

2017 Annual General Meeting Minutes

Date: 11/10/2017

Time: 6pm

Location: Brisbane Girls Grammar School Bain Centre, Level 2,
Science Meeting Room

Attendance:

In attendance were: Kate Cockburn, Sadie MacDonald, Sophie Watson, Georgia Kineally, Emily Leggett, Emma Cockburn, William Kowalski, Connor Cashman, Sophie Cunningham, Anne Byrne and James Rigby.

Standard Matters

Announcement Of Quorum

1. The Chairperson (President – Kate Cockburn) announced quorum was present at 6.20pm.

Confirmation Of 2016 AGM Minutes

2. RESOLVED to confirm that the 2016 AGM minutes are a true and accurate reflection of that meeting (proposed: Sadie MacDonald, seconded: William Kowalski).

Reports

3. RESOLVED to accept the reports of:
- a. The President, Kate Cockburn;
 - b. The Secretary, Sadie MacDonald;
 - c. The Treasurer, William Kowalski;
 - d. The Sponsorship Officer, Emma Cockburn;
 - e. The Schools' Officer, Chantel Morris;
 - f. The Competition Officer, Connor Cashman;
 - g. The Adjudicators' Officer, Selina Wysussek; and
 - a. The Schools' Liaison Officer, Anne Byrne.

Confirmation Of Validity Of 2016-2017 Financial Records

4. RESOLVED to adopt the financial statements as presented by the President and Treasurer. The Treasurer and President verified that: "The association keeps financial records in a way which properly records the association's income and expenditure and dealings with its assets and liabilities." Opening Of Positions And Election Of 2016-2017 Executive.

5. RESOLVED to open the following positions for the 2017-2018 Executive with responsibilities as stated:

a. The Schools' Officer, who:

- i. Is responsible for coordinating the Executive to contact schools and debating coordinators throughout the year to promote, encourage and assist participation in the BGDA Competition;
- ii. Is the primary point of contact for all debating coordinators for the BGDA Competition;
- iii. Is responsible for ensuring schools are kept up to date with all necessary information before, during and after the BGDA Competition;
- iv. Is responsible for maintaining a data base of all interaction schools have with the BGDA; and
- v. Is responsible for producing a schools' handbook to be distributed to all prospective schools.

b. The Sponsorship Officer, who:

- i. Is responsible for maintaining and improving existing sponsorship arrangements the BGDA has;
- ii. Must ensure the BGDA's compliance with all current sponsorship agreements;
- iii. Is responsible for maintaining a database of all interaction prospective and current sponsors have with the BGDA;
- iv. Is responsible for producing a sponsorship prospectus for politicians and private enterprises to be distributed to those groups; and
- v. Is responsible for seeking new sponsorship arrangements as well as grants for the BGDA.

c. The Adjudicators' Officer, who:

- i. Is responsible for recruiting, training and coordinating adjudicators before and throughout the BGDA Competition;
 - ii. Is responsible for ensuring compliance with Queensland's 'Blue Card' laws when working with children; and
 - iii. Must maintain the Youth Risk Management Policy of the BGDA;
- d. The Competition Officer, who:
- i. Is responsible for the logistical operations of the BGDA Competition;
 - ii. Runs the tab of the BGDA Competition;
 - iii. Coordinates the Executive of the BGDA to run training sessions and produce training material for teams in the competition; and
 - iv. Assists the President in organising the final of the Competition.
- e. The Teachers' Liaison Officer, who:
- i. Must be a debating coordinator in a Brisbane-based high school;
 - ii. Is responsible for consulting with any relevant debating coordinators from other Brisbane schools about the BGDA;
 - iii. Should promote the BGDA to prospective schools; and
 - iv. Must represent the opinions, views, thoughts and ideas of coordinators of participating schools, including your own.

Elections

Sadie declares all positions vacant.

President – Sadie nominates Katie Cockburn. Katie accepts. Connor seconds.
Katie is elected President.

Competitions Officer – Emily nominates Genevieve Groves. Genevieve accepts. Sophie C seconds. Sadie nominated Prudence Edwards. Prudence accepts. Connor seconds.

Ballot is a tie with one blank ballot. Meeting elects to re-run the ballot.

Gen is elected competitions officer.

Adjudicators Officer – Sadie nominates Connor. Connor accepts. Sophie C. Sadie nominates Prudence. Prudence accepts. Anne seconds.

Connor is elected Adjudicator's officer.

Schools Liason Officer – Sadie nominate Anne Byrne. Anne accepts. Katie seconds.

Anne is elected Schools Liason Officer.

Treasurer – Sadie nominates William. William seconds. Sophie C seconds.

William is elected Treasurer.

Schools Officer – Georgia nominates Emily Leggett. Emily accepts. Sadie seconds. Sadie nominate Prudence. Prudence accepts. Connor seconds.

Emily is elected Schools Officer.

Sponsorship Officer – Sadie nominates Prudence. Prudence accepts. William seconds. Sophie W nominates Sophie Cunningham. Sophie accepts. Sadie seconds.

Sophie is elected Sponsorship.

Secretary – Sadie nominates Prudence. Prudence accepts. Connor seconds. Sophie C nominates Georgia Kineally. Georgia accepts. Sadie seconds.

Georgia is elected Secretary.

Other Business And Adjournment

Sadie and James discuss potential collaboration with the QDU.

Emma discusses potential collaboration with QUT Women in Business.

The President, Kate Cockburn, of the Brisbane Girls Debating Association Incorporated at 7.30 pm.