

## MINUTES OF A GENERAL MEETING DRAFT – MAY 2019

**Date:** May 15th 2019    **Time:** 6:30pm

**Location:** CPAC Meeting Room

Attendance	Apologies: Jodhi R, Cass G, Nicole F, Louise G, Kate A	
Open & Welcome	Meeting opened at. President Katrina V welcomed all members and guests.	
Special Guests	-	
Ratification of Previous Minutes	The minutes of the previous minutes were accepted: 1st Kath E, 2nd Renae B	
Action items from previous minutes:		
Subject/Details	Action officer/s	Outcome
Visit Merrimac SHS & Mudgeeraba Creek SS to view fans	Katrina V	
Projects for 2019	Jodhi R	Oh hold
Artwork for Dog & Parrot playground decals	Katrina V.	
Online volunteer induction process launched	Katrina V.	
Creation of financial support program for students achieving regional, state or national representation	Fiona G.	
<ul style="list-style-type: none"><li>Cover &amp; stamp Griffith Uni readers</li></ul>	Cass G	DONE
<ul style="list-style-type: none"><li>Get wheelbarrow from cage to Garden Club</li></ul>	Sascha V	
<ul style="list-style-type: none"><li>Tuckshop strategy meeting early Term 2 to solve losses and staffing issues</li></ul>	Katrina V / Elisha S	
Blue cards and permission slips needed for any hall hirers working with kids, per new legislation (advised by Carmel/Alison).	Elisha S	DONE
Tuckshop volunteer rewards system to be implemented	Katrina V	
Acknowledgement of country to be included at start of every P&C meeting	Katrina V	DONE
Correspondence	Inwards <ul style="list-style-type: none"><li>CMS Resignation of Membership</li></ul> Outwards <ul style="list-style-type: none"><li>N/A</li></ul>	

	Actions arising from correspondence:
<b>Executive Update</b>	<p><i>Executive decisions since last meeting:</i></p> <ul style="list-style-type: none"> <li>• Extension of Approval Max for another month</li> </ul> <p><b>Motiono to approve Approval Max for another month 1st James N 2nd Sascha V</b></p> <ul style="list-style-type: none"> <li>• Purchase of new jackets for OSHC staff members</li> </ul> <p><b>Motion to purchase plain black jackets from supplier up to the cost of \$300 1st Kath E, 2nd Kate R</b></p> <ul style="list-style-type: none"> <li>• Employment hero timesheet approvals</li> </ul> <p><i>Any other completed items or updates since last meeting:</i></p> <ul style="list-style-type: none"> <li>• Lanyards purchased and received</li> <li>• Walkie Talkies ordered and picked up</li> </ul>
<b>Fundraising</b>	<p><i>Update on recent fundraising:</i></p> <ul style="list-style-type: none"> <li>• Colour explosion</li> <li>- Prizes dispatched arriving next week, \$5796 after all costs</li> <li>• Earn and Learn Stickers</li> <li>• 8 May - Mothers day stall + regiftathon, \$2500 profit</li> <li>- Cloth table covers as plastic ones get ripped by students</li> <li>- More items under \$4</li> </ul> <p><i>Upcoming fundraising events:</i></p> <ul style="list-style-type: none"> <li>• 18 May - Election BBQ</li> <li>- Sausages, bread, onions, drinks, napkins, ice needed (coles/myer gift vouchers available)</li> <li>- Gas for barbeque</li> <li>- Katrina coordinator</li> <li>• 2019 Fundraising Events calendar to be finalised and distributed for this meeting</li> <li>• Adult only event - art auction/trivia night (term 3)</li> <li>• Late spring/early summer fair instead of christmas fair?</li> </ul>
<b>Projects</b>	Update on projects: CCTV
<b>Reports</b>	<p>Operations Report - Elisha Salkeld presented the Operations Report</p> <ul style="list-style-type: none"> <li>- Discussion around hiring a tuckshop convenor for up to 5 days</li> <li>- <b>Motion to put a position available on seek advertising a permanent part time tuckshop convenor, 1st Sascha V, 2nd Kate R, All in favour.</b></li> </ul> <p>Accept as true and correct: 1st Kate, 2nd Renee, All in Favour</p> <p>Treasurer's Report – Kath/James presented the Treasurer's Report</p> <ul style="list-style-type: none"> <li>- Talk to special need parents about raising cost, suffering a loss as of now (OHSC)</li> <li>- Discussion around raising price for general OHSC fees, research needs to done.</li> <li>- Regulated increase in prices (yearly)</li> </ul>

	<ul style="list-style-type: none"> <li>- <b>Motion to research and discuss amongst executive and staff to review and increase prices for OSCH prices in term 3, 1st James N, 2nd Danielle Y, All in favour</b></li> <li>- Accept as true and correct: 1st Sascha, 2nd Renee, All in favour.</li> </ul> <p>Principals Report – tabled and delivered by Carmel B.</p>
<b>General Business</b>	<ul style="list-style-type: none"> <li>• Advertising on the new school SKOOLBAG app instead of case on side of the tuckhop \$50 per year</li> <li>• Discussion of a new terminal for volunteers to sign in at OHSC</li> <li>• Fire and evacuation policy for OHSC</li> <li>• <b>Motion to purchase vegetable seedlings, and 1st Kate R, 2nd Kath E, All in favour.</b></li> </ul>
<i>Action items from THIS meeting:</i>	
<b>Subject/Details</b>	<b>Action officer/s</b>
Discuss with teachers and Carmel about preference for earlier fair or christmas fair	Kate
Call out for volunteers for christmas fair committee	Cass
2:30 - 3:30 wednesday 29th may for christmas fair meeting? Date TBC	Kate
Class roster and leaderboard for volunteers in tuckshop	Belinda
<b>New member applications</b>	<p>3 new applications received: Lauren, Tracey, Richard</p> <p><b>Motion to accept new applications. 1st Kate R, 2nd James N, All in favour</b></p>
<b>Conclusion</b>	<p>Meeting closed at 8:59pm, <b>Next meeting:</b> Wed June 19</p> <p>19 June, 6:30pm Meeting Room</p>

Signed – P&C President

Date

Signed – P&C Secretary

Date

*Minutes prepared by Katrina Voevodin & Danielle Yates*