



# MNBSHS P&C Annual General Meeting - MINUTES

Date: 13 March 2025      Time: 4:15pm      Location: L1.1	
<b>AGENDA ITEM</b>	
Opening and welcome	Meeting opened at 4:13pm
Apologies	Anne-Maree Nolan, Tammy Kinnersly, Andrea Curd
Confirmation of the minutes of the previous general meeting	Minutes distributed to members prior to meeting.  Minute – Corrections to be made to the errors in the 2024 AGM regarding auditors DGL / UGL typo and incorrect year to be utilised
<b>MOTION</b>	That the minutes be confirmed as a true and correct record of the meeting held 23 March 2024.  <b>Moved: Troy</b>  <b>Seconded: Skye</b>  <b>Carried</b>
Business arising from the minutes of the previous general meeting	Nil
Correspondence	<ul style="list-style-type: none"> <li>Emails actioned and filed</li> </ul>

Receipt and adoption of the Association's audited annual financial statement, Treasurer's report and budget	<ul style="list-style-type: none"> <li>Report provided to members (See <b>Attachment A – 2024 Audited Financial Statement</b>).</li> </ul>
<b>MOTION</b>	<p>That the Treasurer's report, 2025 Budget and the 2024 Audited Annual Financial statement be accepted as a true and accurate summary of the financial years.</p> <p><b>Moved: Hayley Murray</b></p> <p><b>Seconded: Steve Pugh</b></p> <p><b>Carried</b></p>
President / Vice President Report	<ul style="list-style-type: none"> <li>Report provided to members (See <b>Attachment B – 2024 Vice President Report</b>).</li> </ul>
<b>MOTION</b>	<p>That the Vice President report be accepted as tabled.</p> <p><b>Moved: Troy Twomey</b></p> <p><b>Seconded: Steve Pugh</b></p> <p><b>Carried</b></p>
Application for Membership	<ul style="list-style-type: none"> <li>All memberships now lapse except for the Principal and the P&amp;C life members</li> </ul>
<b>MOTION</b>	<p>That the membership applications for the following applicants be accepted as tabled.</p> <ul style="list-style-type: none"> <li>Andrew Campbell, Danille Sandow, Hayley Murray, Joely Whiting, Justin Gane, Kellie Elzer, Kelly Lambert, Ken Brown, Louise Adamson, Montanah Best, Nik Richards, Rachel Kowald, Skye Barron, Steven Pugh, Troy Twomey</li> </ul> <p><b>Moved: Troy Twomey</b></p> <p><b>Seconded: Kelly Lambert</b></p> <p><b>Carried</b></p>
Motions on notice	Nil

Declare vacancies of existing Officer / Executive Committee	<p><b>Motion:</b> Sian Burrows has declared all positions vacant and will also act as scrutineer for the election of officers.</p> <p><b>Moved: Sian Burrows</b></p> <p><b>Seconded: Nic Richards</b></p> <p><b>Carried</b></p>
Election of officers/executive	<p>Speaker: Sian Burrows</p> <ul style="list-style-type: none"> <li>➤ Nominations for President are listed as below: <ul style="list-style-type: none"> <li>○ Vacant</li> </ul> </li> <li>➤ Nominations for Vice President are listed as below: <ul style="list-style-type: none"> <li>○ Troy Twomey</li> </ul> </li> <li>➤ Nominations for Treasurer are listed as below: <ul style="list-style-type: none"> <li>○ Hayley Murray</li> </ul> </li> <li>➤ Nominations for Secretary are listed as below: <ul style="list-style-type: none"> <li>○ Andrew Campbell</li> </ul> </li> </ul> <p>If a position is unfilled, the position will remain vacant until a suitable candidate is able to accept the role.</p> <p><b>Motion: That the nominated candidates for positions be accepted as filled.</b></p> <p><b>Moved: Sian Burrows</b></p> <p><b>Seconded: Voted in each case by all the attendees at the meeting in a majority</b></p> <p><b>Carried</b></p>

Appointment of the Association's auditor	<p>Speaker:</p> <ul style="list-style-type: none"> <li>➤ Recommendation to continue with DGL Accountants as in previous years.</li> </ul> <p><b>Motion: That the association's Auditor be appointed in 2025 as DGL Accountants (71 Victoria Street, Mackay QLD, 4740)</b></p> <p><b>Moved: Andrew Campbell</b></p> <p><b>Seconded: Justin Gane</b></p> <p><b>Carried</b></p>
Adoption of the Student Protection Risk Management Strategy	<p><b>Motion: That the Student Protection Risk Management Strategy be adopted as tabled.</b></p> <p><b>Moved: Troy Twomey</b></p> <p><b>Seconded: Kelly Lambert</b></p> <p><b>Carried</b></p>
Adoption of new constitution (if any)	<p><b>Motion: That the new Model Constitution be adopted as tabled.</b></p> <p><b>Confirm quorum numbers for AGM = 8</b></p> <p><b>General Meeting = 5</b></p> <p><b>Special Meeting = 8</b></p> <p><b>Moved: Troy Twomey</b></p> <p><b>Seconded: Kelly Lambert</b></p>

	<b>Carried</b>
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Honorary life membership (if applicable and required)	<p>Speaker:</p> <p>➤ Nil</p> <p><b>Motion:</b></p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> <p><b>Carried / Lost</b></p>
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Date of Next Meeting	12 <sup>th</sup> March 2026
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Close	Time: 4:44pm
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Actions	1. Nil
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**CONFIRMATION OF MINUTES**

**Chair name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Attachment A. 2024 Audited Financial Statements PDF**

**Attachment B – 2024 Vice-President Report**

**Attachment C – P&C-annual-budget-2025**

