



**Minutes**

<b>Date</b>	<b>13 September 2017</b>
<b>Time</b>	<b>6 PM</b>
<b>Room</b>	<b>MCG61</b>

**Annual General Meeting**

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**Venue: University of Newcastle (City Campus)**

**Chairperson:** Emily Gagliardi

**Meeting opened:** 6:09pm

**Returning officers:** Cal Maher and Indigo Ryan

**1 PRELIMINARY BUSINESS**

At the 2017 AGM the University of Newcastle Law Student Association acknowledged the Pambalong clan of the Awabakal people, traditional custodians of the land on which the campus of The University of Newcastle is situated.

Motion to accept the minutes of the previous Annual General Meeting (Held 8 September 2016).

**Moved:** Hayden Rudd

**Seconded:** Rosalie Connor

**Result:** passed unanimously

**2 CONSTITUTIONAL REFORMS**

In 2017 the University of Newcastle Law Students association completely redrafted the UNLSA Constitution and By-Laws from scratch to restructure the Committee and promote better governance. Voting on these changes were conducted by a show of hands, requiring a special resolution (75%) to pass.

**Part 1**

**Motion:** Emily Gagliardi

**Seconded:** James Gough

**Result:** Passed unanimously.

**Part 2**

**Motion:** Emily Gagliardi

**Seconded:** Hayden Rudd

**Result:** Passed unanimously.



**Part 3**

**Motion:** Emily Gagliardi  
**Seconded:** Nena Janssens.  
**Result:** Passed unanimously.

**Part 4**

**Motion:** Emily Gagliardi  
**Seconded:** India Monaghan  
**Result:** Passed unanimously.

**Part 5**

**Motion:** Emily Gagliardi  
**Seconded:** Sapphire Dawson  
**Result:** Passed unanimously.

**Part 6**

**Motion:** Emily Gagliardi  
**Seconded:** Hayden Rudd  
**Result:** Passed unanimously.

**Part 7**

**Motion:** Emily Gagliardi  
**Seconded:** Sapphire Dawson  
**Result:** Passed unanimously.

**By-Laws**

**Motion:** Emily Gagliardi  
**Seconded:** Rosalie O'Connor  
**Result:** Passed unanimously.



### **3 COMMITTEE REPORTS**

#### **3.1 PRESIDENTS REPORT**

The UNLSA's outgoing president, Cal Maher, presented a report on the operations of the UNLSA throughout the 2016/17 term. The full text of the report is annexed to the end of these minutes and marked "Annexure A".

#### **3.2 FINANCE REPORT**

The UNLSA's outgoing Vice President (Finance and Marketing), Andrew Morello, presented the UNLSA's financial reports for the 2015/16 term, including the Association balance sheet and profit/loss statement.

The full text of the financial reports and accompanying documents is annexed to the end of these minutes and marked "Annexure B".

**Motion:** Emily Gagliardi

**Seconded:** David Hemsworth

**Result:** Passed unanimously.

### **4 ELECTION OF A NEW COMMITTEE FOR THE 2017/18 TERM**

#### **4.1 DECLARATION OF UNCONTESTED POSITIONS**

Under the new provisions for no confidence members of the association were given the choice to either affirm uncontested nominations or give a vote of no confidence. The results were as follows:

**President:** Rosalie Connor

**Votes of no confidence:** 0

Rosalie Connor elected

**Vice President (Sponsorship):** Amanda Smalley Hoole

**Votes of no confidence:** 1

Amanda Smalley Hoole elected

**Vice President (Administration):** Conrad Nichols

**Votes of no confidence:** 1

Conrad Nicholls elected

**Vice President (Finance):** Kate Alexander

**Votes of no confidence:** 0

Kate Alexander elected



**Director of Careers (Events):** Mitchell McColl

**Votes of no confidence:** 0

Mitch McColl elected

**Director of Competitions (Skills):** Nathan Hawkins and Samantha Middleton

**Votes of no confidence:** 4

Nathan Hawkins and Samantha Middleton Elected

**International Student Representative:** David Manley

**Votes of no confidence:** 0

David Manley elected

**Indigenous Student Representative:** Kishaya Delaney

**Votes of no confidence:** 0

Kishaya Delaney Elected

## 4.2 VOTING ON CONTESTED EXECUTIVE POSITIONS

**Vice President (Education)**

Alex Coburn: 11

Jack Tearle: 23

Charlotte Walker: 13

Vote of no confidence: 3

Result: Jack Tearle

## 4.3 VOTING ON CONTESTED NON-EXECUTIVE POSITIONS

**Director of Social Events**

Amelia Drinkwater: 12

Lauren Fremantle: 37

Vote of no confidence: 0

Result: Lauren Freemantle

**Director of Social Media and Marketing**

Sian Pickard and Grace Lancaster: 29

Tiffany Liu and Courtney Parnell: 18

Abstaining: 10

Vote of no confidence: 1

Result: Sian Pickard and Grace Lancaster

**Director of Student Relations (LLB)**

Alex Coburn: 16

Daniel Schmidt: 32

Vote of no confidence: 0

Result: Daniel Schmidt

**Director of Student Relations (JD)**

Paige Findley: 18

Jesse Franks: 25

Votes of no confidence: 3

Result: Jesse Franks



**Director of Social Justice**

Katie Butterworth: 26  
Charlotte Walker: 22  
Votes of no confidence: 0  
Result: Katie Butterworth

## 4.4 NOMINATIONS FROM THE FLOOR FOR UNFILLED POSITIONS

### NOMINATIONS FROM THE FLOOR

<b>Director of Sport and Recreation</b>	Elyssia Gasparato Courtney Edstein-Boyes Votes of no confidence: 0 <u>Result:</u> Elyssia Gasparotto
<b>Director of Local Sponsorship</b>	Stuart Kovacs Astrid Reidy Votes of no confidence: 0 <u>Result:</u> Stuart Kovacs
<b>Director of Careers (Publications)</b>	Emily Wood Votes of no confidence: 0 <u>Result:</u> Emily Wood
<b>Director of Competitions (Advocacy)</b>	Courtney Parnell and Tiffany Liu Votes of no confidence: 0 <u>Result:</u> Courtney Parnell and Tiffany Liu

## 4.5 HONORARY MEMBERSHIPS

An Honorary Membership is a formal recognition of those who have gone above and beyond the call of their duties in their time with the UNLSA.

**Nomination:** Cal Maher

**Moved:** Sam Cooper

**Seconded:** Emily Gagliardi

**Meeting closed:** 8:36pm



## **ANNEXURE A: PRESIDENTS REPORT**

Good evening, and welcome to the 2017 AGM. I'm Cal, a third year JD student and the current President of the UNLSA. As approach the end of my studies, I can definitely say that we are incredibly lucky to have the community that we do here at Newcastle Law School. The UNLSA forms a foundational cornerstone of this community, providing a wealth opportunities for our students to engage with their peers, develop their skills, and to really take something of value away from their time at UoN. Looking back, I can definitely say that I didn't know what I was signing on for when I started, but I'm so glad that I did. I have had the privilege to work with an excellent committee and a fantastic executive who have consistently gone above and beyond to promote what is so good about Law School. I've tried to ensure that I've mentioned everything we've achieved this year in this report, but given that that's a high bar, please forgive if I leave something out.

### **Sponsorship**

Our sponsorship team continued to kick goals this year, roughly maintaining last year's sponsorship incomes whilst introducing new and wildly successful events. I'm incredibly thankful for Andrew's efforts as VP; his strong work ethic and ability to convince various sponsors to up their commitments was invaluable throughout this year. It was these efforts that led to establishment of what will hopefully become an annual Sydney Firm Tour, where we sent a busload of penultimate students to visit some of Australia's biggest (and best) firms. On the local sponsorship front, Brent went to lengths to help increase commitments from local firms, securing a new major partner and vastly increasing the local sponsorship pool. He also coordinated with the NLS and NSWYL to put together the annual networking evening, hosted in the NeWSpace building – which I can personally say was a resounding success. Our careers publications were better than ever thanks to Shanna & Rebekah, whose clerkship guide not only looked amazing, but delivered incredibly helpful guidance. Claire put in an amazing amount of effort to ensure that the Careers Roadshow was a resounding success, and I have every bit of faith that the upcoming Opportunities in Law event will be just as much so.

### **Education**

It's never been a more exciting time to be a law student at UoN. The move to NeWSpace and implementation of 'blended learning' have not been without their challenges, but Rosalie has worked tirelessly to ensure that student issues are communicated to and acted upon by the school. She has also been incredibly helpful at a state and national level, regularly contributing to the discussions and events of both SCLSS and ALSA. Our involvement with both of these bodies has allowed us to not only cultivate strong relationships with other LSAs, but has provided a constant source of inspiration for our own initiatives back home. Notably, we successfully



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introduced and pushed for unanimous action on SSAF at ALSA's Annual Conference, generating real action on a national level. Our competitions, although stressful at times, have been incredibly well-managed throughout the year thanks to the impeccable efforts of our competitions directors, James & Nena, and Alice & Hayden. In a first for our Association, we even travelled down to Sydney to host the grand final of the Negotiations competition in the offices of Clayton Utz. Both firm representatives and our very own Dean judged the grand final, which was a fantastic night. Tom has done an excellent job as Director of Social Justice, organising an engaging panel discussion on the issues surrounding out of home care that featured experts from a range of industries. It was extremely helpful to view the problem as a whole, and not just as something to be resolved legally. He has also been instrumental in the planning of the annual Women In Law Breakfast that I'm sure we're all eagerly anticipating. Sapphire has worked hard to ensure that the Committee features indigenous perspectives, and we are all looking forward to the return of the annual Indigenous evening later this year.

## Finance

The Association's finances are undoubtedly important; they ensure that we can provide the events and initiatives that we do each year. Morello has gone to lengths this year to revamp our records, introduce new systems, and formulate new financial policies and procedures. He has also managed to constantly come up with additional funds wherever necessary, whilst ensuring the financial health of our Association is protected. Laura has consistently supported the wider committee, regularly helping to run events outside of her role, and developing promotional material whenever requested.

## Events

Where do I start? We've just wrapped up two of the biggest events of the year, being Revue and Law ball, and I don't think I'll be alone in saying it: wow. Both events were outstanding and delivered well above expectations. Indigo and Grace, your management and design of law ball was easily the best I've seen in my limited time here, and I'm sure it's set the bar substantially higher for next year. Revue was beyond just well-received, it practically sold out, and has produced the most viewed Revue skit ever. Both of you deserve the highest praise for what you've achieved this year. On a sports-related note, we've seen a resurgence of UNLSA-based sport this past year. I admit, at the start, I had my doubts, but then I was even playing regular netball games. A massive thank you to both Em and Jake for getting sports back in the mix! Further, I'm incredibly proud to note that we have retained the Law v Med Rugby title!



## **Admin**

It's been a big year for admin with the complete redrafting of the Association's Constitution and By-Laws. Em, I apologise for dragging you into the library on multiple occasions for entire weekend drafting sessions. It was painful, but necessary, and the end product justifies itself. I'm incredibly proud of what we've achieved, and hope it isn't immediately redrafted next year. A big thank you for our student rep team, Courtney, Conrad, David, and Maimoon, who have been a constant help with practically any event. Without you guys, I can't see how our events would have run as smoothly as they did.

## **President**

It's been a year of change: we've moved campuses, switched teaching styles, adopted a new membership platform, drafted a fresh set of governance documents, and ran a number of new events. I owe a heavy debt to the committee and, especially, the executive, for what I've put you all through; I've expected much, and you have constantly exceeded my expectations.

What I hope we've left is something that can be built upon. The major point of these governance reforms was to ensure that future committees have greater flexibility over what they want to achieve, and are better equipped to do so. Whilst I hope to see a return of some of our newer initiatives, such as the clerkship mentoring program or the Sydney Firm Tour, I also understand that there are other valuable experiences available, and I have upmost faith in your judgement. This Association has so much potential, and I know that it will be in excellent hands going forward.

Thank you.



UNIVERSITY OF NEWCASTLE  
**Law Students' Association**

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# **UNLSA FINANCE REPORT 2017**

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**Period: 1  
September 2016-  
31 August 2017**

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**Delivered by Vice President (Finance & Marketing):  
Andrew Morello**

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## **Vice president Finance's Address**

I am greatly honoured to be able to present the financial address for 2017. As my first time serving as VP Finance for the UNLSA, the association has undergone some significant changes throughout its recording and reporting processes. I can confidently say that the association has adopted its very first accounting system for recording and tracking all incoming and outgoing transactions, which are reconciled against all bank statements for an extra layer of assurance.

With these significant changes, diligent forecasting and budgeting, the association has seen outstanding results, returning a net surplus of \$21,800 for the financial year ended 31 August 2017. This represents a 3,344% higher net profit than our previous financial year.

## **Budget Forecasting**

This term I have improved the master budget tracker immensely. By linking each individual budget (which correlates to the respective event) to the master budget, the incoming VP Finance or President will be able to access each individual budget effortlessly. I have also included some major changes to the formulas used and removed any unnecessary columns. In what I believe is now the most useful column, I have added a 'UNSLA Incurred' column, which identifies the amount of funding the UNLSA is budgeting towards each individual event. Each change has made the process for reviewing and tracking expenses a seamless process for any future VP Finance.

The primary goal as always, was for each and every ticketed event to run at a break-even point. I would like to commend the executive and the committee for working tirelessly to manage their own portfolios and budgets this year. A direct result of these budgets being used in accordance with the financial policies is clearly reflected in the financial performance of the association this year.

## **Profit management**

It is my belief that the primary goal of any incorporated association is to run at a break-even point or return a marginal profit. This ensures the association allocates all revenues accordingly, to best serve the associations goals and objectives.

Given the associations financial year will always run through two years; e.g. from 1 Sept 2016 to 31 Aug 2017, and the planning and budget forecasting of the relevant term will only run for a single year; e.g. 1 Jan 2017 to 31 Dec 2017 - there is often going to be challenges that arise in relation to financial controls and planning for the incoming VP Finance. Simply, these challenges arise because the financial year and the planning and budget forecasting period do not run parallel to each other. The main problem is that major revenues or expenses might not be accrued in the financial year that have been planned or budgeted for in the term that the VP Finance has responsibility and control over. However, diligent planning and reporting can best minimise these inefficiencies.



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With all that being said, I am privileged to announce that the association has returned a net surplus of \$21,800, that is a 3,344% higher return than the previous financial year. The key revenues that contributed to this return include:

### **Membership**

The association's growing membership this year increased from 397 members in 2016 to 412 members in 2017, which raised \$2,169 in revenue, a 9.27% increase in revenue than 2016.

### **Sponsorship**

The positive financial result is also a reflection of the Commercial and Local sponsorship received. Local sponsorship received was \$20,650 and Commercial sponsorship was \$24,550. This totals a combined sponsorship of \$45,200. It should be noted that the majority of our sponsorship was generously donated by Commercial Law firms from Sydney and locally here in Newcastle. A big thank you goes out to our major 'Gold Sponsor', Herbert Smith Freehills. Of the total sponsorship, \$10,000 which was generously provided by the University of Newcastle Law School, having a substantial benefit to our net surplus. The sponsorship represents a 12.52% higher amount than the previous financial year.

### **Ticket Sales**

The UNLSA have again returned a very positive result from ticket sales. Our aim to run all events as cost effectively and efficiently as possible was clearly evidenced by our net surplus. The total accrued and received ticket sales contributed to \$70,562, a 2.86% higher amount than the previous financial year.

### **Grants**

In line with the previous financial year, I have purposely refrained from submitting a Student Central Grant claim within the 2017 financial period. This is because the previous VP Finance had submitted the 2016 Student Central claim late in the 2016 year, which allowed them time to properly account for all events. This also meant that the 2016 Student Central Grants fell into the 2017 financial year. To follow this process and to ensure the 2018 financial year receives the benefit of the 2017 Student Central Grants, I have purposely withheld on making a claim within the 2017 financial year. Nonetheless, the association received \$4,142 in Student Central Grants.



## Expenditure

### Venue Prices

In 2017, I diligently categorised expenditure in a way that accurately reflects how the association spends its funds. I believe this is a direct result of implementing an accounting system to improve accuracy and reduce room for error. In relation to venue costs, the costs represented 10.34% of the total expenses. In comparison to 2016, the 'venue packages' costs represented 59% of the total expenses, which is a 43.66% difference. Again, this reduction would be credited to categorising venue costs accordingly and not broadly categorising different expenditures into one category, for example not including alcohol costs within the broader category of 'venue packages'.

Law Revue has once again enjoyed record audience numbers of 317 over two shows at the Civic Playhouse, which is right next to the NewSpace building, naturally attracting a large attendance. The final numbers for Revue have not been finalised and will not fall within the 2017 financial year, however, total ticket sales were \$4,942.50, which is a testament to the success of the show and venue costs were a low \$1,629, which is \$589.20 less than venue costs in 2016.

### Non-financial performance indicators:

#### Increased engagement

- New record memberships: 412 - achieved through our new membership and ticketing database; QPay.
- A Day in Corporate Law event held at four top tier law firms in Sydney.
- Recording of event attendance so that future years can begin tracking.

#### Good stewardship (efficiencies)

- Removal of lower value expenses
  - Example: Printing.
  - We have resorted Facebook event advertising, which is cost effective (no costs) and has a higher level of reach and engagement.

#### Financial Innovations

- Xero Accounting Software.
- QPay membership and ticketing system.
- Major changes to the live updating budget trackers.



# UNIVERSITY OF NEWCASTLE Law Students' Association

## Profit and Loss

University of Newcastle Law Students' Association  
1 September 2016 to 31 August 2017

31 Aug 17

<b>Income</b>	
ALSA Conference - Competitor Contributions	1,875
Commercial Sponsorship	24,550
Interest Income	468
Local Sponsorship	20,650
Sales	168
Student Central Grants	4,142
Student Membership	2,169
Ticket Sales - Law Ball	59,355
Ticket Sales - Trivia Event	2,635
Ticket Sales - Valedictory Dinner	6,305
Ticket Sales - Wine Tour	515
Ticket Sales - Women in Law Event	1,752
<b>Total Income</b>	<b>124,585</b>
<b>Less Cost of Sales</b>	
Refunds	(281)
<b>Total Cost of Sales</b>	<b>(281)</b>
<b>Gross Profit</b>	<b>124,866</b>
<b>Less Operating Expenses</b>	
Advertising	20
Alcohol	22,271
ALSA Conference Registration	9,460
Bank Fees	2
Catering	43,293
Competition Registration Fees	100
Decoration	3,370
Entertainment	1,830
Equipment Hire	2,452
General currency conversion	78
General Expenses	51
Gifts & Donations	3,026
<b>Total Operating Expenses</b>	<b>103,065</b>
<b>Net Profit</b>	<b>21,800</b>
Photography	100
Printing & Stationery	1,409
Professional Services	500
Reimbursements	1,117
Sport Registration	301
Subscriptions	540
Ticketing Platform Fee	177
Travel - National	1,809
Venue Hire	10,660



# UNIVERSITY OF NEWCASTLE Law Students' Association

## Balance Sheet

University of Newcastle Law Students' Association  
1 September 2016 to 31 August 2017

	31 Aug 17
<b>Income</b>	
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<b>Total Cost of Sales</b>	<b>(281)</b>
<b>Gross Profit</b>	<b>124,866</b>

## Concluding Remarks

As I will be concluding my time at university this year, I would like to personally thank the executive and the committee for all the hard work they have contributed to the association this term. Without their full support the association could not continue to prosper and run successful events for its members. I wish the future association all the best and I hope they continue the exciting and rewarding work that the UNLSA contributes to its members.

  
Andrew Morello

**Vice President (Finance & Marketing)**