# MINUTES

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| Meeting | **Comet Bay P&C AGM and OPEN General Meeting** |
| Date/Time | **Tuesday 13th March 2018** |
| Venue | Comet Bay Primary School Staff Room |
| Attendees | Cass Levitzke, Brooke Benbow, Juliet Davis, Graeme Watson, Hayley Taylor, Alisa Merriman, Lesley Burgess, Jo Maclean, Rachel Lovelady, Kate August, Stacey Hansord, Amanda Bradford, Laura Gallagher, Emily Teague, Deborah Meerton, Rachel Fiorini |
| Apologies | Sarah Groves, Cass Levitzke, Rach Case, Jessica Bice, Amanda Ball, Denika Meehan |

Meeting Open 7:08 PM

1. Official open and welcome to all new and current members by P & C Vice President – Brooke Benbow

All attendees were reminded of that the meeting would be conducted in conjunction with the schools Tribal Agreement;

* Attentive Listening
* Appreciation/no put-downs
* Mutual respect
* The right to pass
1. Attending members noted (above)
2. Apologies noted (above)
3. Confirmation of Minutes of Previous AGM Meeting:
4. The minutes of the P&C Open General Meeting of Comet Bay Primary School held on 7th March 2017 have been made available for public perusal, have been read and confirmed as an accurate and true record, and a copy has been put in the school file.

*Confirmed – Stacey Hansord Seconded – Rachel Lovelady*

1. Confirmation of 2017 Financial Audit – to be presented to the General Meeting as soon as the audit is completed. Currently all information is being prepared for the auditor.
2. **Election of Committee**

**President –** Cass Levitzke, seconded by Brooke Benbow – Elected unopposed

**Vice President –** Brooke Benbow, seconded by Juliet Davis – Elected unopposed

**Secretary** **–** Juliet Davis – Seconded Brooke Benbow - Elected unopposed

**Treasurer –** NIL – Position remains open

**Executive Committee Members:** Alisa Merriman, Lesley Burgess, Rachel Fiorini, Jo Maclean, Rachel Lovelady

**Disco Co-Ordinator** – Deborah Meerton

**Donations/Recruitment Co-ordinator** – Deb Meerton and Lesley Burgess

**Book Fair/ Book club Co-ordinator** – Jo Maclean, Rachel Fiorini (Jessica Bice to assist)

**Fuel Our School Co-Ordinator** – Hayley Taylor

**Safety House Co-ordinator** – Rachel Lovelady

**SAKG Co-ordinator** – Position remains open

**Event Co-ordinator(s)** – Cassie Levitzke, Brooke Benbow, Juliet Davis, Deborah Meerton, Rachel Lovelady, Laura Gallagher and Emily Teague

*We would like to take the time to thank those who have dedicated their time to an executive position during 2017 and have stepped down from current roles:
Alisa Merriman - Treasurer
Deborah Meerton – Executive member*

*Hayley Taylor - SAKG*

**Account signatories for 2018.**

**List of approved signatories for 2017. All P and C accounts require 2 Authorised Signatories.**

Signatory 1: President **Cass Levitzke**

Signatory 2: Vice President **Brooke Benbow**

Signatory 3: Secretary **Juliet Davis**

Signatory 4: Treasurer To be changed once position is filled

Signatories to be removed – Rachel Case and Alisa Merriman (once a new Treasurer is appointed)

**Close of AGM at 7:30 PM

General Meeting OPEN at 7:30 PM**

1. Confirmation of Minutes of Previous Meeting:
2. The minutes of the P&C General Meeting of Comet Bay Primary School held on the 13th February 2018 have been made available for public perusal. They have been read and confirmed as an accurate and true record, and a copy has been put in the school file.

***Confirmed – Stacey Hansord, Seconded – Rachel Fiorini***

***ACTIONS from previous Minutes:***

1. NIL
2. Correspondence – Juliet Davis

**INCOMING**

* Banking IN
* 2018 Affiliate Guide WACCSO & State elections
* Main Roads – Cross walk survey
* Fundraiser – Show bags, Chocolate fundraiser, portraits

**OUTGOING**- Funky Mexican Cantina – Community cashback application

1. Updates:
* Canteen and online Canteen – Brooke on behalf of Amanda Ball (report available)
	+ Slow to start from the start of the year but starting to pick up
	+ The canteen is quieter this year than previous years but other school are experiencing the same thing
	+ Takings from the 12/2 to 9/3, online $3057, counter $5629
	+ Happy walk sausage and rolls have been ordered
	+ Icy poles are ordered, 8 extra to sell on the day
	+ Looking at Quick cliq graph to see if that is a useful tool
* Uniform Shop – Brooke on behalf of Sarah Groves (graph available)
	+ Great start to the year
	+ Up $2571 YTD
	+ Leavers shirts orders, only 2 shirts without (spares ordered)
	+ Out of stock size 4 and 6 fleece jackets
	+ Out of stock size 4 and 6 polo – awaiting ETA
	+ Pop up stall at the Happy Walk – Deborah Meerton to assist
* Principal Report – Graeme Watson – (report presented & available)
* School Board – Graeme Watson
	+ Budgets have been endorsed
	+ Discussed the impact of the solar panels
	+ Beginning to develop a new business plan for beyond 2018
	+ Two new staff board members taking over from Craig Lewington and Sharon Baxter
* Treasurer Report – Alisa Merriman (report presented & available)
	+ Banked $1400 from the Teachers Market
	+ Paid Fuel our school monies over to the School $5077
	+ Canteen has been slow $600 profit YTD
	+ Uniform shop doing well up $30K from end of last year
1. General Business
* Happy Walk
	+ Volunteers needed
	+ Icy poles have been ordered, classes to collect
	+ Look at changing the flow by offering the bread at the time of paying then they go to collect their sausage, sauces etc
	+ Signage required for pricing etc
	+ Drinks, gloves and trays etc to be purchased everything else has been ordered
	+ Look at ordering some pastries from Brumbies as per Sports Carnivals
	+ Children are not permitted to purchase soft drinks or coffee
* Funky Mexican Cantina
	+ Application has gone in, $5 per $30 spent will be donated to the school for customers that say they are with Comet Bay Primary
	+ Donation will be made in the form of a service or product – an Ipad has been proposed that can then be raffled
	+ Not available for delivery orders
* Facebook Page
	+ Numbers slowly growing but need to get more subscribers
	+ Look at way to get more interest
* Fundraising ideas – look at ideas and try to get suggestions

**General Meeting CLOSED 8:35 PM**