

Golden Key International Honour Society Griffith University Chapter

MINUTES: Annual General Meeting 2010

DATE: 4th October 2010
TIME: 12:00 pm – 2:30 pm
VENUE: G06_3.60 and N72_-1.18
COMPILED BY: Caren Biddulph (Secretary)



1. Welcome:

The Secretary opened the meeting at 12:03 pm and the President welcomed and thanked all attendees for forming a Quorum.

2. Attendance :

Present: Brendan Johnstone (President), Tully Stanley (Vice President), Caren Biddulph (Secretary & Club Treasurer), Nicholas O'Neill (Community Services Officer, Gold Coast), Adele Rose (Public Relations & Recruitment Chairperson GC), William Despotovic (Professional Development Chairperson), Sean Costain (IT & Web Development Officer), Charlotte Pak (Social Committee Vice-Chairperson GC), Dallan Pitman (Social Committee Chairperson Brisbane), Alison McIntyre (Public Relations & Recruitment Officer Brisbane), Matthew Scott (Operations Coordinator) and Kim Holmes (Chapter Advisor). Via video-conference from APHQ: Winnie Liu (University Relations Officer AP).

General members: Nicholas van Paridon, Rosie Attwell, Mengzhu Wang, Brendan McConnell, Andrew Bukowski, Sarah McNamee, James Lister-Cummins.

3. Apologies:

Cassie Oswald and Casey Sorenson (Community Services Officers, Brisbane), Samuel Lewis (Graphic Arts and Design), Joanna Czajkowski (Public Relations & Recruitment Officer Brisbane) & Sue Koenig (General Member).

4. Review of minutes of 2009 AGM:

Circulated to all members and discussed by the current President.
Minutes accepted as true and accurate by all present.

5. President's Report

Brendan reflected on the tremendous success of the committee with pride and congratulated all on their achievements and dedication. A lot of re-structuring and solid planning ensured that the Chapter raised the bar and is now a leading Chapter worldwide. The year was described as “simply outstanding’ and as an outgoing President, Brendan wished the new committee all the best and encouraged them to continue the vision implemented.

Achievements were discussed in accordance to the annual plan:

- Asia Pacific Conference – largest delegation of 14-17 attendees
- New website designed, greater presence on Learning@Griffith and Facebook
- Opportunities for General members feedback provided, with competitions
- Leadership transition retreat with workshops and team-building events
- Acceptance by 5 staff members of the Golden Key newsletter
- Golden Key members newsletters distributed every 2nd month
- Clean Up Australia Day- great success, 30 people at Couran Cove
- Orientation week stalls and Club sign-on days on both campuses
- Advisory role to chapters in need
- Excellent funding secured (operating budget ran well at ~\$30 000.00) and networks established
- IT and personal development workshops run and video recorded
- Red Shield Appeal also a great success
- Four New Member sessions and 2 New Member Information functions
- Positive overall joining rate of new members
- Healthy Afternoon Tea event also added more value to members across traditionally less targeted faculties
- International Conference – 6 attendees, ran 3 workshops (one of which was voted top ten presentations), Brendan received the Board of Directors Award
- Mentoring program: 50 participants, appreciated by the University
- Corporate Wine & Cheese Evening our flagship event
- Events still to follow: Environmental seminar, Social function and Academic Breakfast.

6. Individual Portfolio Reports presented:

- Vice President- Tully Stanley
- Community Service- Nicholas O’Neill (on behalf of Cassie and Casey too)
- Professional Development- William Despotovic
- IT and Web Development- Sean Costain
- Media/ Historian- Tully Stanley (with mention of Rachelle Forbes’ earlier work)
- Corporate Relations-Brendan Johnstone
- Recruitment and Public Relations- Alison McIntyre
- Social Committee- Sarah Marsanich, Charlotte Pak and Dallan Pitman
- Graphic Arts/Media- Brendan Johnstone, on behalf of Samuel Lewis

- Operations Manager- Matthew Scott.

7. Treasurer's Financial Report for Fiscal Year 2010/2011

The Chapter was very successful in securing funding from numerous sources and thus high-quality events were able to be covered.

Bank accounts are held on both campuses (along with Petty cash). Grants were obtained from Campus Life, University departments and the Deputy Vice Chancellor's department, as well as the Student Guild, amongst others. Actual expenditure was well within what was budgeted (total surplus of ~\$120.00), major expenditures included the Conferences and CWC. The 2011 Committee will be in good financial standing and potential sources of income have been identified (very likely funding of ~\$7000.00 and New members fees ~\$10 000.00; with another ~\$15000.00 for additional conference- and event-specific funding).

Overall, the Key objective was to leave the next committee in a good position (with > \$5000.00 of assets)

Continue to maintain University relationships and continue to seek out new potential sources of funding.

8. Election of 2011 Executive Committee: Across both campuses with proxy votes

Ideal is to have executive members on both campuses, with supportive sub-committee members. High quality nominations received and the new committee is wished well. **Handover of each individual person's office shall occur at a mutually agreed time between the successor and predecessor dependant on events and duties yet to be completed in 2010 by current holder of position.**

- President: Dallan Pitman nominated, seconded by Brendan Johnstone and elected unopposed.
- Vice President (Brisbane): Andrew Bukowski nominated, seconded by Brendan Johnstone and elected unopposed.
- Vice President (Gold Coast): Sean Costain nominated, seconded by Brendan Johnstone and elected unopposed.
- Secretary: Alison McIntyre nominated, seconded by Brendan Johnstone and elected unopposed.
- Treasurer: Matthew Scott nominated and Sean Wilson, both seconded by Brendan Johnstone, Matthew Scott elected by majority.
- Community Service (Gold Coast): Mengzhu Wang nominated, seconded by Brendan Johnstone and elected unopposed.
- Community Service (Brisbane): Cassandra Oswald elected, seconded by Brendan Johnstone and elected unopposed.
- Professional Development: William Despotovic re-elected; seconded by Brendan Johnstone and elected unopposed.
- IT and Web Development: Sean Costain elected to dual roles, seconded by Tully Stanley.
- Media/ Historian: Rosie Attwell nominated, Tully Stanley seconded, elected unopposed.
- Corporate Relations: Sean Wilson elected, seconded by Brendan Johnstone and elected unopposed.

- Environmental and Equity Chairperson: Nicola Head and Delwyn Hansen nominated, both seconded by Brendan Johnstone and Nicola Head elected by majority.
- Recruitment and Public Relations (Gold Coast): Sarah McNamee nominated, seconded by Tully Stanley, elected unopposed.
- Social Relations Committee Chairperson (Gold Coast): Hayley Quinn (absent) elected, seconded by Brendan Johnstone.
- Graphic Arts/Media: Nicholas van Paridon nominated, seconded by Tully Stanley, elected unopposed.
- Graduate Advisor: Tully Stanley nominated, seconded by Brendan Johnstone, elected unopposed.
- Operations Manager: James Lister-Cummins nominated, Tully Stanley seconded, elected unopposed.

Vacant positions: Public Relations (Brisbane) and Social Chair (Brisbane) to be filled at the next executive committee meeting.

Sub-Committee positions are to be elected by the Chairperson of each area to be done as soon as practical to establish a working team.

9. Officer Oath and Profile Forms:

Distributed and completed, along with new committee member profile pictures for the website.

10. Committee Transition Retreat Details:

Important and worthwhile event, consider linking it to the AP conference (3-5 February 2011) and involving as many members as possible. Essential to the success of the new committee and the formation of a cohesive team.

11. General Business:

- William mentioned the upcoming Student Guild nominations due on 6 October to the Student Guild. Nominations have already been put through for the Golden Key, Community Services Team and Tully Stanley as Cultural Club Administrator of the Year.
- End of Semester Committee Dinner- unsubsidised so all welcome, either 29 or 30 October 2010.
- Nick once again encouraged all to attend the Environmental Event and to RSVP as soon as possible (within the next 48 hours via facebook) for catering purposes.
- Winnie Liu (APHQ) congratulated the new committee and will be in Brisbane on 15 October 2010 to meet up with the new committee.

12. Meeting Closed at 14:15pm by the Secretary and Outgoing President.