treasurer’s Report:**

Kim Kastle presented a Fiscal Overview for 20XX (also had powerpoint demonstration with background graphs, and handouts for those present):

* Increase in sponsorship for this year increased revenue – more than 60% increase over 20XX.
* Encourage all executives to organise sponsors early on, especially in preparation for Careers Fair.
* Increased profits to $8,000 over 20XX, but that is not including the expenses for the Camp ($1530).
* Overall, our operating expenditure saw a 23% decrease.
* We had two executive training-days, which included dinner. These events cost the society $200 in total for 4 executives for 20XX.
* Fundraising for this year increased 15% over last year: Special mention to our City2Surf NanomicroSoc Team, who managed to raise $400 and the best running time was 1hr 15mins.
* Merchandise: We used the wrong Arc logo on our jumpers, and that made us ineligible to get Arc Grant funding. All our merchandise and promotions need to have this logo instead.
* Highest area of expenditure were the Week 4 forum – catering costs for the whole week were $1209, and the Camp – $1530.
* Spent $60 getting a replacement banner, because original one was lost during Camp.

Kim encouraged the future treasurer to ensure they submit their Arc grants on time, within 28 days of purchase to stay eligible. Also, all Club members need to join Nanomicro on Orgsync for our Funding Level to go up from Silver to Gold (200 people).

RESOLVED: THAT the Treasurer’s report be accepted.

**Amendments to the Club's Constitution**

Amanda Alto addressed the meeting, explaining that Nanomosoc must be governed by a constitution. The constitution acts as the rules for how the Club must operate and protects the Club members.

Amanda explained that during this year, it would have been preferable for a Vice President role to be included. Amanda motioned that the present members vote on amending the constitution to include a new executive role.

After a general discussion, a vote was held and the result was unanimous.

RESOLVED: THAT the position of Vice President is added to the constitution by

inserting the following clauses:

3.1.2 A Vice President

3.9.2 Vice President

In the absence of the president, to chair all club, Committee, General and Annual General Meetings (held during their term) of the club or society;

To assist the President in coordinating the activities and administration of the club;

To have a thorough knowledge of the club’s or society’s constitution;

To ensure that changes made to the constitution at an EGM or AGM are in line with Arc requirements;

To ensure that motions made at any Meeting of the club or society are reflective of the constitution;

To ensure that Arc is informed of any changes to the Executive;

To liaise with fellow office bearers; and

To assist the President in their duties wherever practical.

**Election of Executive for 20XX/20XX**

*Nominations were received for:*

President: Tom Tall and Amanda Alto

Vice President: Vivian Parsnip

Treasurer: Kim Kastle and Rob Ruff

Secretary: Doug Dunn

Arc Delegate: Max Smart

*Elections were held and the following nominees received the majority vote from full members present:*

President: Amanda Alto

Vice President: Vivian Parsnip

Treasurer: Rob Ruff

Secretary: Doug Dunn

Arc Delegate: Max Smart

*Appointment of Bank signatories*

RESOLVED: THAT Amanda Alto, Rob Ronald Ruff, and Maxwell Smart were appointed to be the club bank account signatories for 20XX.

**General Business**

The floor was opened for any present to voice ideas, and ask any questions for new events.

*Ideas for Events*

Max Smart asked members if they had any ideas for events that Nanomosoc could hold. Events suggested were a Cruise at the end of the year, another camp, BBQs, and organising a weekly movie and/or games night on-campus.

**Business Without Notice**

Doug Dunn asked for volunteers to help pack O-Week Goodie bags for 20XX. Volunteers should approach him after the conclusion of the AGM for further details.

There was no further business without notice.

The President declared the meeting closed.

RESOLVED: THAT the meeting closed at 1:36pm.