**AGENDA**

FEBRUARY GENERAL MEETING

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

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| **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 |
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| **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)
 | KateKateJames |  |

*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 ManagerTreasurerPrincipal |
| **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 menuRequirement 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 |