MINUTES OF the GENERAL and ANNUAL GENERAL MEETING

6.30pm – 15 February 2016

Attendance:  Narelle Pugh, Melissa Aspinall, Michelle Finlayson, Kerstin Brannigan, Melissa Gordon, Vicki Ellis, Jillian Collard, Rebecca Hendy, Rozalind Lyon, Jen Graffin, Andrew Kilgallon, Amanda Robinson, Angelina Riegner, Beck Kabelka, Karen Mitchell

Guests:  Nathan Cain,

Apologies:  

1. Chair opened the Meeting at 6.32pm

2. Welcome and Apologies – The Chair welcomed and thanked everyone for attending. Memberships were paid by all new members of the P & C.

3. Confirmation of Previous Minutes:
   
   Resolution: That the Minutes of the General Meeting held 30th November 2015 be taken as a true and accurate record

   Moved: Vicki  Seconded: Melissa G  Carried

4. Business Arising

   All items will be carried over to next general meeting

   4.1. Deductable Gift Recipient Status

   4.2. Equipment Upgrade for Undercover Area – contractors are coming to investigate and quote for new items more information to be provided at the next general meeting

   4.3. Canteen sales comparison

5. Correspondence: As presented.

   Resolution: That the correspondence as presented to this meeting be received and accepted

   Moved: Kerstin  Seconded: Michelle  Carried


   Resolution: That the Treasurer’s meeting as presented to this meeting be received and accepted

   Moved: Vicki  Seconded: Michelle  Carried

7. Other Reports

   7.1. Principals Report – As presented

   7.2. Presidents Report – As presented

8. Money allocations:

Resolution: That $1000 to be allocated to purchase items for the Mother’s Day Stall

Moved: Narelle Seconded: Michelle Carried

9. Elections – The Chairperson declared all positions vacant and called for nominations to be received. No nominations have been received to date for any of the vacant committee positions.

9.1. President – Vicki nominated Narelle for the position. Narelle accepted and was duly appointed.

9.2. Vice President – Mel G nominated Vicki for the position. Vicki accepted and was duly appointed.

9.3. Secretary – Position to be advertised. Mel A to continue on a temporary basis until replacement can be found. Beck K will consider role but is unable to attend the current meeting times.

9.4. Treasurer – Kerstin has suggested that role is split into two.

9.4.1. Fund banking – Michelle nominated herself and was duly appointed.

9.4.2. Book keeping – Role to be advertised, Kerstin will continue on a temporary basis until replacement can be found.

9.5. Fundraising co-ordinator – Michelle nominated Vicki for the position. Vicki accepted and was duly appointed.

9.6. Canteen co-ordinator – Rozalind nominated herself and was duly appointed.

9.7. Newsletter editor – Narelle nominated herself and was duly appointed.

9.8. Facebook page Co-ordinator – to be advertised.

9.9. WACSSO representative – This position is not mandatory. Option to attend the WASCO meeting will be open to members at the relevant time and representative can be nominated at the time.

9.10. Book Club Co-ordinator – Michelle presented Kathleen Hills nomination for the position of Book Club Co-ordinator and was duly appointed.

9.11. Auditor – Narelle noted that Janet Coates is willing to take on the position of Auditor again this year.

9.12. Safety House Co-ordinator – Jillian nominated herself and was duly accepted.

9.13. School Banking Co-ordinator – Narelle presented Nathan’s nomination for himself but he cannot take the money to the bank. Michelle has agreed to take on the role of dropping the money off to the bank.

9.14. School Banking Assistant- Position to be advertised. Mel G will continue in a temporary basis until position is filled.

9.15. Photo Coordinator – Narrelle nominated Michelle to be photo co-ordinator. Michelle accepted and was duly appointed. (Michelle agreed to investigate the potential of using other companies for the school photographs.)

9.16. Executive Members – All members present agreed to become executive members of the P & C.

10. General Business

11. Date and time of next meetings –

11.1. 6:30pm Monday, 14 March 2016 (It has been moved to week 8 due to the public holiday in week 7)

12. Meeting closed – 7:30 pm