

## **CSHS ANNUAL GENERAL MEETING**

The order of business to be conducted at an AGM of the Association must be undertaken in the following order as per Section 21.3.9 of the Constitution:					
a. welcome to members and introduction of any special visitors		MEETING OPEN: 18:00 pm Doug W; Tess H; Jacqui W; Afra F ; Maree K; Deanne B			
		QUORUM OF EXISTING MEMBERS REACHED: Yes			
b.	apologies	Rochelle Mason (Business Manager CSHS)			
C.	confirmation of minutes of the previous annual general meeting	2023 AGM & Minutes presented due to no P&C in 2024 (Meeting held 09/03/2023 at 17:44pm) MOTION: "That the minutes be confirmed (as amended) as a true			
		and correct record of the meeting held (date)." Moved: Jacqui W Seconded: HENNTE Carried			
d.	business arising out of the minutes of the previous annual general meeting	NA			
e.	receipt and adoption of the Association's audited annual financial statement * and Treasurer's report (to include all relevant subcommittees' audited financial statements)	Presented for reference MOTION: "That the Treasurer's report and Audited annual financial statement be accepted as a true and accurate summary of the financial year." Moved: Seconded: Carried/Lost			
f.	receipt and adoption of the President's annual report	NA MOTION: "That the President's report be accepted as tabled."			
		Moved: Seconded: Carried/Lost			

g.	receive applications for membership (to include renewal of existing membership and new	Applications received by Jacqui W; Afra F; Tess H; Maree K; Deanne B MOTION: "That the membership applications for [list all suitable applicants] be accepted as tabled."					
	membership)	Moved:	WATSDO	Seconded:	HENNTE	Carried	
h.	Declare vacancies of existing Officer/Executive Committee	Declared b	y Doug Watson				
i.	election of Officers/Executive Committee	MOTION: "That Doug Watson will act as scrutineer for the election o Officers"					
		PRESIDE	NT Nominee #1	: Deanne Buck			
			- full name	: Deanne Buck			
			- is this no	minee a current P&	C Member? YE	S	
			- nominate	ed by: Afra F			
			- seconded	d by: Tess H			
		<ul> <li>votes for/against: Unanimous FOR</li> <li>VICE PRESIDENT Nominee #1: VACANT</li> </ul>					
		- full name:					
			- is this no	minee a current P&	C Member? Y/N	1	
			- nominate	ed by:			
			- seconded	d by:			
			<ul> <li>votes for/</li> </ul>	•			
		TREASUF		1: Maree Kirkwood			
				: Maree Kirkwood		_	
				minee a current P&	C Member? YE	S	
				ed by: Afra F			
				d by: Jacqui W	500		
		OFODETA		against: Unanimous	SFOR		
		SECRET		1: Jacqui Warner			
				: Jacqui Warner minee a current P&0	C Mambar2 VE	<u>_</u>	
				ninee a current P&		3	
				d by: Afra F			
				against: Unanimous			
j.	motion to change bank signatories to the newly elected Officers	Jacqui Warner previously a signatory, Maree Kirkwood is requested to be added as a signatory. Deanne Buck is also requested to be added if no conflict of interest is realised.					
		MOTION: "That the following Executives be removed/added as bank signatories: BSB 064-405/Account No. 00900822 - Remove Krystal Wano Add New: Maree Kirkwood" (full names required for Bank ID)					
		Moved:	Deanne B	Seconded: Jacqu	i W Carrie	d	

k.	confirmation of continuing subcommittees of the Association (including appointment of members of subcommittees) appointment of the	NA – working parties will be formed for Uniforms MOTION: "That the [all relevant] subcommittee be accepted to continue, with proposed executives and members, as tabled." Moved: Seconded: Carried/Lost NA – Seeking alternative to previously engaged Accountant (David
1.	Association's Auditor	MA – Seeking alternative to previously engaged Accountant (David Unwin & Assoc and CMS Solutions) MOTION: "That the Association's Auditor be appointed as [insert Company Name, contact details & quoted cost]." Moved: Deanne B Seconded: Tess H Carried
m.	adoption of the Student Protection Risk Management Strategy	MOTION: "That the Student Protection Risk Management Strategy be adopted as tabled." Moved: Doug W Seconded: Jacqui W Carried
n.	adoption of new model constitution (if any)	NA MOTION: "That the new Model Constitution be adopted as tabled. Confirm quorum numbers for AGM = X, General Meeting = X & Special Meeting = X" Moved: Seconded: Carried/Lost
0.	honorary life membership awards (if any)	NA MOTION: "That the Honorary Life Membership be awarded to [member] for [reason for the honor]." Moved: Seconded: Carried/Lost
p.	general business.	Refer to General Meeting Minutes MEETING CLOSE: 18:35pm

Draft minutes signed by:

Name: Jacqui Warner

**Position: Secretary** 

Date: 25 March 2025