

# AGENDA

**Date:** Wednesday 11th September **Time:** 6:30pm

**Location:** CPAC Meeting Room

Item	Action Officer/s																																				
<b>Open meeting</b> <ul style="list-style-type: none"> <li>Welcome existing members, new members, visitors</li> <li>Acknowledgement of Country: <i>We acknowledge the traditional owners of the land on which we meet today, and pay our respects to their elders past, present and emerging.</i></li> </ul>	President																																				
<b>Attendance / apologies</b> (to be noted on attendance form) <ul style="list-style-type: none"> <li>Special guests</li> </ul>	All																																				
<b>Previous meeting</b> <ul style="list-style-type: none"> <li>Ratification of the previous minutes</li> <li>Review of action items from previous minutes:</li> </ul>	All																																				
<i>Action items from previous minutes:</i>																																					
<table border="1"> <thead> <tr> <th data-bbox="193 943 906 994">Subject/Details</th> <th data-bbox="906 943 1161 994">Action officer/s</th> <th data-bbox="1161 943 1401 994">Outcome</th> </tr> </thead> <tbody> <tr> <td data-bbox="193 994 906 1046">Purchase laptop for Educational Leader</td> <td data-bbox="906 994 1161 1046">Katrina</td> <td data-bbox="1161 994 1401 1046"></td> </tr> <tr> <td data-bbox="193 1046 906 1097">Upgrade Employment Hero to premium</td> <td data-bbox="906 1046 1161 1097">James</td> <td data-bbox="1161 1046 1401 1097"></td> </tr> <tr> <td data-bbox="193 1097 906 1149">Follow up launch of Qkr!</td> <td data-bbox="906 1097 1161 1149">Katrina</td> <td data-bbox="1161 1097 1401 1149"></td> </tr> <tr> <td data-bbox="193 1149 906 1200">Investigate Bingo Night alcohol service restrictions</td> <td data-bbox="906 1149 1161 1200">Katrina</td> <td data-bbox="1161 1149 1401 1200"></td> </tr> <tr> <td data-bbox="193 1200 906 1252">Promote working bee on Sunday 22nd Sep</td> <td data-bbox="906 1200 1161 1252">Jodhi/Cass</td> <td data-bbox="1161 1200 1401 1252"></td> </tr> <tr> <td data-bbox="193 1252 906 1303">Pay \$10,000 contribution to school</td> <td data-bbox="906 1252 1161 1303">James</td> <td data-bbox="1161 1252 1401 1303"></td> </tr> <tr> <td data-bbox="193 1303 906 1355">Transfer \$30,000 from OSHC to investment acc</td> <td data-bbox="906 1303 1161 1355">James</td> <td data-bbox="1161 1303 1401 1355"></td> </tr> <tr> <td data-bbox="193 1355 906 1406">Purchase 500 showbags for xmas fair</td> <td data-bbox="906 1355 1161 1406">Kate</td> <td data-bbox="1161 1355 1401 1406"></td> </tr> <tr> <td data-bbox="193 1406 906 1503">Pay \$1,830.45 to school for music department twilight proceedings</td> <td data-bbox="906 1406 1161 1503">James</td> <td data-bbox="1161 1406 1401 1503"></td> </tr> <tr> <td data-bbox="193 1503 906 1554">Source additional painting quote for Senior Toilets</td> <td data-bbox="906 1503 1161 1554">Alison</td> <td data-bbox="1161 1503 1401 1554"></td> </tr> <tr> <td data-bbox="193 1554 906 1619">2020 senior shirt designs put to Year 5 students</td> <td data-bbox="906 1554 1161 1619">Katrina</td> <td data-bbox="1161 1554 1401 1619"></td> </tr> </tbody> </table>	Subject/Details	Action officer/s	Outcome	Purchase laptop for Educational Leader	Katrina		Upgrade Employment Hero to premium	James		Follow up launch of Qkr!	Katrina		Investigate Bingo Night alcohol service restrictions	Katrina		Promote working bee on Sunday 22nd Sep	Jodhi/Cass		Pay \$10,000 contribution to school	James		Transfer \$30,000 from OSHC to investment acc	James		Purchase 500 showbags for xmas fair	Kate		Pay \$1,830.45 to school for music department twilight proceedings	James		Source additional painting quote for Senior Toilets	Alison		2020 senior shirt designs put to Year 5 students	Katrina		
Subject/Details	Action officer/s	Outcome																																			
Purchase laptop for Educational Leader	Katrina																																				
Upgrade Employment Hero to premium	James																																				
Follow up launch of Qkr!	Katrina																																				
Investigate Bingo Night alcohol service restrictions	Katrina																																				
Promote working bee on Sunday 22nd Sep	Jodhi/Cass																																				
Pay \$10,000 contribution to school	James																																				
Transfer \$30,000 from OSHC to investment acc	James																																				
Purchase 500 showbags for xmas fair	Kate																																				
Pay \$1,830.45 to school for music department twilight proceedings	James																																				
Source additional painting quote for Senior Toilets	Alison																																				
2020 senior shirt designs put to Year 5 students	Katrina																																				
<b>Principals Report</b> <ul style="list-style-type: none"> <li>Business arising from Principals Report</li> </ul>	Carmel																																				
<b>Correspondence</b> <i>Inward/Outward:</i> Inward: <ul style="list-style-type: none"> <li>(email) Cass Gersbach - resignation as CLO</li> <li>(email) Jeny - School hall hire enquiry</li> <li>(email) Scholarship Application - Seth Kennedy</li> </ul>	Secretary																																				

<ul style="list-style-type: none"> <li>• (email) Scholarship Application - Barry Dunn</li> <li>• (email) Pete Shaw - A/C Service during school holidays</li> <li>• (email) Zachary Mabb - Tenpin Bowling Association, funding opportunities</li> </ul> <p>Outward</p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p>Actions arising from correspondence</p> <ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>Executive Update</b></p> <p><i>Executive decisions since last meeting:</i></p> <ul style="list-style-type: none"> <li>• Approval of scholarship - Seth Kennedy (year 6)</li> <li>• Approval of scholarship - Liam Dunn (year 6)</li> </ul> <p><i>Any other completed items or updates since last meeting:</i></p> <ul style="list-style-type: none"> <li>• Ovens in CPAC and tuckshop fixed</li> <li>• Year 6 poster comp finished, winner awarded</li> <li>• Qkr! Launched</li> <li>• Volunteer induction tested &amp; ready to launch</li> <li>• CLO position advertised, applications received, interviews scheduled</li> <li>• 2020 Senior Shirt design voted and decided by Year 5 students</li> <li>• ReturnIT pod response received from EQ</li> <li>• Bingo night alcohol requirements confirmed</li> <li>• Kate, Katrina and Elisha attended P&amp;Cs Qld State Conference</li> </ul>	President
<p><b>Fundraising</b></p> <p><i>Update on recent fundraising:</i></p> <ul style="list-style-type: none"> <li>• Fathers day stall</li> </ul> <p><i>Upcoming fundraising events:</i></p> <ul style="list-style-type: none"> <li>• Travel Raffle</li> <li>• Bingo Night - 18 October 2019</li> <li>• Halloween Disco - 1st November 2019</li> <li>• Xmas Fair - 6 December 2019</li> </ul>	VP of Fundraising
<p><b>Projects</b></p> <p><i>Update on projects:</i></p> <ul style="list-style-type: none"> <li>• Painting senior toilets - quote received</li> <li>• Bubblers at the back of the school - quotes received</li> <li>• Mixer tap for tuckshop - in the process of quoting</li> <li>• CCTV</li> <li>• No lunch policy - Almost completed</li> <li>• Supervisor certificate for tuckshop ladies</li> <li>• Whale watching - presented with certificate</li> </ul>	VP of Projects

<p><b>Reports</b></p> <p><i>P&amp;C Operations Report (Tuckshop, Uniform Shop, OSHC, CPAC)</i></p> <ul style="list-style-type: none"> <li>• Business arising from Operations Report</li> </ul> <p><i>Acceptance of Operations Report as true and correct</i></p> <p><i>Treasurer's Report</i></p> <ul style="list-style-type: none"> <li>• Business arising from Treasurer's Report</li> </ul> <p><i>Acceptance of Treasurers Report as true and correct</i></p>	<p>Operations Mgr</p> <p>Treasurer</p> <p>Principal</p>
<p><b>General Business</b></p> <ul style="list-style-type: none"> <li>• P&amp;Cs Qld State Conference debrief</li> <li>• Neighbourhood Watch - engaging volunteers, junior program, Sascha new President</li> <li>•</li> </ul>	<p>President</p>
<p><b>New member applications</b></p>	<p>President</p>
<p><b>Close meeting</b></p>	<p>President</p>