**AGENDA**

FEBRUARY GENERAL MEETING

**Date:** 6/2/19 • **Time:** 6:30pm • **Location:** CPAC Meeting Room

|  |  |
| --- | --- |
| **Item** | **Action Officer/s** |
| **Open meeting**   * Welcome existing members, new members, visitors | President |
| **Attendance / apologies** (to be noted on attendance form)   * Special guests   + Rosie from Mr Charles (uniform supplier) | All |
| **Previous meeting**   * Ratification of the previous minutes * Review of action items from previous minutes: | All |
| |  |  |  | | --- | --- | --- | | **Subject/Details** | **Action officer/s** | **Outcome** | | OSHC rent moved from Building Fund to General | James |  | | Registration for Container Refund Scheme code | Kate |  | | CPAC & library cooling project (visit Merrimac & Mudgeeraba Creek) | Sascha/Katrina |  | | Playground decals/paint/games project: update | Katrina |  | | Tuckshop extension project | Sascha |  | | 2019 classroom calendars | Katrina |  | | 2019 Term 1 fundraising – coordinators needed:   * School Run4Fun Colour Explosion * Hamilton Sunscreen fundraiser * Share Inc. Fundraiser (to get more info) | Kate  Kate  James |  |   *Action items from previous meeting:* | |
| **Correspondence**   * Inward / Outward   + (Email) Shop a docket 2019 advertising offer   + (Email) Chipmunks Playland group meetup offer   + (Email) Sarah @ Entertainment books re 2019 fundraiser   + (Email) Justin Karcher – BBeach Robina Cricket - Family fun day postponed from last year, now on Sun March 17.   + (Email) Jodhi Roberts pulling back on projects for health reasons   + (Email) Grant McDonough request copy of constitution * Actions arising from correspondence | Secretary |
| **Executive Update**   * Executive decisions since last meeting   + Approval of Movie Night poster from Council 13/12/18   + Approval of 4 weeks additional work for Elisha over xmas period to assist with OSHC/vacation care support, budget prep, hall hire, uniform shop preparation etc.   + Approval for sponsored coffee van for new Prep parents on Day 1 * Any other completed items or updates since last meeting   + Xmas carols event completed (markets cancelled due to weather)   + Informal strategy session held 14/12/18 to discuss plans, calendar and strategy for 2019. Outcomes documented in updated 2019 strategy document & calendar.   + Rebecca Corkery resignation as Secretary 21/1/19 | President |
| **Reports**   * P&C Operations Report (Tuckshop, Uniform Shop, OSHC, CPAC) * Business arising from Operations Report   + *Acceptance of Operations Report as true and correct* * Treasurers Report   + Business arising from Treasurers Report   + *Acceptance of Treasurers Report as true and correct* * Principals Report   + Business arising from Principals Report | Operations Manager  Treasurer  Principal |
| **Fundraising**   * Recent fundraising activities * Upcoming fundraising activities   + 7 Feb - Classroom calendars going home   + 15 Feb - Movie night (sausage sizzle)   + Container refund scheme?   + Hamilton Sunscreen?   + Colour explosion fun run?   + Mothers Day stall | All |
| **General Business**   * Volunteer RPN coordinator needed for 2019 * Engagement of a department recommended Project Manager for Tuckshop extension project, library air con and hall fans * 2019 Parent Survey to be sent out * Clean up Australia Day – March 3rd * Coffee van – Wed mornings in Jnr Undercover Area, funds raised to Chappy Paul * Removal of TNT from tuckshop menu Requirement for subcommittee for DGR Building Fund, Constitution 7.7:  *7.7 The school building fund must be controlled by a subcommittee of the Association, the majority of whom must be Responsible Persons such that the fund satisfies the requirements to be a public fund.* Thank you to Anna for the catering ☺ | All |
| **New member applications**   * Acceptance of any new member applications | President |
| **Close meeting**   * Date of next meeting: 6 Mar 2019 - AGM | President |