

Western Australian Pharmacy Students' Association (WAPSA) Curtin



2026 Annual General Meeting - Western Australian Pharmacy Students' Association

Member Invitation

All members are invited to attend the club's Annual General Meeting (AGM). This is your opportunity to help shape the future of the club by participating in key decisions and voting for the new committee.

Your voice matters and your vote ensures the club continues to operate in the best interests of its members. To vote, you must attend and proxies are not accepted!

Purpose of the AGM

- Elect the **2027** committee in accordance with the [Guild's Default Club Constitution](#)
- Review and report on the club's activities and finances from **2026**
- Provide a platform for ordinary members to raise motions and discuss club matters. Ordinary members will have the opportunity to:
 - Speak about items on the agenda,
 - Vote on any resolutions proposed,
 - Vote to elect the **2027** committee.

Note: Only ordinary members (currently enrolled Curtin students and current club members) may vote and nominate. Proxy votes are not accepted. Non-ordinary members may attend if invited, but may only observe unless invited to speak by the Chair.

Attendance

Members may attend in-person or online. To help us manage attendance and meet quorum requirements (minimum 10 ordinary members), please **accept the calendar invitation** for this meeting. This helps the club track expected attendance and ensure we can proceed with the AGM.

Submit a Motion

Ordinary members may submit motions to be added to the agenda.

Submissions Close: 13th September, 5pm.

Call for Nominations

Nominations for 2027 committee roles are now open!

You can view a list of available committee roles and their responsibilities [here](#)

- **Who can nominate?** Any ordinary member (currently enrolled Curtin student and current club member). You can still submit a nomination even if you cannot attend the AGM, however, only ordinary members who attend the AGM will be eligible to vote. Proxy votes are not accepted.
- **How to nominate?** Submit your nomination by emailing wapsa@napsa.org.au with your full name, student ID and role(s) you would like to nominate for.

- **Nominations Close: 13th September, 5pm.**

Executive roles (President, Treasurer, Secretary) must be elected at the AGM. Other roles may be filled and we welcome your nominations.

The meeting will run in accordance with the agenda items.

When 14-10-2026 at 12:00 PM

Location: Building 211, Room 222/3, 211.222/3

Present Chloe Duong (1st Year Reps) , Thao Huong Nguyen (International Chair)

Agenda

Item	Owner	Item	Time
1.	Attendance	For Noting	10 min
All in-person attendees must sign in so that your membership status and voting eligibility can be assessed.			
Those online should sign-in via a private chat message to the meeting organiser by entering the following information:			
● Full name, ● Curtin Student ID, ● If you are not a Curtin student, please identify who you are: ie. Curtin Staff, Club advisor, Chaplain, Guild representative, Curtin College Student, UWA Student or other.			

Item	Owner	Item	Time
1.1.	Quorum The secretary (or minute taker) will: ● review the attendance list against the club's membership database to identify who may not be eligible to vote. ● Assess whether or not quorum has been met in order to proceed with the formalities of the AGM. ○ A quorum of 10 ordinary members (Curtin student members of the club) is required at the minimum (unless your Guild approved Society Rules requires a higher quorum). ○ Quorum must be maintained throughout the meeting. ○ If quorum has NOT been met within 30 minutes of the meeting start time, the AGM must not continue. A new AGM must be organised at a suitable date as per the club's constitution. We will consider addressing potential issues with lack of quorum. ○ If quorum has been met, we will proceed with the meeting. The following person/s who are in attendance and are ineligible to vote and must observe at the meeting unless invited to speak by the chair: Nil. The secretary declares quorum has been met.	For Action	5 min

Item	Owner	Item	Time
2.	Open Meeting	For Noting	5 min
	Acknowledgement of the Traditional Owners: <i>"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region"</i> The meeting will now commence at 12.13 PM		

Item	Owner	Item	Time
3.	Disclosure of any potential or perceived conflicts of interest Would anyone like to raise a potential conflict of interest? A conflict of interest arises when a committee member has an opportunity to use their position, or information they know from being in that position, for personal gain or the benefit of someone else. Our duty is not to prevent conflicts of interest. They can be common and in some cases they are beneficial, such as when a committee member is also part of a business that may be able to supply cheaper or free goods or services to the club. Rather, our duty is to ensure that conflicts of interest are declared and appropriately managed. Declaring a conflict of interest is simply a matter of announcing it at meeting or in writing between meetings. The club have a register of declared interests. If a conflict of interest is declared at a club meeting, as well as being noted in the minutes, it will also be entered into the register of declared interests. As an example, conflict of interest could arise if our club is calling for quotes to complete some printing work in its offices, and your family runs a printing business. As soon as you realise that you are in a position to influence a decision of the committee that could benefit your immediate family, you are in a conflict of interest situation. There are no raised conflicts of interest.	For Noting	5 min

Item	Owner	Item	Time
4.	Minutes of the Previous AGM Members present approve the 2025 Annual General Meeting Minutes and that they are a true and accurate recording of proceedings. ● WAPSA_AGM_2025.docx.pdf	For Action	5 min
5.	Reminder of the Guild's Policy In order to remain a club at Curtin, the club is bound by the Curtin Student Guild's Club Governance policy documents which are also located on our club website: ● Club Constitution ● Clubs Charter ● The Safe Spaces Agreement	For Noting	5 min
6.	Outgoing Committee Reports The committee reports will now be delivered.	For Noting	5 min
6.1.	President Report	For Noting	5 min
6.2.	Vice President Report	For Noting	5 min
6.3.	Secretary Report	For Noting	5 min
6.4.	Treasurer Report	For Noting	5 min
7.	Review of Strategic Plan and Internal Policies As part of our governance restructure, the executive committee will be reviewing our 4-year strategic plan and introducing two new policies to support efficient financial purchasing practices and the effective management of club goods.	For Action	15 min
7.1.	WAPSA 2028 Strategic Plan Members present review club goals outlined in the WAPSA 2028 Strategic Plan. WAPSA_2028.pdf	For Action	

Item	Owner	Item	Time
8.	Elections The 2026 committee roles are declared vacant and the club's mandatory committee roles as per the Guild's Default Club Constitution. 1. The chairperson is __ contesting the AGM and will conduct the election.	For Action	55 min
9.	2027 Committee The chair (or returning officer) explains the election process to the members: The elections will now be conducted and the process will be as follows: ● Both the nominees and those voting must be Curtin University students and a member of the club. ● Curtin College students are NOT considered as Curtin University students. ● We will conduct the elections in accordance with the club constitution. ● If there is only one nominee, that person will be elected unopposed. ● Where there are multiple nominees for a role, each nominee will be invited to speak before votes are cast by secret ballot. ● You may vote for yourselves if nominated. ● The chair of the meeting may vote, but not have a casting vote. ● If there were no nominations for a role, we may take	For Action	5 min

Item		Owner	Item	Time
	nominations from the floor (within this meeting). The outcome will be announced by clear identification as to whether the person is elected unopposed, by majority vote or unanimously (which means that no other votes went to the other nominees).			
	The following person/s have been nominated for committee roles: President Vice President Treasurer Secretary Communications Chair/s Education Chair/s Pharmacy Awareness Chair/s Merchandise Chair/s Social Chair/s Social Team Member Indigenous Chair Rural Chair			

Item

•

Owner

Item

Time

International Chair

•

Fourth Year Representative

•

Third Year Representative

•

Second Year Representative

•

First Year Representative

•

General Committee Member

•

There have been no nominations for __. If anyone wishes to nominate for any of these positions, then you may do so now.

Each Nominee is invited to speak.

Votes will now be cast by secret ballot.

Decision / Outcome:

1. President: __ was elected unanimously/unopposed/by majority vote.
2. Vice President: __ was elected unanimously/unopposed/by majority vote.
3. Treasurer: __ was elected unanimously/unopposed/by majority vote.
4. Secretary: __ was elected unanimously/unopposed/by majority vote.
5. Communications Chair/s: __ was elected

Item	unanimously/unopposed/by majority vote.	Owner	Item	Time
6.	Education Chair/s: ___ was elected unanimously/unopposed/by majority vote.			
7.	Pharmacy Awareness Chair/s: ___ was elected unanimously/unopposed/by majority vote.			
8.	Merchandise Chair/s: ___ was elected unanimously/unopposed/by majority vote.			
9.	Social Chair/s: ___ was elected unanimously/unopposed/by majority vote.			
10.	Social Team Member: ___ was elected unanimously/unopposed/by majority vote.			
11.	Indigenous Chair: ___ was elected unanimously/unopposed/by majority vote.			
12.	Rural Chair: ___ was elected unanimously/unopposed/by majority vote.			
13.	International Chair: ___ was elected unanimously/unopposed/by majority vote.			
14.	Fourth Year Representative: ___ was elected unanimously/unopposed/by majority vote.			
15.	Third Year Representative: ___ was elected unanimously/unopposed/by majority vote.			
16.	Second Year Representative: ___ was elected unanimously/unopposed/by majority vote.			
17.	First Year Representative: ___ was elected unanimously/unopposed/by majority vote.			

Item	18. General Committee Member: ___ was elected unanimously/unopposed/by majority vote.	Owner	Item	Time
10.	Club Bank Account Signatory Changes The new committee as elected within this meeting shall replace previous signatories on the clubs bank account Commonwealth Bank, Account No: 11234524 at the soonest date possible to avoid delays with access to the club funds: New Signatories • ___ - President • ___ - Vice President • ___ - Treasurer • ___ - Secretary The last listed bank signatories are to be removed as agreed: • Loren Elise Retta - President • Bridget Grace Ellement - Vice President • Hannah Won Rusli - Treasurer • Elizabeth Margaret Anne Ayre - Secretary		For Noting	5 min
11.	Other Business If your members have submitted motions for consideration, they can go here. If it is just a topic for discussion, please clearly identify this to the room and keep a close eye on time. You can table the discussion to be raised at a future committee meeting where the committee can decide if the topic will be turned into a motion to put forward for an official decision (via vote in accordance with the club's constitution) ___		For Discussion	5 min
12.	Committee Handover		For Noting	5 min

Item	Owner	Item	Time
An official handover between the outgoing and incoming committee will be arranged by the 2026 executives. All incoming executive members and chairs will have a direct handover from their predecessors. The incoming executive will continue the handover process for all other committee members in 2027. Handovers will be completed by 1st December. In this meeting however, the new committee are immediately verbally advised of the important details to ensure they are aware of the requirements and expectations required to be a Curtin club. The new committee is made aware that: ● The Guild is the club's regulator. The Guild is tasked by the University with managing, supporting and administering non-sporting clubs and societies at Curtin. ○ The usage of TidyHQ is required. TidyHQ is the Club software management platform. Required usage is outlined on the Guild website's resources for clubs. ○ Clubs must renew their registration with the Guild annually by finalising the AGM & Renewal Project tasks in TidyHQ as soon as possible. Any additional requirements will be outlined on the Guild website. ○ Without an active registration, clubs are prohibited from operating in any way. ○ The Guild's powers in relation to clubs are laid out in policy as listed on the Guild			

Item		Owner	Item	Time
	website's resources for clubs. These should be reviewed by the new committee asap. ○ Clubs will adhere to the Guild's Rules and Policy, obey their constitution & Guild-approved Society Rules, behave transparently and work in the best interest of the club and its members. ● The Guild Club Support team are the first point of call for all club queries and are there for support/guidance. Contact them on clubs@guild.curtin.edu.au. ● All club events/activities, on and off-campus must be notified to the Guild via a submission of an event application form on the Guild website for liability coverage and risk assessing purposes. ○ All club events must be approved by the Guild. Check the website for more information before considering running any event.			

Item	Owner	Item	Time
13.	Close Meeting	For Noting	5 min
	The meeting will now end at ____ PM		
	Tasks: Continue completing the final AGM & Renewal project tasks in TidyHQ		
	I, Loren Retta, Chairperson of the 2026 WAPSA AGM state that the minutes are a correct and true record of the meeting.		
	LR, --/--/2026.		

End of agenda.
Summary of matters arising are tabled on the following page.

Minutes of 2026 Annual General Meeting - Western Australian Pharmacy Students' Association on 14-10-2026

Summary of Attachments

Attachments

Item	File Name
------	-----------

4.	WAPSA_AGM_2025.docx.pdf
----	---

7.1.	WAPSA_2028.pdf
------	--------------------------------

Attachments can be found under your TidyHQ admin account at:

Storage > Meetings > [2026 Annual General Meeting - Western Australian Pharmacy Students' Association](#)