

General Meeting Minutes

Theodore Primary P&C Association

Date: Thursday 22 March 2018

Attendees: Michelle, Liset, Linda, Carrie, Jacqui, Nicola, Narelle, Gavin, Annalisa, Tracey, Rhonda, Laura, Matt, Rosemary, Alexia, Emily

Apologies:

Meeting Opened: 7.15pm

Chair: Carrie

1. Minutes from General Meeting 29 November 2017

Moved: Michelle Seconded: Lynda

2. Action Items for Term One

1. *Report new Committee to ACNC – Nicola to action*
2. *Change signatories on P&C accounts – Nicola to update signatory list*
3. *Debit card needs to be changed to Fundraising Convenor's name – Nicola to action*
4. *Elect auditor for next twelve months – Nicola to investigate some auditors.*
5. *BAS statement lodgement – Completed by Annalisa*
6. *2018 Year Book – Kerri to talk to Rose about possibilities and options and get feedback from other schools as to how they do it.*

Nicola requested \$200 to pay Admin Bandit Fees

Moved: Nicola **Seconded:** Narelle **Motion Carried.**

The Committee agreed to meet on a Wednesday in Weeks 2 and 7 of each term at 6.30pm.

3. Out of Sessions:

17/2/18 - \$50 for gift for Auditor (Approved by Michelle, Lynda, Liset, Alice & Annalisa)

20/2/18 - \$110 for gift for Alice and Christa (Approved by Michelle, Lynda, Liset, Jemima & Annalisa)

Moved: Liset **Seconded:** Carrie **Motion Carried.**

4. Sub-Committee's

Fundraising

Approval requested for \$500 for ice creams

Moved: Michelle **Seconded:** Nicola **Motion Carried**

Approval requested for \$1000 for sporting carnival canteen and sausage sizzles

Moved: Narelle **Seconded:** Lynda **Motion Carried**

Approval Requested for \$1000 for Mother's Day Stall

Moved: Michelle **Seconded:** Rhonda **Motion Carried**

Approval to transfer \$1000 to Fundraising Debit Card

Moved: Nicola **Seconded:** Carrie **Motion Carried**

Action: Kerri to discuss ideas for fundraising goals with staff and provide to P&C by end of Term 1.

5. School Fete

Fundraising/Fete Meeting – 6pm Tuesday 27th March at Calwell Club

Action: Nicola to write a note to all parents announcing new Committee and inviting them to come to Fundraising Meeting at Calwell Club. The meeting will be to brainstorm ideas for fundraising and stall ideas for the Fete.

6. School Playground Update

We are still waiting for approvals/go ahead from the Directorate. There is no guarantee that the Directorate will pay 50% of the cost of the playground. The P&C still needs to pay for mulch and a final inspection but all other expenses have been paid. Once the final bill is paid we will put in a request for the Directorate to reimburse us.

Approval requested to spend up to \$5,000 on mulch.

Moved: Liset **Seconded:** Carrie **Motion Carried**

Approval requested to spend up to \$1,000 on playground inspector Rob Wilson.

Moved: Liset **Seconded:** Lynda **Motion Carried**

Action: Gavin to enquire about another mulch quote

7. Committee Facebook Page

Action: Michelle to add Laura and Narelle as Administrators

8. Next Meeting Date

6.30pm Wednesday 9th May

Meeting Closed: 8.45pm

Special General Meeting Minutes

Theodore Primary P&C Association

Date: Thursday 22 March 2018

Attendees: Michelle, Liset, Linda, Carrie, Jacqui, Nicola, Narelle, Gavin, Annalisa, Tracey, Rhonda, Laura, Matt, Rosemary, Alexia, Emily

Apologies:

Meeting Opened: 6.40pm

Chair: Liset

1. Election of new office bearers:

Executive Committee

President: Carrie Timmer

Vice President: Rosemary Woodbridge

Treasurer: Nicola Franklin

Assistant Treasurer: Matt Gard

Secretary/Public Officer: Laura Henry

Executive Committee Members (3 required): Liset DeKoejer, Lynda Charnock, Gavin Haywood, Michelle Bruce

Sub-Committees

P&C Fundraising Convenor (Executive Committee member): Narelle Haywood

P&C Fundraising Committee Members: Emily Rowbotham, Nicola Franklin, Rhonda Ball, Gavin Haywood

Fete Convenor: Narelle Haywood

Fete Organising Committee Members: Lynda Charnock

Preschool Fundraising Convenor (Executive Committee member): Jemima Livingstone

Preschool Fundraising Secretary: Jacinta Margaronis

Preschool Fundraising Finance Officer: Kim Fitch

Preschool P&C Assistant Finance Officer: Roslyn Prasad

Liaison roles

School Banking Officer: Alexia Kassionis

P&C Council Delegate:

Uniform Liaison: Nicola Franklin

Canteen Liaison:

Calwell High School Liaison: Michelle Bruce

Meeting Closed: 7.15pm