



Minutes

Arc Canberra IGM

August 26th, 2021, 4:00 pm – 4:36 pm (AEST)
Online Microsoft Teams Meeting

Agenda:

1. Acknowledgment
2. Passing of club name
3. Passing of club aims and objectives
4. Passing of club Constitution
5. Election of Executive
6. Decision of bank signatories
7. Passing of club logo
8. General Business
9. Business without notice

In attendance:

40 participants (37 students and 3 staff)

Returning officers/chair: Md Kamrul Hassan and Meng Chong Jerome Ho

1. Meeting opening

Returning officer (Kamrul) welcomed all members who joined the online meeting via Microsoft Teams. Kamrul officially opened the meeting at 4:00 pm noting that the quorum has reached.

- An Acknowledgement of country was made.
- Attendees were given instructions regarding filling the online attendance form.
- Attendees were notified regarding the recording of video of the meeting.

2. Passing of club name

1.1 The name of the club was proposed as Arc Canberra and the motion was moved for voting. The motion was passed with 100% vote at 4:08 pm.

1.2 A second motion was moved for the club name as 'Canberra Student Club' in legal documents, dealings with government and contracts with vendors. The motion was resolved with 93% of votes in favour at 4:10 pm.

3. Passing of club aims and objectives

The aims and objectives of Arc Canberra were announced as follows:

- To provide high quality and relevant events and services to its members.
- To encourage the involvement of its members in the planning, development, and running of the club's events and services.
- To serve, benefit, and support the community and society at large.

Motion was moved to the audience and was declared passed with 100% votes at 4.12 pm.

4. Passing of Club Constitution

Returning officer (Kamrul) advised the attendees that the club constitution was shared on the website of the club and it was also notified through the newsletter sent out on Tuesday 24th August. A link was also posted in the Teams chatbox at the start of IGM.

Motion was passed to the attendees and the Constitution was accepted as the official constitution of Arc Canberra at 4.14 pm with 100% acceptance.

Kamrul also informed the attendees about the process to be followed if the constitution needs to be changed in future.

5. Election of Executives

Returning officer (Kamrul) started the conversation by highlighting the importance of election and informed the candidates about the positions of the executives and their expected tenure duration. Six Executives positions were opened for election namely:

- A President,
- Two vice presidents (shared position by one student from UG and one from PG)
- A Treasurer
- An Equity Inclusion and Diversity officer, and
- A Student Administrative Services (SAS) Manager. The SAS Manager is an ex-officio and unelected position and occupied by the person holding the position of 'Student Administrative Services, Manager' at UNSW Canberra.

It was further notified for that the nominations for these positions were opened on 12th August through a notice and were closed on 20th August 11:59 pm.

The following nominee name were received (notified at 4.15 pm) –

For President Position – Sanket Rawat

For Vice President Position – Kade Price (from UG) and Jyoti Paul (from PG)

For treasurer position – Kamrul Hasan Rahi

For Equity, Diversity and Inclusion Officer position - Muna Al-Hawawreh

The election was deemed uncontested as only one nomination was received for each position. And the following name were confirmed as the Executive of Arc Canberra for the next 12 months at 4.18 pm.

President– Sanket Rawat

Vice President– Kade Price and Jyoti Paul (shared position)

Treasurer position – Kamrul Hasan Rahi

Equity, Diversity and Inclusion Officer position - Muna Al-Hawawreh

In addition, **Meng Chong Jerome Ho** who is the current Student Administrative Services (SAS) manager of UNSW Canberra was confirmed as the ex-officio member of the executive.

6. Confirmation of Bank Signatories

Returning officer (Kamrul) confirmed the following names as the three bank signatories of the Arc Canberra bank account.

- Sanket Rawat – president
- Kamrul Hasan Rahi – treasurer
- Meng Chong Jerome Ho – Student Administrative Services manager

Motion was passed with 100% vote at 4:19 pm.

7. Acceptance of official Club logo

Returning officer (Kamrul) moved the motion to pass the Club logo. Screen was shared with the attendees displaying the club logo. Official club logo was accepted at 4.22 pm through the motion passed with 100% in favour.

8. General Business

The floor was opened for discussion at 4.23 pm and the members were encouraged to have a general discussion about the ideas regarding future events, initiatives or any other relevant matter.

- Mitchell McBurnie thanked Kamrul, Sanket and Jerome for supporting Arc Canberra’s official establishment and wished a great success of the club in future. Mitchell further congratulated Kamrul and Sanket and thanked them for their efforts in making this IGM happen.
- Returning officer (Meng Chong Jerome Ho) thanked Kamrul and Sanket for achieving this feat and expressed that this will make the club more stable and clearer in governance and will give it a firm foundation.
- Sanket Rawat thanked Jerome, Mitchell and Daniel with help in drafting the constitution. Sanket further thanked the attendees and informed them about the various other positions in Arc Canberra which the UG and PG students can apply for.
- Kade Price gave a brief introduction and thanked to all in attendance. Kade showed confidence that this process will be better for the club with less obstacles and looked forward to working with the new team.
- Md Kamrul Hassan noted meeting attendance is beyond expectation and thanked all the attendees.
- Jyoti Paul thanked all the members and invited feedback for continued improvement.
- Daniel O'Neill thanked Sanket, Nastaran, Kamrul and Jerome for making the IGM happen and reiterated that the feedback of everyone at UNSW Canberra is important and they should feel free to reach out.

- Jerome thanked Kamrul and Sanket again and invited feedback from all Arc members for anything related to their UNSW Canberra experience broadly.
- Tristan Kelly asked question regarding contacting Arc and the newsletter - answer was given by Kamrul that contact options include via Facebook, Instagram, newsletter, email and website. Sanket further added that contact info of the executives can also be found on the website and the members should feel free to reach out.
- Kade Price asked to provide information regarding newsletter subscription. Kamrul answered that the new membership form will be set in a few weeks' time. Before that, the members can reach out at any of our social media accounts or official email id.
- Jerome offered SAS can send an all-student email to raise Arc awareness and gave notice of new Executive team.
 - i. Kamrul thanked Jerome for the kind offer and showed a belief that it will greatly benefit Arc Canberra in increasing the member numbers.
- Highlights from IGM was summarised.

9. Business Without Notice

- There was no business without notice.

The meeting adjourned at 4.36 pm.

Minutes Progress (through snapshots)

1. Meeting opening

The image displays two screenshots of a mobile meeting application interface, showing the participant list at different stages of a meeting opening. Both screenshots show a meeting with 32 participants.

Screenshot 1 (Left): Taken at 4:05, the meeting is at 07:06. The interface shows the 'Organiser' and 'Participants' sections. The organiser is Md Kamrul Hassan. The participants list includes:

- Amritha Tuljaram (AT)
- Caitlyn Ferguson
- Cong Luyen Nguyen
- Daniel McNamara (DM)
- Don Le (DL)
- Guna Prashant Yadlapalli (GY)
- Julius Emmerson (JE)
- Jyoti Paul (JP) - Started recording
- Kade Price (KP)
- Kamrul Hasan Rahi

Screenshot 2 (Right): Taken at 4:05, the meeting is at 07:10. The participants list continues from the previous screenshot:

- Kyle Welsh (KW)
- Marjia Haque
- Md Juel Rana Kutub
- Md. Asadujjaman (MA)
- Meng Chong Jerome Ho
- Michael Zipperle (MZ)
- Mitchell McBurnie(Guest) (MM)
- Muna Al-Hawawreh
- Nastaran Nazrul Tui
- Omar Shindi (OS)
- Phil McKraken(Guest) (PM)
- Reem Sherif (RS)

Screenshot 3 (Bottom): Taken at 4:05, the meeting is at 07:13. The participants list continues:

- Nastaran Nazrul Tui
- Omar Shindi (OS)
- Phil McKraken(Guest) (PM)
- Reem Sherif (RS)
- Reza Masoudian Saadabad (RS)
- Riley Vallance (RV)
- Sam Watson (SW)
- Sanket Rawat (SR)
- Sara Abdelmawgoud
- Supriyo Ahmed
- Tristan Kelly (TK)
- Wasim Reza
- Xueyu Ji (XJ)

2. Passing of club name

Polly
Results

Sender: Sanket Rawat | Open | Non-Anonymous

Pass official club name as Arc Canberra

Yes	100% (28)
✓ Kamrul Hasan Rahi, Guna Prashant Yadlapalli, Ben Cook, Kyle Welsh, Tristan Kelly, Supriyo Ahmed, Reem Sherif, Cong Luyen Nguyen, Sara Abdelmawgoud, Md. Asadujaman, Don Le, Marjia Haque, Jyoti Paul, Md Kamrul Hassan, Reza Masoudian Saadabad, Omar Shindi, Amritha Tuljaram, Michael Zipperle, Sanket Rawat, Wasim Reza, Md Juel Rana Kutub, Xueyu Ji, Julius Emmerson, Daniel McNamara, Muna Al-Hawawreh, Caitlyn Ferguson, Riley Vallance, Kade Price	
No	0% (0)

Total Votes: 28

Done

Polly
Results

Sender: Sanket Rawat | Open | Non-Anonymous

Pass Club name for government dealings and contract with vendors - Canberra Student Club

Yes	93% (30)
✓ Kamrul Hasan Rahi, Marjia Haque, Reza Masoudian Saadabad, Ben Cook, Amritha Tuljaram, Kyle Welsh, Md. Asadujaman, Supriyo Ahmed, Nastaran Nazrul Tui, Reem Sherif, Xueyu Ji, Guna Prashant Yadlapalli, Md Juel Rana Kutub, Omar Shindi, Md Kamrul Hassan, Tristan Kelly, Caitlyn Ferguson, Cong Luyen Nguyen, Kade Price, Wasim Reza, Jyoti Paul, Sam Watson, Muna Al-Hawawreh, Riley Vallance, Julius Emmerson, Michael Zipperle, Don Le, Daniel McNamara, Zacharia Tuten, Sanket Rawat	
No	6% (2)
Phil McKraken, Sara Abdelmawgoud	

Total Votes: 32

Done

3. Passing of club aims and objectives

Polly
Results

Sender: Sanket Rawat | Open | Non-Anonymous

Pass club official aims and objectives

Yes	100% (27)
✓ Kamrul Hasan Rahi, Phil McKraken, Tristan Kelly, Riley Vallance, Supriyo Ahmed, Nastaran Nazrul Tui, Ben Cook, Sam Watson, Julius Emmerson, Kyle Welsh, Harry (Guest), Don Le, Md. Asadujaman, Cong Luyen Nguyen, Reza Masoudian Saadabad, Jyoti Paul, Caitlyn Ferguson, Michael Zipperle, Md Juel Rana Kutub, Kade Price, Zacharia Tuten, Guna Prashant Yadlapalli, Wasim Reza, Md Kamrul Hassan, Xueyu Ji, Daniel McNamara, Sanket Rawat	
No	0% (0)

Total Votes: 27

Done

4. Passing of Club Constitution

Polly Results

Sender: Sanket Rawat | Open | Non-Anonymous

Pass official Club Constitution

Response	Percentage	Count
Yes	100%	30
No	0%	0

Total Votes: 30

[Done](#)

5. Election of Executives

6. Confirmation of Bank Signatories:

Polly Results

Sender: Sanket Rawat | Open | Non-Anonymous

Pass signatories of bank account

Response	Percentage	Count
Yes	100%	29
No	0%	0

Total Votes: 29

[Done](#)

7. Acceptance of official Club logo

Polly Results

Sender: Sanket Rawat | Open | Non-Anonymous

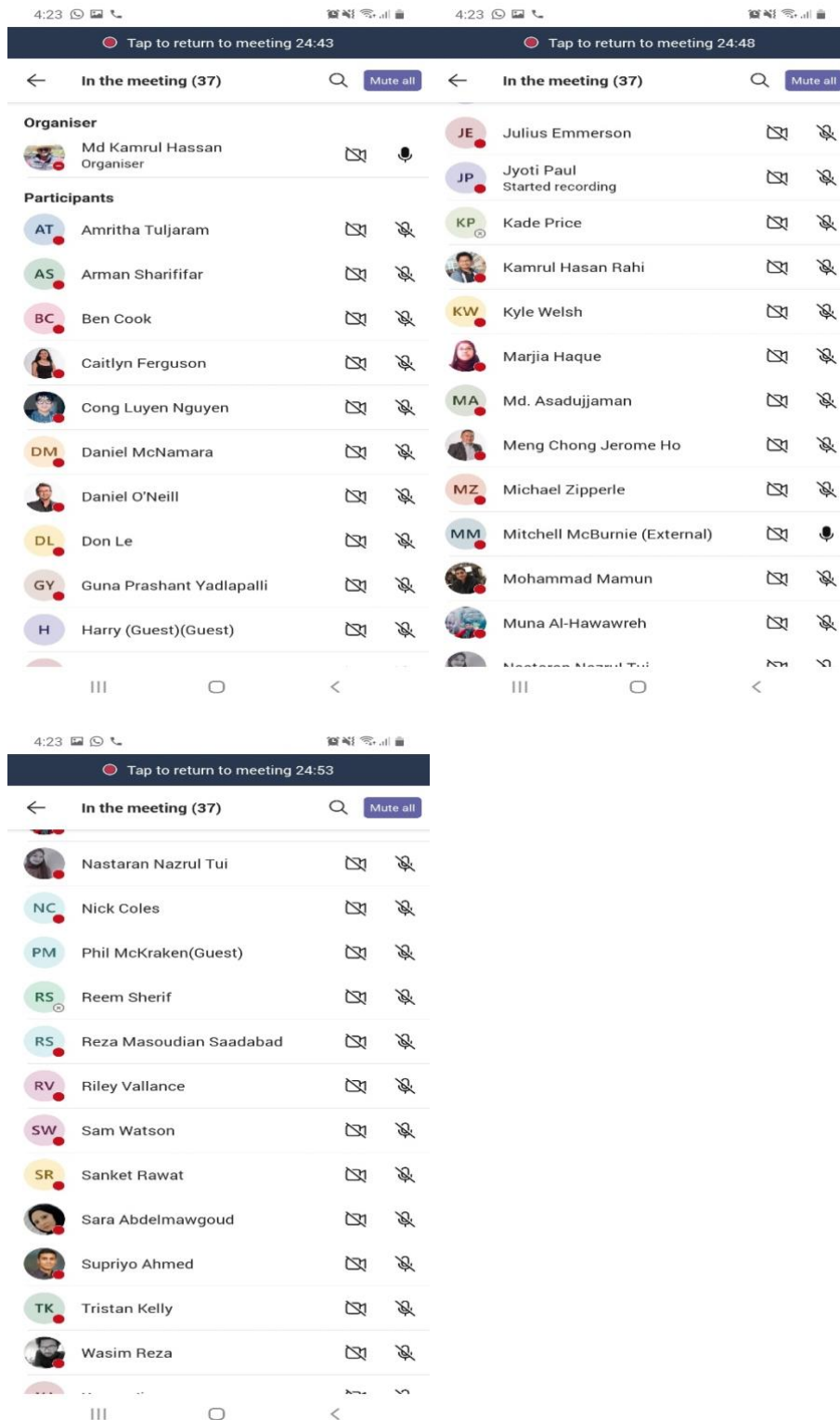
Pass Club logo

Response	Percentage	Count
Yes	100%	32
No	0%	0

Total Votes: 32

[Done](#)

8. General Business:



9. Business Without Notice

- There was no business without notice

The meeting end time:

4:35 Tap to return to meeting 37:17

In the meeting (33) Mute all

Organiser

- Md Kamrul Hassan
Organiser

Participants

- AT Amritha Tuljaram
- BC Ben Cook
- Caitlyn Ferguson
- Cong Luyen Nguyen
- Daniel O'Neill
- DL Don Le
- GY Guna Prashant Yadiapalli
- H Harry (Guest)(Guest)
- JE Julius Emmeron
- JP Jyoti Paul
Started recording

4:35 Tap to return to meeting 37:21

In the meeting (33) Mute all

- Kamrul Hasan Rahi
- KW Kyle Welsh
- Marjia Haque
- Meng Chong Jerome Ho
- MZ Michael Zipperle
- MM Mitchell McBurnie (External)
- Mohammad Mamun
- Muna Al-Hawawreh
- Nastaran Nazrul Tui
- NC Nick Coles
- PM Phil McKraken(Guest)
- RS Reem Sherif

4:35 Tap to return to meeting 37:25

In the meeting (33) Mute all

- Nastaran Nazrul Tui
- NC Nick Coles
- PM Phil McKraken(Guest)
- RS Reem Sherif
- RV Riley Vallance
- SW Sam Watson
- SR Sanket Rawat
- Sara Abdelmawgoud
- Supriyo Ahmed
- TK Tristan Kelly
- Wasim Reza
- XJ Xueyu Ji
- Zacharia Tuten

IGM. Arc Canberra

50:43

Meeting chat

Nastaran Nazrul Tui 4:27 pm
Well said Kade!

Daniel O'Neill 4:28 pm
Thank you, Kade

Nastaran Nazrul Tui 4:29 pm
Congratulations to the new committee

Reem Sherif 4:30 pm
Congratulations everyone

Daniel O'Neill 4:35 pm
Congratulations to you all!

Type a new message

Sanket Rawat

Mid Kamrul Hassan

Michael Zipperle

Nastaran Nazrul Tui

Muna Al-Hawawreh

Mitchell McBurnie

Meng Chong Jerome Ho

Jyoti Paul

Kade Price

+14

TK

XJ

RV

NC

H

Leave