



**Sacred Heart College Geelong Alumni Association**  
**2024 Annual General Meeting Minutes**  
**Sunday 10 November 2024, 10.00am**  
**Onsite - Celies Dining Room**  
**and [via Zoom](#)**

**Attendees:**

- **Committee:** President - Anne Mathieson (1971), Treasurer - Enza Hughes (1987), Laura Doherty (1976), Di Spence (1968), Amanda Kunjka (1992), Emma Tyler College Representative, Jo Welch, (Alumni Officer).
  - **College:** Anna Negro (1981).
  - **Members:** Franca Bonanno (1984), Adrianna Maddalon (2012), Colette Gellion (1971), Clare Gordon (1987), Joan West (1959), Marita Fitzpatrick (1951),
- Via Zoom:** Nil

**Apologies:** Noted below in script.

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**Welcome - Anne Mathieson**

President Anne Mathieson welcomed everyone to the 2024 Annual General Meeting for the Sacred Heart College Geelong Alumni Association and outlined the seven principle meeting objectives:

1. To confirm the Minutes of the 2023 Annual General Meeting
2. To receive the President's Report
3. To receive the Treasurer's Report
4. To receive the Alumni Association Trustee Committee Report
5. To receive the College Report
6. The re-election of Committee Members and Office Bearers for 2025
7. To address any general business

## **Acknowledgement of Country - Laura Doherty**

## **Prayer - Laura Doherty**

## **Apologies – Anne Mathieson**

The following apologies were received:

- Natalie Semianiw (1984)
- Jade Hovey (2011)
- Daniela Pavlovic (2001)
- Sue Marshman (1965)
- Fran Parry (Darcy 1958)
- Stacey Harris (Ward 2001)
- Gael Perry OAM (Brennan 1962)
- Sheila Carey (1954)
- Sister Linda Hewitt (1957)

## **Vale - Anne Mathieson**

President Anne Mathieson remembered our alumni who have passed away since the last AGM.

- |   |  |
|---|--|
| • Madeleine Ballinger (Taylor 1942)                 | • Sister Marie Doolan (1956) OAM         |
| • Janet McGrath (Hardiman 1968)                     | • Thalia Robertson (2011)                |
| • Sister Bernadette Bartels (1950)                  | • Mary Den Dryver (McCarty 1965)         |
| • Aileen Mcilvena (Read 1962)                       | • Christine Ruth Nunn (Smith 1968)       |
| • Susanna Bereza (Tracz 1971)                       | • Margaret Josephine Dowie (Rogers 1954) |
| • Rosalind (Ros) Mcilvena (Strong 1964)             | • David Shaw (boy 1947)                  |
| • Emma Canaway (2015)                               | • Brian Dummett (boy 1942)               |
| • Judith McMahon (Outen 1959)                       | • Sister Christine Taylor                |
| • Kellie Ann Carmichael (1994)                      | • Jean Hill (Carey 1976)                 |
| • Laura Mellar (Stones 2011)                        | • Claire Elizabeth Walter (1990)         |
| • Maria (Connie) Concetta Costa (Santospirito 1946) | • Catherine Keating (Marks 1964)         |
| • Isabel Nieto (Bellamy 2019)                       | • Ellen "Nell" Lonergan (O'Reilly 1947)  |
| • Sister Marion McDonald (1951)                     | • Marlene Martin (Fitzgerald 1960)       |

May they rest in peace.

## **1. Confirmation of Minutes of the previous 2023 AGM - Anne Mathieson**

**Proposed:** A motion was called that the Minutes of the 2023 Annual General Meeting be accepted.

**Moved:** Dianne Spence

**Seconded:** Clare Gordon

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## **2. President's Report - Anne Mathieson**

Thanked everyone for joining onsite for our AGM.

I am pleased, as the current President of the Sacred Heart College Geelong Alumni Association, to present the Annual Report for 2023-2024.

It is an exciting year for the Association as we celebrate 100 years since the founding of the SHC Old Collegians Association in 1924. Today we will hold a special mass and celebrations of this significant milestone.

The Association's role is to continue to have a strong, positive connection with the College. We do this through scholarships, awards, networking events, mentoring and supporting social justice. We also contribute to Capital Appeals to ensure that SHC is always at the forefront of providing a modern environment for our students and to maintain the long standing heritage of this institution.

### **STRATEGIC PLAN**

The Association's Strategic Plan is based on four Pillars. This year we updated the pillars to reflect how we organise and conduct the business of the Association. The four Pillars are:

- 1. Experiences**
- 2. Giving Back**
- 3. Engagement**
- 4. Heritage**

1. **Experiences** – the Association will connect our Alumni with each other and to the College through varied experiences and events through which we create a stronger network and longstanding relationships.

Current Status: The Association will continue to identify networking opportunities that involve past and present students. We will also be focusing on a mentoring program that taps into the extensive network we have.

2. **GIVING BACK** - the Association will provide sound fiscal governance that will enable revenue and expenses to be managed in a way that will ensure that reserves and investments remain financially viable in the long term. This will provide funds for giving to community programs, capital appeals and Alumni focussed events that align with the Mercy Values.

Current Status: the Association will be making a significant contribution to the new Sports and Wellness Centre planned for 2025, continuing our support of the expansion of student facilities. We are also going to revive the bequest program in conjunction with the Development Office.

3. **ENGAGEMENT** - the Association will develop stronger relationships with the College, current students and the wider community by maximising opportunities for members to drive these relationships that provide mutually beneficial outcomes. The Association will use the new SHC Connect online platform to widen the scope of ways in which we can engage our Alumni and for them to engage with each other.

Current Status: our new online platform “SHC Connect” has been launched; an interactive and dynamic platform for networking, mentoring and inspiring each other.

4. **HERITAGE** - The Association will continue to support heritage projects at the College and encourage the sharing of history and stories that provide insight into the lives of past students. The members will be encouraged to donate to the College archives so that the memories are recorded and retained. All meetings and gatherings of the Association will make reference to our heritage and its importance in the ongoing importance of the Mercy Way and Mercy Values.

Current Status: The Reunion program has a strong emphasis on heritage. Past students really enjoy the tour of the school and reminiscing about their time in those buildings and spaces.

## **SCHOLARSHIPS AND FUNDRAISING**

We continue to fund academic and equity scholarships to current College students. These scholarships are funded through our membership fees, collected from current students. The annual fee is \$50 per year.

We are excited to announce that this year we are going to provide a “full” scholarship to one deserving student for her education from Y7 to Y12 at SHC.

## COMMITTEE

The Committee is made up of:

**President:** Anne Mathieson (McGarry 1971)

**Treasurer:** Enza Hughes

**Committee Members:** Treasurer: Enza Hughes (Di Santo 1987)

**General Committee:** Laura Doherty (1976), Di Spence (1968), Daniela Pavlovic (2001), Jade Katergaris (Hovey 2011), Amanda Kunjka (1992 for re-nomination)

**SHC Representatives:** Jo Welch, SHC Alumni and Development Officer

**Alumni Committee Principal's Representative:** Emma Tyler, Leader of Development, Marketing and Communications

New members welcomed this year were Amanda Kunjka (1982).

*Natalie Semianiw (1984) (Natalie was absent for AGM). Franca Bonanno (1984) and Adrianna Maddalon (2012) who have been nominated for 2024/2025 to join the committee.*

President thanked fellow Committee members for their dedication and efforts during 2022/2024. Thank you

*I am stepping down as President after 3 years to make way for a new President to take the helm of the SHC Alumni Association into the future.*

*It was mentioned, if you are considering joining the Committee please contact myself or Jo Welch our Alumni and Development Officer at the College to find more about what is involved.*

## COLLEGE SUPPORT

Jo Welch has continued to be a most valuable resource for the Association and is an integral member of the Committee. She is always busy planning events and meetings and managing our social media platforms, ensuring that our presence is up to date, relevant and engaging. Jo will also be critical to the success of SHC Connect.

I also thank Emma Tyler who came to the College this year as the new Leader of Development, Marketing and Communication. Jo reports into Emma in relation to all things Alumni. Emma has come up to speed very quickly and has provided fresh ideas and insights into the Strategic Plan and all Alumni events and initiatives. She has been very supportive of our goals.

Thank you as always to Anna Negro for her constant support of the Alumni Association. We value and are grateful for your commitment to the Alumni Association. It is under the College's auspices that we are able to hold events and have the resources to do our work. We are truly blessed to have such strong support.

## **2023-2024**

The Association has been engaged with past and present students through networking events, charitable giving and the mentoring program. (see attached list)

We continue to seek opportunities to engage with current students to build knowledge and recognition of the SHC Alumni Association before the students leave the College. Again this year, we will hold the Year 12 Breakfast and induct all students into the Association.

The most exciting celebration in 2024 is the 100<sup>th</sup> Year Anniversary of the foundation of SHC Old Collegian's in 1924, which is being held today. Even though we are now called SHC Alumni we still hold to the ethos and values of those founders and all the wonderful women who have kept the Association vital and vibrant over the past 100 years. Today we pay tribute to them and recognise the importance of the Association to the current Committee and the College.

## **2024-2025**

As always, the coming year will come with new challenges and opportunities. We have exciting projects to work on and deliver, and we look forward to delivering events and delivering meaningful communications that will improve engagement and connections with the whole Alumni Committee.

The Committee will meet in early 2025 to set out its goals and plans for the coming years.

**Anne Mathieson (McGarry 1971) SHC Alumni Committee President 2021-2024.**

**Proposed: A motion was called to accept the President's Report**

**Moved: Enza Hughes**

**Seconded: Colette Gellion**

### 3. Treasurer's Report

Good morning and welcome.

I draw your attention to the financial reports within your folders and hereby declare that the 2024 Alumni Association's financial performance has been audited by the College's Finance Manager, Ms Rachael Postuma.

I take this opportunity to highlight the following:

Our main source of funds, as always, is our membership fees from the College which amounted to \$72,400 due to the increase in membership fees to \$50 per year per student.

The major outgoing this year was the first and second payments to Graduway totalling \$21,525 for our new online platform, 'SHC Connect'. We spent \$12,558.51 to host the 2023 Year 12 Breakfast and spent \$6,021 in networking expenses to create stronger connections and opportunities between past and present students and the community.

Scholarships and awards paid totalled \$7,350. We made significant donations this year including \$2,000 to Offspring, \$4,500 to Santa Casa, \$3,500 to Feed Me Geelong, \$10,000 to PNG Mercy Works and \$12,375 for the bronze plaque for Catherine's Courtyard.

The CDF Term Deposit, that is under the management of the Alumni Association Trustee Committee, held its two meetings for the year as required.

The Funds was fully invested in a CDF Term Deposit during the 2023-2024 year at a return of 4.6%. The interest earned for the year was \$6,865.58. The term deposit matured on the 1st April 2024 and now with a balance of \$155,709.42, we are happy to advise we have secured a rate of 5.3% for the next 12 months.

The Association is in a strong financial position to enable us to begin providing a full six year scholarship next year as well as providing significant contributions to the new Sports and Wellness Centre over the next few years.

I would like to thank everyone on the Committee who have supported me this year especially Jo whose work has been invaluable and Emma, who arrived at our school this year and quickly understood our ideals and worked seamlessly with us to achieve our goals. Thanks also to our retiring President, Anne, for the immense work she has done not only on our committee but for the whole of SHC.

**Sacred Heart College Alumni Association**  
**Treasurer's Report**  
**1st October 2023-30th September 2024**

		\$
<b>OPENING BALANCE</b>	<b>01/10/2023</b>	<b>\$ 123,168.06</b>
<b>INCOME/DEPOSITS</b>		
MEMBERSHIPS		\$ 72,400.00
EVENTS/FUNDRAISING		
REUNIONS		
TRANSFER FROM TERM DEPOSIT		
BEQUEST		
INTEREST		\$ 4,944.99
<b>TOTAL INCOME</b>		<b>\$ 77,344.99</b>
<b>EXPENSES/DISBURSEMENTS</b>		
MEMBERSHIPS		
CONSULTANTS		
GIFTS/FLOWERS		\$ 805.00
YEAR 12 BREAKFAST		\$ 12,558.51
GOLDEN GIRLS LUNCH		\$ 7,675.60
BANK FEES		
COMMITTEE EXPENSES		\$ 23,038.20
NETWORKING EVENTS		\$ 6,021.00
TRANSFER TO TERM DEPOSIT		
DONATIONS		\$ 32,375.00
SCHOLARSHIPS		\$ 7,350.00
<b>TOTAL OUTGOINGS</b>		<b>\$ 89,823.31</b>
<b>CLOSING BALANCE</b>	<b>30/09/2024</b>	<b>\$ 110,689.74</b>
<b>BANK STATEMENTS</b>	<b>30/09/2024</b>	<b>\$ 110,689.74</b>
<b>NET MOVEMENT</b>		<b>-\$ 12,478.32</b>

**Closing Balance Made Up Of:**

	Projects	\$ 13,701.61	
	Mercy Works	\$ 6,096.69	\$ 19,798.30
	Other	\$ 90,891.44	
<b>Total</b>		<b>\$ 110,689.74</b>	
<b>Outstanding Transactions:</b>	nil	\$ -	
<b>Balance after Outstanding Transactions</b>		<b>\$ 110,689.74</b>	

**TERM DEPOSIT**

<b>Opening Balance</b>	\$ 148,843.84
<b>Add interest</b>	\$ 6,865.58
<b>Balance as at 30th September 2024</b>	<b>\$ 155,709.42 *</b>

* CDF Term Deposit made up of:	Est Capital	\$ 114,403.00
	Scholarship Int	\$ 41,306.42

Next maturity date 01/04/2025 (12 mths at 5.3%)



**Proposed:** A motion was called to accept the Treasurer's Report  
**Moved:** Laura Doherty  
**Seconded:** Clare Gordon

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#### **4. Alumni Association Trustee Committee Report – Dianne Spence**

Good morning and thank you for giving me the opportunity to present the Alumni Association Trustee Committee Report today.

*The Sacred Heart College Geelong Alumni Association Scholarship Trust Fund exists to provide funding forequity scholarships to support present or future students in their education at the College. The former Old Collegian's Bursary Fund was established in 1996, and in 2016 the remaining capital was used to develop the Alumni Association Scholarship Trust Fund. The trust fund's ongoing capital now consists of the 'establishment capital' plus any amounts gifted or raised specifically for investment. No funds, other than the interest earned on the capital, shall be expended by the Trustee Committee. Only the interest can be applied towards the provision of equity scholarships and expenses such as audit fees. The fund is administered by the Alumni Association Trustee Committee, with a minimum of two meetings to be held each year.*

The Committee includes the Alumni Association Treasurer (Enza Hughes), two Alumni appointed Trustees (Dianne Spence and Clare Gordon), the Principal (Anna Negro) and Business Manager of the College (Catherine Middlemiss).

The Committee has met its obligations by holding two meetings in the 12-month period as per Clause 10 of the Trust Fund Rules. Since 1<sup>st</sup> October 2023 we had meetings on the 18<sup>th</sup> April 2024 and 9<sup>th</sup> October 2024.

On the 1<sup>st</sup> April 2024 the term deposit of \$148,843.84 with Catholic Development Fund (CDF) earned \$6,865.58 interest at a rate of 4.6%. An amount of \$155,709.42 was then invested for another 12 month period at 5.3%. This will mature on the 1<sup>st</sup> April 2025.

In total, the amount under the management of the Trustees is \$155,709.42 as at 30<sup>th</sup> September 2024.

We are happy to continue to invest in term deposits at the moment as it provides a very stable and secure rate of return.

The Alumni Association Trustee Committee is looking forward to being able to increase the amount of scholarships it can provide to current and future students of SHC which includes providing a full 6 year scholarship to a student beginning in the 2025 year.

In accordance with Scholarship Trust fund rule 7, I seek reappointment to the Committee for a further 12 month period.

There being no (further) questions, I now hand back to the President, Anne Mathieson

**Anne Mathieson:** Thank you Dianne. I now call for a motion to accept the Trustee Committee Report and a separate motion to accept the nomination to re-appoint Di Spence (1968) to the committee.

**Proposed:** A motion was called to accept the Trustee Committee Report  
**Moved:** Colette Gellion  
**Seconded:** Laura Doherty

**Proposed:** A second motion was called to accept the nomination to re-appoint Di Spence (1968) and Clare Gordon to the Trustee Committee.  
**Moved:** Colette Gellion  
**Seconded:** Enza Hughes

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## **5. College Report Principal - Anna Negro**

As we reflect on the vibrant and transformative year of 2024, it is clear that Sacred Heart College has fully embraced this year's theme—"Bold Heart; Fierce Mind; Courageous Spirit." This dedication, driven by our inspiring College Captains, Stella Iacono, Matilda Iles, and Mackenzie Taylor, has been the cornerstone of our many achievements and celebrations.

This year, our College has continued to enrich students' learning experiences through a diverse range of activities and events that have fortified our community and educational environment. We've marked several significant milestones, demonstrating our commitment to both academic excellence and global connections.

One of the year's most notable achievements was the revival of our 30-year Sister School exchange program with Seirei High School in Akita, Japan. In April, our students engaged in a Japanese immersion program alongside peers from Our Lady of Mercy Heidelberg. Later, Seirei High School students visited Sacred Heart College, further strengthening our international bonds. Additionally, we inaugurated a new sister school relationship with Istituto Statale San Giovanni Bosco in Tuscany, Italy, hosting 24 Italian students for nine days. Looking ahead, our Year 10 and 11 Italian students will have the exciting opportunity to experience life in Tuscany in April 2025. Our international connections were also enriched when, in September 20 students travelled to Timor Leste to take part in the **Timor Kolega Immersion Program**. Students visited Dili, Baucau, and they spent time at CTID Canossian College where they engage in activities with students of the College as well as visiting Vanilale Orphanage.

The 2024 timetable, implemented at the beginning of the year, has undergone three revisions. Key changes included extending four out of five lunchtimes to 40 minutes, eliminating Wednesday mentor group time, and adjusting the school day to start at 9:00 am with an extended recess on Wednesdays. We also introduced a more consistent start to the school day with period one classes beginning at 8:50 am on Tuesdays, Thursdays, and Fridays. The 30-minute lessons on Wednesday have enhanced our students' ability to work independently, with our senior students benefiting from this structure with approximately 150 Year 12 students accessing their learning remotely.

The College House competitions saw Loyola triumphed in both the Swimming Carnival in February and the Athletics Carnival in March yet August's Arts Festival was a highlight of the competition, with an expanded Arts Day featuring House dance, instrumental, theatre, and small choir performances repeated over four evenings. These events were a source of joy for families and showcased our students' remarkable creativity and talent. Padua emerged as the winner of the Arts Festival. Additionally, we were proud to host the three-day Geelong Art Show, which attracted talented artists from across Victoria.

This year, we celebrated two significant anniversaries. The 150th Anniversary of the College Chapel on April 25th was commemorated with an organ prelude and a Mass celebrated by Father Jim Clarke. Former staff member Margaret Wills composed "Chapel on a Hill" for the occasion, and attendees enjoyed a high afternoon tea in the Atrium amidst the autumn splendor. In November, we mark the 100th Anniversary of the Sacred Heart College Alumni Association.

Construction for Stage 5 of our Master Plan—the Sports and Wellness Precinct—began in October. Hutchinson Builders was awarded the construction contract for this pivotal project, which will significantly expand the O'Dwyer Centre and introduce a two-storey Wellness Space dedicated to holistic health. Scheduled for completion by the end of 2025, the Sports and Wellness Centre will be ready for use at the start of the 2026 school year. This facility aims to offer a comprehensive approach to wellness, addressing students' psychological, cognitive, social, physical, and emotional needs.

In line with our Mercy tradition, students continued their House fundraising efforts, responding generously to local needs by supporting the St Thomas Aquinas pantry with non-perishable food items and hosting the Refugee Holiday Program in Term 2. Work on the SHC Reconciliation Action Plan (RAP) and the Laudato Sí Goals has progressed into their third year.

The Design Futures Lab made a notable contribution to Melbourne Design Week in collaboration with Nexus Designs and will also participate in Geelong Design Week this November. Students have benefited from partnerships with businesses such as Oroton, Bio Textiles, Fusion 360, and Hydroponic Propagation, gaining valuable experience and contributing to sustainable practices.

The new STEAM Careers Pathways Program, launched in 2024, has provided students with workshops at Melbourne University's STEM Centre of Excellence and Science Gallery, led by biologists, technologists, economists, and scientists.

Our VCE results for 2023 were strong, with 234 students completing Year 12. Of these, 202 received an ATAR score, seven completed VCE 'S', two students achieved scored English, and 24 obtained a VCE VM Certificate. Ella Colquhoun was named Dux of the College with an impressive ATAR of 99.05.

The median SHC ATAR was 75.25, compared to the state median for girls at 71.8. Our average ATAR was 73.44, with 10.8% of students achieving a study score above 40. Notably, 13 Year 10 students completed 13 units with an average study score of 39.38, including five students with scores above 40. Year 11 students completed 171 units with an average study score of 33.29, with 27 students achieving scores above 40 and two students achieving a study score of 50.

These highlights offer just a snapshot of what made 2024 truly exceptional. Our College remains a vibrant and dynamic community, unwavering in its commitment to nurturing creativity and forging meaningful connections. As we build on these successes, we do so with renewed courage and innovative spirit, eager to embrace the future together.

As we celebrate the 100th Anniversary of the Alumni Association, I extend my deepest gratitude to those who have played a pivotal role in this milestone. My thanks go to Emma Tyler, Leader of Development, Marketing, and Communication; Jo Welch, our dedicated College Alumni Officer; and Anne Mathieson, President of the Alumni Committee, along with the entire committee, especially Laura Doherty, Di Spence and former President of the Association Gael Perry. Their steadfast commitment to advancing the SHC Alumni Strategic Plan has been instrumental in reaching this remarkable moment.

Anna Negro  
Principal

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**Proposed:**      **A motion was called to accept the Principal's Report**  
**Moved:**       **Enza Hughes**  
**Seconded:**    **Colette Gellion**

## **6. New Constitution - Anna Negro**

### **Address letter from President sent with draft Constitution:**

*Dear Alumni Member,*

*On behalf of Anne Mathieson please see below:*

*At this year's AGM on Sunday 10 November at 10am in Celies and on Zoom, we will be presenting an updated Constitution to be voted on. Please find enclosed Proposed Constitution for Ratification at AGM.*

*We will also be moving that the current Charter be made redundant.*

*The key reasons are as follows:*

- *The current Constitution and Charter were last updated in 2018.*

- *There have been changes to the way we operate since 2018 that are not reflected in the current documents.*
- *We have incorporated the 4 Strategic Pillars from the Strategic Plan in 2021 (updated 2024) into the Constitution*
- *Many of the same clauses are used in both documents*
- *A separate Charter is superfluous given the similarity between the two documents.*
- *New clauses expanding on the AGM, Proxies and Technology have been added If you wish to receive a copy of the current (2018) Constitution and Charter, along with the Draft Constitution please contact Jo Welch at: [jowelch@shcgeelong.catholic.edu.au](mailto:jowelch@shcgeelong.catholic.edu.au).*

*If you have any queries or concerns regarding the new Constitution please contact Jo and she will pass them onto me.*

*Yours Faithfully*

*Anne Mathieson (1971)*

*President of the Alumni Committee*

## **SACRED HEART COLLEGE GEELONG ALUMNI ASSOCIATION PROPOSED CONSTITUTION FOR RATIFICATION AT AGM 10<sup>TH</sup> NOVEMBER**

### **1. NAME**

The Association shall be known as Sacred Heart College Geelong Alumni Association (“the Association”).

### **2. AUSPICES**

The Association is autonomous from, but operates under, the auspice of Mercy Education Limited (“MEL”) and Sacred Heart College Geelong (“the College”). The Association will operate in compliance with the policies of MEL and of the College where appropriate and practical.

The President of the Committee shall consult with the Principal of the College on any significant matters relating to the operation of the Association.

The Committee shall work collaboratively with the Development Office on strategic matters and the Alumni and Development Officer on operational matters, including communicating with the Alumni membership and the Maguire Magazine.

### **3. PURPOSE - STRATEGIC PILLARS**

The four (4) Strategic Pillars of the Association are:

#### **1. Experiences**

#### **2. Giving Back**

### **3. Engagement**

### **4. Heritage**

1. **EXPERIENCES** – the Association will connect our Alumni with each other and to the College through varied experiences and events through which we create stronger networks and longstanding relationships.
2. **GIVING BACK** - the Association will provide sound fiscal governance that will enable revenue and expenses to be managed in a way that will ensure that reserves and investments remain financially viable in the long term. This will provide funds for giving to community programs, College capital appeals and Alumni events that align with the Mercy Values.
3. **ENGAGEMENT** - the Association will develop stronger relationships with the College, current students and the wider community by maximising opportunities for members to drive these relationships that provide mutually beneficial outcomes. The Association will use the new SHC Connect online platform to widen the scope of ways in which we can engage our Alumni and for them to engage with each other.
4. **HERITAGE** - The Association will continue to support heritage projects at the College and encourage the sharing of history and stories that provide insight into the lives of past students. The members will be encouraged to donate to the College archives so that the memories are recorded and retained. All meetings and gatherings of the Association will make reference to our heritage and the ongoing traditions of the Mercy Way and Mercy Values.

### **4. MEMBERSHIP OF THE ASSOCIATION**

All past students who have completed all or part of their education at the College shall be deemed to be Alumni Members of the Association (“Alumni”).

Alumni membership fees for current students are collected by the College on behalf of the Association. The amount of the membership fee shall be at the discretion of the Sacred Heart College Alumni Committee (“the Committee”) and any change to that fee shall be ratified at an Annual General Meeting (“AGM”) of the Association.

Membership fees are not retrospective for students who left the College prior to 2009.

### **5. MEMBERSHIP OF THE COMMITTEE**

The Committee shall consist of not less than eight (8) and no more than twelve (12) Alumni including one representative of the College appointed by the Principal and the Alumni and Development Officer.

The Committee shall be made up of the following:

Executive Officers:

- a. President#
- b. Secretary\*
- c. Treasurer^

Except for the Secretary, all Executive positions shall be filled by Alumni.

# If the President cannot attend a meeting then the President must appoint a “Deputy President” for that meeting only. The Deputy President can be the Treasurer.

\*The position of Secretary is designated to the Alumni Officer, who is employed by the College on behalf of the Association to manage all Alumni matters involving the College. In this circumstance, and to avoid any conflict of interest, this shall be a non-voting position, regardless of whether that person is an Alumni.

^The Committee shall endeavor to fill the position of Treasurer with a person who has a financial qualification or extensive experience in accounting or bookkeeping.

The remaining positions on the Committee shall consist of:

- a. The representative of the College appointed by the Principal (non voting)
- b. Up to seven (7) alumni members

A quorum will consist of at least five (5) members of the Committee, at least one of whom shall be either the President or Treasurer.

#### TERMS OF EXECUTIVE AND COMMITTEE MEMBERS

All Committee members, excluding the College Representative, may serve one-year terms of no more than six (6) consecutive years. A Committee member may re-join the Committee after a period of not less than two (2) years.

Executive Officers, excluding the Secretary if that position is filled by the Alumni and Development Officer, may only hold office for up to three (3) consecutive years within their six-year term. If there are no nominations received for vacant Executive roles prior to the AGM an extension of a further twelve (12) months may be granted to the retiring Officer by Mercy Education Limited via their delegate, the Principal. This extension shall be ratified at the AGM.

At least one month prior to the AGM all Executive and non-Executive Committee members, excluding the Secretary if filled by the Alumni and Development Officer and the College Representative, must re-nominate for their respective positions or for other vacant Executive positions. Such a re-nomination will be automatically accepted and shall be ratified at the AGM.

Should a vacancy occur on the Committee during the term of office, the Committee may, at its discretion, fill the vacancy until the next AGM. A Committee member who is absent for more than three (3) consecutive meetings without reasonable cause, shall be deemed to have vacated the position.

## **6. MEETINGS OF THE COMMITTEE**

The Committee shall meet a minimum of five (5) times per calendar year, one of which must be the AGM.

Committee members shall be given sufficient advance notice of all meeting dates. An agenda and any associated reports or papers shall be distributed prior to the meeting. All decisions shall be recorded in the minutes which shall be distributed to the Committee within fourteen (14) days of each meeting.

## **7. PROCEDURE FOR NOMINATIONS TO THE COMMITTEE**

Where a vacancy on the Executive or Committee exists, elections for these roles shall be held at the AGM.

The Committee shall call for expressions of interest for vacant positions prior to the AGM. Nominations must be received by the Secretary at least one month prior to the AGM using the nomination form. All nominations must be endorsed by another Alumnus. Late nominations may be accepted by agreement of the Alumni Committee.

If there is more than one nomination for a vacant position the Committee will review the nominations to ensure that only candidates who are suitable for the role(s) are submitted for the ballot.

The candidates must be present at the AGM and only Alumni present at the meeting are entitled to vote.

The Committee may accept new members during the year, these members must also nominate and be ratified at the AGM.

## **8. AGM**

The date of each AGM, and the relevant notice period, shall be notified to Alumni via Alumni publications, email and on the Alumni web page, no less than one month prior to the meeting.

The formal business to be conducted at the AGM is:

1. Acceptance of Previous AGM Minutes
2. Acceptance of President's Report
3. Acceptance of Treasurer's Report
4. Acceptance of Scholarship Trust Fund ("STF") Report
5. Principal's Report
6. Election/Re-election of Office Bearers (President and Treasurer)
7. Election/Re-election of general Committee members and STF members (if required)
8. Any Motions put forward by the Committee for ratification



9. Any Motions put forward by the membership.

#### **9. PROXIES**

An Alumni member may appoint another Alumni member as their proxy to vote and speak on their behalf at the AGM. Proxies must be received no later than five (5) days prior to the AGM.

#### **10. USE OF TECHNOLOGY**

A Committee member or other Alumni who cannot physically present at any committee meeting or the AGM may participate in the meeting by the use of technology that allows that member, and the members present at the meeting, to communicate with each other clearly and in real time.

#### **11. STF**

The STF has been established to administer funds that have been designated for the provision of scholarships to students of the College. This Trust Fund shall be administered in accordance with the STF Rules.

The Committee shall include the Treasurer of the Alumni Committee and two other Alumni appointed by the Committee, plus the Principal and other school representatives. Any new Alumni member of the STF must be ratified or elected at the AGM.

The Committee shall ensure:

- a. That the fund is responsibly managed to ensure minimize the risk of investment decisions while optimising returns from the investment(s);
- b. That any donations received specifically designated for the fund be immediately deposited in the fund; and

**12.** Regular reviews of the investment strategy be undertaken.

#### **FINANCIAL MANAGEMENT**

The Committee is responsible for the financial management of funds received or raised through membership fees, fundraising and donations.

The Committee will invest any monies conservatively and responsibly whilst ensuring that the Association complies with the rules of the STF and the financial policies of MEL and the College.

Any significant disbursements of Association funds shall be approved by the Committee and recorded in the minutes.

The management of all accounts maintained by the Association are the responsibility of the Treasurer. All payments made must be authorised by two people; one being the Treasurer and/or the President; the other the Business Manager of SHC and/or another authorised member of MEL.

The Treasurer shall present up to date financial reports at all regular Committee meetings

and prepare and present audited financial reports at the AGM.

### **13. RECORDS OF THE ASSOCIATION**

During the year, all completed records including minutes of meetings, financial reports and papers tabled shall be kept in hard copy by the Secretary in the Alumni Office at the College.

At the end of each year, after the AGM, all completed records of the Association for that year including minutes of meetings, financial reports and papers tabled shall be kept in the Development Office, in hard and/or electronic format, at the College in a designated area within the College archives.

The records of the Association shall not be copied or removed without the express permission of the President and the College Archivist.

### **14. AMENDMENTS TO THE CONSTITUTION**

Any Alumni who wishes to propose changes to the Constitution shall submit any such proposal in writing to the President of the Association. A Committee meeting shall be convened to review the proposed changes and no proposal shall be presented to the membership without Committee approval.

Any proposed change to the above documents formulated by the Committee shall be reviewed by the Principal before being presented to a meeting of the Alumni. The Committee shall notify the Alumni at least one month prior to the AGM or other General Meeting if deemed necessary, via email and the Association's web page.

Any changes shall require a majority vote of the Alumni in attendance, in person, electronically or by proxy, at the meeting to be accepted and implemented. If a majority is not obtained the motion shall lapse.

**Anna Negro:**

**Proposed: A motion and show of hands was called to accept the new Constitution**

**Moved: Anna Negro**

**Seconded: Enza Hughes**

### **7. Election/Reappointment of Alumni Office Bearers and Committee Members for 2025 - Anna Negro**

In accordance with the Alumni Association Constitution, expressions of interest for the following vacant committee positions were called for eight weeks prior to today's AGM.

- President
- Treasurer
- General Committee

**Re-nominations have been received for the executive positions from the following committee members:**

- Treasurer, Enza Hughes (1987)

In accordance with the Alumni Constitution, this nomination is now accepted and ratified.

**Re-nominations have been received for non-executive positions from the following ratified committee members**

- Daniela Pavlovic (2001)
- Dianne Spence (1968)
- Jade Hovey (2011)
- Laura Doherty (1976)

In accordance with the Alumni Constitution, these re-nominations are now accepted and ratified.

The following general committee member has announced her retirement from the committee. We thank Anne for her time and dedication to the Association.

- Anne Mathieson (1971)

AN to discuss with the committee an acting President.

**Anna Negro - Nominations received and accepted by Committee**

It's with great pleasure I wish the 2025 Alumni Committee all the best for 2025

**Executive:**

- President: Vacant - TBA
- Treasurer: Enza Hughes (1987)

**General Committee:**

- Daniela Pavlovic (2001)
- Dianne Spence (1968)
- Jade Hovey (2011)
- Laura Doherty (1976)
- Amanda Kunjka (1992)
- Franca Bonanno (1984)
- Adrianna Maddalon (2012)
- **Natalie Semianiw (1984) TBA**

**Principal Representative:**

- Emma Tyler

### **Alumni and Development Officer:**

- Jo Welch

Acknowledgement and thank you to the committee members who are continuing for another term and wish the Acting President/ New President all the best.

Thank you and acknowledgement to Anne Mathieson for her time, knowledge and expertise. We wish you well in your future retirement. - A thank you gift was handed to Anne on behalf of the Committee.

### **8. General Business**

Nil

Date of next AGM TBA

The next AGM will be held on Sunday TBA 2025

### **Close of Meeting**

I hereby declare the 2024 Annual General Meeting officially closed at 10.55am.