

Annual General Meeting Agenda

Date:	Wednesday 21 March 2018	
Time:	6:00pm	
Location:	Building 13, Level 4, Room 7	
Attendees:	President Vice President Secretary Treasurer	Committee Officers General Members
Apologies:	Please send apologies to the secretary in advance of the meeting	

No	Item	Who
1.	President & Treasurer Report	Elise
2.	Vice President Report	Mieke
3.	Secretary Report	Martha
4.	Annual Budget	Elise
5.	Annual Activity Plan	Martha
6.	Appointments from 2018 Election	Elise
7.	Other Items	All
8.	Next meeting: TBC	

Item 1: Presentation and approval of Reports from the 2017 Executive including the annual financial statement

President & Treasurer's Report – see attached
Vice President's Report – see attached
Secretary Report – see attached

MOTION: The reports from the 2017 Executive Committee be accepted.

Item 2: Election of the Club Executive

Five nominations for the executive committee have been received. As per the constitution, four executive committee members are required. Voting is be open until 5pm on the day of the meeting. Positions will be declared at the close of voting.

MOTION: The nominations for the executive committee be accepted as the executive committee and approve the positions.

President: Martha Arkalis
Vice President: Charlotte Wilkin
Secretary: Katrina Mulraney
Treasurer: Elise Steegstra and Seema Chandra

Item 3: Approval of the Club 12 month Activity Plan

Activity plan includes but is not limited to the activities detailed on the 2018 Events Calendar (see attached)

MOTION: The Club 12 month Activity plan for 2018 is approved.

Item 4: Approval of the 2018 Club annual budget

See attached Treasurer's Report

MOTION: The 2018 Club Annual budget is approved



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2018 AGM President's Report

2017

- Increase in membership
 - General membership
 - Social membership
 - Increase in committee members
- Increase in participation
 - Event attendance was up
 - Publications well received
 - Competition involvement was down
- Stable Sponsorship/Budget
- Disappointing support from the faculty
- Vic LSS council



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2018 AGM
Treasurer's Report

2017 Income

General Sponsorships	2017 Actuals	2017 Budget
RMIT GSBL	5,348.00	8,500.00
RUSU	2,150.00	1,500.00
Leo Cussens	1,500.00	1,500.00
Maurice Blackburn		
College of Law	2,000.00	2,000.00
ANU	-	1,500.00
MinterEllison	2,100.00	
Nowicki Carbone	-	1,000.00
Zaparas Law	1,500.00	
Lawskool	300.00	300.00
Other		
Total General Sponsorships	14,898.00	16,300.00
RMIT GSBL - VIS Moot Sponsorship		
Global Mobility VIS Moot	3,000.00	2,000.00
RMIT GSBL - Gala Dinner Sponsorship		
Total Careers / Clerkship Sponsorships	3,150.00	3,000.00
Other Income		
End of Year Event tickets	1,540.00	
Mid Year event Income	60.00	
10th Anniversary Dinner tickets	13,538.22	
Hoodie Payments	1,324.44	
Zaparas Moot Fees	150.00	200.00
First Year Dinner	500.00	
Subscriptions	988.86	1,000.00
ALSA Hoodie (reimb)	401.66	
L Card (reimb)	825.99	
Total Income	40,377.17	22,500.00

- General Sponsorships with RMIT GSBL down due to the school approving the budget late.
- Careers / Clerkship Sponsorships went well
- Other income from 2017 is reimbursements and ticket sales, not budgeted for as items are budgeted for on a net basis

Expenses

Expenses	2017 Actuals	2017 Budget
Publications		
Intro Guide		1,000.00
Careers Guide		1,500.00
Clerkship Guide		
Prospectus		400.00
MacPherson's Paper		400.00
Unallocated	285.89	
Total Publications	285.89	3,300.00
Events		
AGM	191.51	100.00
Summer Session	161.50	150.00
Other Social Events		200.00
Intro Event Semester 1	165.50	150.00
Intro Event Semester 2	1270	150.00
Mid Year Event	3,000.00	3,000.00
Mid year Careers Launch		
End of year event (Gross Exp)	2,727.45	
End of year event (Revenue)	- 1,540.00	
End of year event (Net)	2,727.45	2,500.00
Law Ball	14,433.25	
Unallocated	5642.5	
Total Events	26,051.71	6,250.00

- Events are budgeted for on a net basis, so these amounts are before ticket sales.
- We have not received an invoice for Publications

Expenses (con't)

Competitions	2017 Actuals	2017 Budget
Registration	1,302.04	
Flights		
Accommodation		
Other	2,320.00	
VIS Moot	3,622.04	2,000.00
Essay Prize	250.00	250.00
EoY Prizes		500.00
Awards Prizes	350.00	750.00
Kirby Moot	1,795.00	1,350.00
Moot Team		2,700.00
CI Team		1,800.00
Negotiations Team		1,800.00
Delegate		-
ALSA Conference - mid year	1,880.00	6,300.00
Filming	400.00	400.00
Catering	226.71	250.00
Prizes	450.00	250.00
Other		100.00
Personal Injury Moot (Zaparas)	1,076.71	1,000.00
Women's Moot	1,577.43	
Castan Moot	528.00	450.00
Internal Competitions		150.00
Total Competitions	7,457.14	12,000.00

- ALSA Expenses were reduced due to lack of funding from the school
- Women's moot was additional/in lieu of ALSA
 - Unlikely to be repeated

Expenses (con't)

	2017 Actuals	2017 Budget
Merchandise	124.68	
Wristbands		
Stickers	59.29	
Paper Bags		
Pens		
Mugs	35.57	
Hoodies (Gross Exp)	1365.79	
Hoodies (Revenue)	-1324.44	
Hoodies (Net)	41.35	0
Pull-up banner		
Unallocated		500
Total Merchandise	260.89	500
ALSA Affiliation	250	250
ALSA Councils (Feb, Sep)	2174.5	300
Internet Site	92.4	200
VE Costs		
Public Liability Insurance		
VCAT Registration etc	174.3	130
PO Box Annual Fee + Postage	240.77	250
Sponsorship Costs		
Write off debt	300	
Money for Books		500
Reimbursed costs (ALSA Hoodies)	387.66	
Reimbursed costs (L-Card related)	825.99	
Other	179.27	200
General Admin	2107.99	1080
Total Gross Expenses	42302.56	23880

- Overall a loss as budgeted for

Overall

Total Gross Expenses	42,302.56	23,880.00
Surplus	- 1,925.39	- 1,380.00
Equity Balance (Start)	10,673.99	10,673.99
Equity Balance (Ending)	8,748.60	9,293.99

- Strong surpluses over the last five years mean that we are in still in a relatively strong position.

Budget 2018

	2018 Budget	2017 Actuals
RMIT GSBL	7,500.00	5,348.00
RUSU	1,500.00	2,150.00
Leo Cussens	1,500.00	1,500.00
Maurice Blackburn	-	-
College of Law	2,000.00	2,000.00
ANU	-	-
MinterEllison	-	2,100.00
Nowicki Carbone	-	-
Zaparas Law	1,500.00	1,500.00
Lawskool	300.00	300.00
Other		
Total General Sponsorships	14,300.00	14,898.00
RMIT GSBL - VIS Moot Sponsorship	-	-
Global Mobility VIS Moot	-	3,000.00
Careers / Clerkship Sponsorships		
Total Careers / Clerkship Sponsorships	3,000.00	3,150.00
Other Income		
End of Year Event tickets	1,000.00	1,540.00
Mid Year event Income		60.00
Law Ball Ticket Sales	13,000.00	13,538.22
Hoodie Payments		1,324.44
Insurance Reimbursement	-	-
Zaparas Moot Fees	200.00	150.00
First Year Dinner	500.00	500.00
Subscriptions	1,000.00	988.86
Total Income	33,000.00	40,377.17

	2018 Budget	2017 Actuals
Publications		
Intro Guide	1,000.00	
Careers Guide	1,500.00	
Clerkship Guide		
Prospectus	100.00	
MacPherson's Papers	400.00	
Unallocated	300.00	285.89
Total Publications	3,300.00	285.89
Events		
AGM	100.00	191.51
Summer Session	150.00	161.50
Other Social Events	200.00	
Intro Event Semester 1	150.00	165.50
Intro Event Semester 2	150.00	1,270.00
Mid Year Event	2,500.00	3,000.00
End of year event (Gross Exp)		2,727.45
End of year event (Revenue)		- 1,540.00
End of year event (Net)	2,000.00	1,187.45
Law Ball	12,500.00	14,433.25
Unallocated		1,892.50
Total Events	17,750.00	26,051.71

Competitions		
VIS Moot	2,000.00	3,622.04
Essay Prize	250.00	250.00
CI Prize	100.00	100.00
Moot Prize	150.00	
Negs Prizes	100.00	
Awards Prizes	600.00	350.00
Kirby Moot	700.00	1,795.00
ALSA Conference - mid year	4,500.00	1,880.00
Filming	400.00	400.00
Catering	250.00	226.71
Prizes	250.00	450.00
Other	100.00	
Personal Injury Moot (Zaparas)	1,000.00	1,076.71
Women's Moot		1,577.43
Castan Moot	550.00	528.00
Internal Competitions	150.00	
Total Competitions	9,500.00	7,457.14
Merchandise		124.68
Unallocated	500.00	
Total Merchandise	500.00	260.89
ALSA Affiliation	250.00	250.00
ALSA Councils (Feb, Sep)	765.00	2,174.50
Internet Site	100.00	92.40
VCAT Registration etc	200.00	174.30
PO Box Annual Fee + Postage	250.00	240.77
Write off debt	-	300.00
Money for Books	185.00	
Other	200.00	179.27
General Admin	835.00	2,107.99
Total Gross Expenses	33,000.00	42,302.56
Surplus	- -	1,925.39



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2018 AGM Competition Report

Competition Plan 2018

- Competitions Team comprising Competitions Director, Junior Moot Coordinator and Competitions Coordinator
- Internal Comps
 - College of Law Client Interview Comp - Tort Law
 - Negotiation Competition
 - Junior Moot – 2nd Semester
- RMIT Zaparas Lawyers Personal Injury Intersvarsity Moot – In progress
- Competitions Training every other week
- Intersvarsity Competitions;
 - ALSA Conference - Adelaide
 - AAT (August)
 - Castan IHL (Early September)
 - Kirby (Late September)



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2018 AGM Equity Report

Equity Report

- Development of Equity Grants and Equity Payment Plans for events.
- RMIT LSS support for Same-Sex marriage campaign and students affected
- ALSA Mental Health campaign
- Forming connections with firms and other LSS/LSAs in the LGBTIQ+ space



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2018 AGM Education Report

Education Report

- First semester – organized LIV to attend Intro weekend, Plain English Training run, push at start of year to lecture-bash
- Position Vacant for a period of time
- New Education officer in Semester 2, Declan, in discussions with Cath Nolan about running research masterclasses for 2018



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Law Students' Society

2018 AGM Vice President Report

Publication Portfolio

- Sponsorship Prospectus
- First Year Guide – Introduction to Law School
- Careers and Publication Guide
- McPherson Papers
- Welcomed new recruits in the Publications portfolio:
 - Christie Jones
 - Ash Thomas



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2018 AGM Secretary Report

Responsibilities and Compliance

- The role of Secretary is to ensure that all administrative and compliance matters are in order.
- Compliance with Consumer Affairs Victoria to remain Incorporated and re affiliated with RUSU
- Ensuring that all officers comply with the RMIT LSS Constitution
- Organising and ensuring attendance at Committee/ General meetings

Members

- 83 members for the 2017 year
 - Full Financial Members
 - Social Members
- Currently 78 members have renewed or signed up (or made use of our three year membership option!)



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2018 Secretary's Event Report

Summer Social 2017

- Over 20 people got together at Father's Office on a Sunday in January which saw new and current students alike in attendance.

Introduction to Law School

- Various events:
 - Get to know you pizza in February
 - Drinks on us' at Asian Beer Café in April
 - Drinks at The Curtain in July
 - First Year Dinner at The Lincoln

Cocktails and Career Conversations

- Held at Collins Quarter
- Sponsors: Leo Cussen's, Zaparas, and MinterEllison were in attendance and key note speaker

End of Year Party

- Held at the Highlander Bar
- 55 tickets sold
- Launched publication – McPherson's Papers

Law Ball

- First ever Law Ball hosted by RMIT LSS held at The Trust
- Old Hollywood Glamour themed
- 126 tickets purchased
- Largest attendance at any RMIT LSS event in history
- Survey after the event indicated students wished to see this become an annual event
- Very positive feedback and the was very successful overall
- Special inclusions: Acrobatic performers, Champagne Tower, Photobooth

Financial Summary 01-Dec-17 to 31-Dec-17



Period Start 01-Dec-17
 Period End 31-Dec-17

Profit & Loss

	Period	YTD
Income	-	40,692.17
Subscriptions		988.86
Sponsorships - General		10,650.00
Sponsorships - VIS		3,000.00
Zaparas Moot Fees		150.00
RUSU		2,150.00
RMIT GSBL		5,348.00
EoY Event Tickets		1,540.00
Merchandise		1,324.44
ALSA Hoodie (reimb)		401.66
L Card (reimb)		825.99
Law Ball		13,538.22
First Year Dinner		500.00
Events		60.00
Equity Ticket Reserve		215.00
Expenses	-	5,052.04
Publications	-	285.89
Events	-	3,750.00
Competitions	-	5,088.76
Competitions - VIS	-	1,302.04
Sponsorship Costs		-
ALSA Council & Conference	-	4,054.50
ALSA Affiliation	-	250.00
Internet Site	-	92.40
O-week Bags		-
Books		-
General Admin	-	198.27
Merchandise	-	1,365.79
ALSA Hoodie (reimb)	-	387.66
L Card (reimb)	-	825.99
Equity Tickets	-	113.73
Bad Debt	-	300.00
Cheque Never Presented		19.00
Net Income (Loss)	-	5,052.04

Balance Sheet - YTD

Current Assets	8,998.60
Cash at Bank	5,790.23
Cash at PayPal	648.95
Accounts Receivable	2,559.42
Current Liabilities	-
Accounts Payable	250.00
Net Assets	8,748.60
Opening Equity (1-Jan-16)	10,674.17

Financial Summary 01-Dec-17 to 31-Dec-17



Period Start	01-Dec-17	
Period End	31-Dec-17	
Net Income (Loss)	-	1,925.57
Closing Equity		8,748.60
Prepayment for law ball		3,750.00
Equity		12,498.60
Check		-

Financial Summary 01-Dec-17 to 31-Dec-17



Period Start 01-Dec-17
 Period End 31-Dec-17

Bank Reconciliation

Opening Balance	01-Dec-17	\$10,842.27
Plus Unpresented Cheques (open)	-	250.00
<i>Opening Balance at bank</i>	<i>01-Dec-17</i>	<i>10,592.27</i>
Receipts		-

Payments	-	5,052.04
Vis Moot	9-Dec -	1,302.04
Rydges Melbourne	27-Dec-17 -	3,750.00

<i>Closing Balance at bank</i>	<i>31-Dec-17</i>	<i>5,540.23</i>
Less Unpresented Cheques		250.00

Closing Balance	31-Dec-17	5,790.23
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Accounts Payable

Essay Prize - Grixti	-	250.00
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Total	-	250.00
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Accounts Receivable

Minter Ellison	27-Mar-17	2,100.00
Dallas Henderson - Law Ball	02-May-17	121.94
Penny Weller - Law Ball	10-May-17	337.48

Total		2,559.42
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Paypay Reconciliation

Opening Balance	01-Dec-17	648.95
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Receipts		-
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Payments		-
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Closing Balance	31-Dec-17	648.95
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RMIT Law Student Society
Actuals v Budget



Income

	2017 Actuals	2017 Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual
General Sponsorships						
RMIT GSBL	5,348.00	8,500.00	8,750.00	6,000.00	1,430.00	12,000.00
RUSU	2,150.00	1,500.00	1,500.00	1,250.00		
Leo Cussens	1,500.00	1,500.00	1,500.00	2,250.00	2,500.00	2,500.00
Maurice Blackburn						500.00
College of Law	2,000.00	2,000.00	2,000.00	1,500.00	1,200.00	1,000.00
ANU	-	1,500.00	1,500.00	1,500.00	1,000.00	
MinterEllison	2,100.00		2,100.00			
Nowicki Carbone	-	1,000.00	1,500.00	1,500.00	1,250.00	
Zaparas Law	1,500.00					
Lawskool	300.00	300.00	300.00	300.00	300.00	
Other						
Total General Sponsorships	14,898.00	16,300.00	19,150.00	14,300.00	7,680.00	16,000.00
RMIT GSBL - VIS Moot Sponsorship			6,000.00			
Global Mobility VIS Moot	3,000.00	2,000.00				
RMIT GSBL - Gala Dinner Sponsorship						
Careers / Clerkship Sponsorships						
Arnold Bloch Leibler					200.00	
Allens	500.00		450.00	500.00		500.00
Landers & Rogers	700.00		800.00	300.00	100.00	
Kingwood Mallesons					100.00	
Greens List Barristers					100.00	
Russell Kennedy Solicitors	400.00		300.00	300.00	100.00	
Doogue O'Brien George					50.00	
Ashurst Australia	700.00				50.00	
Markotich					100.00	
Kliger Partners					50.00	
DLA Piper	300.00		300.00	300.00		
Baker & McKenzie	550.00		500.00	300.00		
Clayton Utz			300.00			
Total Careers / Clerkship Sponsorships	3,150.00	3,000.00	2,650.00	1,700.00	850.00	500.00
Other Income			3,440.86			
End of Year Event tickets	1,540.00		1,310.00	1,180.66		
Mid Year event Income	60.00			17.08		
10th Anniversary Dinner tickets	13,538.22					
Hoodie Payments	1,324.44		1,388.03	466.99		
Insurance Reimbursement				154.12		
Zaparas Moot Fees	150.00	200.00	100.00	300.00		
First Year Dinner	500.00					
Subscriptions	988.86	1,000.00	1,301.20	1,056.44	1,074.79	380.36
ALSA Hoodie (reimb)	401.66					
L Card (reimb)	825.99					
Total Income	40,377.17	22,500.00	35,340.09	19,175.29	9,604.79	16,880.36

Expenses

Publications						
Intro Guide		1,000.00	1,089.15	1,034.99	690.00	
Careers Guide		1,500.00	1,726.80	678.39	427.03	
Clerkship Guide					427.03	
Prospectus		400.00				
MacPherson's Paper		400.00				
Unallocated	285.89					
Total Publications	285.89	3,300.00	2,815.95	1,713.38	1,544.07	-
Events						
AGM	191.51	100.00				
Summer Session	161.50	150.00				
Other Social Events		200.00				
Intro Event Semester 1	165.50	150.00	159.00	249.40	115.30	
Intro Event Semester 2	1270	150.00	42.70	202.17	56.30	
Mid Year Event	3,000.00	3,000.00	3,000.00	250.00		2,613.79
Mid year Careers Launch				212.75	137.65	
End of year event (Gross Exp)	2,727.45		4,067.00	3,589.28	2,659.91	4,542.50
End of year event (Revenue)	1,540.00		1,310.00	1,180.66		
End of year event (Net)	1,187.45	2,500.00	2,757.00	2,408.62		
Law Ball	14,433.25					
Unallocated	5642.5					
Total Events	26,051.71	6,250.00	7,268.70	4,503.60	2,969.16	7,156.29
Competitions						
Registration	1,302.04		1,555.47			
Flights			2,101.86			
Accommodation			2,141.98			
Other	2,320.00					
VIS Moot	3,622.04	2,000.00	5,799.31			
Essay Prize	250.00	250.00				
EoY Prizes		500.00				
Awards Prizes	350.00	750.00	250.00			1,250.00
Kirby Moot	1,795.00	1,350.00	1,347.50	1,200.00	1,430.00	605.00
Moot Team		2,700.00				
CI Team		1,800.00				
Negotiations Team		1,800.00				
Delegate		-				
ALSA Conference - mid year	1,880.00	6,300.00	6,530.00	4,950.00	5,098.50	4,201.04
ALSA Conference - Sep						546.78
La Trobe 1st Year Comp					10.30	

2018 Activity Plan

21 January 2018	Summer Social Drinks
19 February 2018	Welcome Pizza Event / General Meeting
25 February 2018	Introduction to Law School event
7 March 2018	Competition/ Moot training
21 March 2018	Annual General Meeting
24 March 2018	First Year Dinner
9 April 2018	Client Interview Competition
16 April 2018	Research Masterclass
17 – 19 May 2018	Zaparas Moot
18 May 2018	Careers Fair Event
30 June 2018	Whiskey Tasting
2 – 7 July 2018	ALSA Conference
7 July 2018	Sausage Sizzle Fundraiser
14 July 2018	Introduction to Law School event
9 August 2018	Client Interview Competition
1 - 2 September 2018	Internal Junior Criminal Law Moot
7 September 2018	Law Ball
13 September 2018	R U OK? Day
9 November 2018	End of Year Party