**Arc Sport UNSW**

**AGM Minutes Template**

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. *Attendance* (to ensure quorum has been reached)
3. *Apologies* (prior notice that a member is unable to attend the meeting, especially Club Executives)
4. Accept previous General Meeting minutes (Briefly discuss the last meeting and make any corrections to the last meeting minutes if needed)
5. *President’s Annual Report* (Includes the general performance of the club, such as the club’s achieved and not-achieved goals, roadmap progression, key events, incidents, future, etc.)
6. *Treasurer’s Annual Report (Includes a report on* the current financial state of the club, such as club income sources, expenditure, asset acquisitions, etc. )
7. *Accepting the Constitution/Constitutional Amendments*
8. *Election of Executive*
   1. Nominees
   2. Executives Elected
   3. Signatories Chosen (Full names as on Passport/ID need to be recorded)
9. *General Business (*Topics of discussion raised by members or executives without prior notice)

Template AGM Minutes:

**AGM Minutes**

Minutes: Annual General Meeting of UNSW XXXX Club

XX:XXpm <Day> XXth September 20XX

<Location>

The meeting opened at XX:XXpm.

**Agenda:**

* Apologies
* President's Annual Report
* Treasurer’s Annual Report
* Club's Constitution
* Election of Executive
* General Business

**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. (See attached report).

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). (See attached report).

RESOLVED: That the Treasurer’s report be accepted.

**Amendments to the Club's Constitution**

Amanda Alto addressed the meeting, explaining 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. (See attached amendment).

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.

**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 UNSW XXXX Club could hold. Events suggested were another camp, BBQs, and organising a weekly movie and/or games night on-campus.

*Call for Volunteers*

Doug Dunn asked for volunteers to help pack O-Week Goodie bags for 2022. Volunteers should approach him after the conclusion of the AGM for further details.

There was no further business

The President declared the meeting closed.

RESOLVED: That the meeting closed at XX:XXpm.