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| **Comet Bay Primary School P&C Association**  c/-85 Miltona Drive, Secret Harbour Western Australia 6173  **MEETING MINUTES – 12th March 2019 - AGM** |

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| **Meeting** | P&C Open and Annual general meeting |
| **Date / Time** | 12th March 2019 (Tuesday) – 7pm |
| **Venue** | Comet Bay Primary School – Staff room |
| **Attendees** | Cass Levitzke, Brooke Benbow, Juliet Davis, Graeme Watson, Ben Priest, Deborah Meerton, Kate August, Amanda Bradford, Sarah Groves, Emily Teague, Hayley Taylor, Jo Maclean, Susan Horsfield, Kelly Tomlinson |
| **Apologies** | Amanda Ball, Rachel Fiorini, Alisa Merriman |

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| **Meeting opened 7:08pm**  Official open and welcome to all new and current member by current P&C President – Cass Levitzke All attendees were reminded that the meeting would be conducted in conjunction with the schools tribes agreements:   * Attentive Listening * Appreciation/No put-downs * Mutual Respect * The Right to Pass |
| **Attending members** – noted above |
| **Apologies for absence** – noted above |
| **Confirmation of minutes from previous meeting**   * The minutes of the P&C Annual General Meeting of Comet Bay Primary School held on the **13th March 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 –** Brooke Benbow **Seconded –** Juliet Davis |
| **Business arising from previous meeting/minutes**   * Nil |
| **Election of 2019 Office bearers and executive members** Juliet explained that as of this time all position are declared vacant and nomination are now taken.Reminding all attendees that only financial members are permitted to nominate and vote. **President** – out going – Cass Levitzke – nominated – Brooke Benbow – elected unopposed **Vice President** – out going Brooke Benbow – nominated – Ben Priest - elected unopposed **Secretary** – out going - Juliet Davis – nominated – Juliet Davis - elected unopposed  **Treasurer** – out going Lesley Burgess – nominated – Alisa Merriman - elected unopposed  Brooke thanked Cassie for her many years as both President and Secretary and presented her with a small gift. Graeme also thanked Cassie for her effort over the years.  All previous office bearers were thanked and all new members welcomed. All incumbents will take up their role at the beginning of the open meeting. |
| **Confirmation of 2019 Committee Members Donations Coordinator** – Jo Maclean **Book Fair Coordinator** – Jo Maclean **Book club Coordinator** – Rachel Fiorini  **Disco Coordinator** – Deborah Meerton **Fuel our School Coordinators** – Hayley Taylor and Emily Teague **Safety House Coordinator** – Ben Priest **Grants Coordinator** – Juliet Davis **Other – Board Representative** – Cassie Levitzke  Welcome to all new members and thank you for those that are continuing on the great work from 2018. |
| **Signatories 2019 The approved authorised signatories for the three (3) P&C bank accounts for 2019 are:** Brooke Benbow (President) Ben Priest (Vice President) Juliet Davis (Secretary) Alisa Merriman (Treasurer)  **The following signatories to be removed from the three (3) P&C bank accounts for 2019** Lesley Burgess  Cass Levitzke |
| **Confirmation of the 2018 audit** With the unexpected resignation of the P&C Treasurer last month, there is a delay with the 2018 financials and audit. Juliet and Alisa have been working hard to bring these figures up to date and confirmed that the 2017 audit was finalised today. 2018 will be the next priority but there may be some delay. |
| **The AGM concluded at 7:30 and the general meeting declared opened** |
| **Confirmation of minutes from previous meeting**  The minutes of the P&C General Meeting of Comet Bay Primary School held on the **12th February 2019** 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 –** Brooke Benbow **Seconded –** Ben Priest |
| **Correspondence incoming/outgoing**   * **Incoming –** ANZ Bank statements, Letter from Paul Papalia regarding bike donation, Royal Life Saving fund raising letter, DJ Jam letter re disco, emails regarding 2017 audit, Woolworths donation confirmation, Coles donation confirmation, Pelican line marking re P&C parking bay raffle * **Outgoing –** Correspondence regarding 2017 audit |
| **Reports and Updates**  **Canteen and online canteen (presented by Juliet Davis)** Juliet had a monthly meeting with Amanda today to discuss any canteen issues/ideas and go through reports. $8981.29 banked to date, online sales $3866.60, commission for online sales $114.85. Icy poles have been ordered for the happy walk with extra ordered for the house winner end of term. Discussed volunteer requirements, all must have a WWCC unless they have a child in the school. All volunteers to sign in at the office please as Graeme would always like to know who is on the grounds. Copy of WWCC for Paula and Robyn to be sent to Juliet please. The flyer for the end of year sausage sizzle to go out after the Happy walk. All voted that an EFTPOS machine in the canteen is essential to minimize cash and to encourage sales $34.95 per month rental fee approved. Daily specials were discussed and Amanda had some ideas. Amanda to chase up the 50% cashback omn transaction fees from Quickcliq.  **Action: Juliet to advise Amanda that the Sausage sizzle flyer to go out after the Happy Walk. Action: Juliet to obtain a copy of WWCC for Paula and Robyn** **Action; Juliet to place order with the ANZ for an EFTPOS machine for canteen** **Action: Amanda to chase up the cash back amount from Quick cliq**  **Uniform Shop (presented by Sarah Groves)** Very happy at the moment. $1300 up year to date. Leavers shirts have been ordered. Thanks to Jo for assisting with this. Waiting for winter order. Issue with the staff shirt. Out of stock of size 8 fire shirts. $10 for a Spartan homework folder – all agreed this was too expensive. Hair suppliers have offered a hair scrunchie but the price would be $6 – all agreed this was too expensive. Juliet explained that the GST had to be removed from the point of sale receipts since the P&C is not registered for GST. **Action: Sarah to arrange a sample of the new winter jacket for approval Action: Sarah to arrange to have the GST amount removed from the point of sale system, it should show zero as we are not registered for GST.  Principals report (presented by Graeme Watson)** See attached report  **School Board update (presented by Graeme Watson)** Reviewed the current data. 33% voluntary contributions received. Ipad to the winner from those that have paid up. 48% of families used the approved booklist provider. Business plan reviewed. Solar project data will take 5.5 years to pay for itself. Looked at community usage agreement.  **Treasurers Report (Presented by Juliet Davis)** Due to the unexpected resignation of our previous Treasurer, Alisa and Juliet have stepped up to not only bring the accounts back upto date but to also finalise the 2017 financial audit. Alisa and Juliet are working on the 2018 financial audit. The 2017 audit was completed today. Juliet explained that a ruling from the ATO determined that we will not have to register for GST and this has been added to the audit report. Will are not registered for GST and whilst we cannot claim GST on sales we will also not add GST to our products. Juliet confirmed that as of 11th March the bank accounts had a total of $85,000 however two large uniform shop invoices were paid today of approx. $10,000. Juliet suggested that the reports should be changed to make it simpler for example showing what each fund raising effort has made as timing of banking and invoice payments can make it confusing. All agreed that the reports should be made simpler. Bank accounts to still be presented each meeting. **Action: Juliet and Alisa to assist with bringing the P&C financials uptodate after resignation of previous Treasurer. Action: Alisa to change the reports presented at the P&C meetings to show a break down of what each fund raising activity has made irrespective of delays with invoice payments etc**  **Donations update (Presented by Jo Maclean)** Woolworths are contributing $100 towards our Happy walk sausage sizzle – Juliet is liaising with Natasha re order. Coles have donated a $50 voucher, Juliet has collected this.  **Book club Update (Presented by Rachel Fiorini)** First distribution has been completed, total of $339. Went well thanks to all helpers.  **Book fair update (Presented by Jo Maclean)** Date for this year are: term 1 week 9 for Kindy, term 2 week 5 for big school and term 4 week 6. Jo is working on the details and the themes. Helpers will be needed especially at Kindy. Susan Horsfield offered to assist. Jo & Lisa to attend the Scholastic event in Baldivis.  **Disco update (Presented by Deborah Meerton)** Need to look at the school calendar to determine a suitable date. Brooke suggested that a second disco be added as the kids love the disco. **Action: Deborah to look at the school calendar to determine a suitable date.**  **Fuel our school update (Presented by Hayley Taylor)**  A count was completed last week. Need more large bags please. Brooke and Juliet took the last of the 2018 money to the bank. Suggested it would be better if the counts could be done every couple of weeks and taken to the bank to make the process easier. Ben has offered to assist with this.  **Safety house update (Presented by Ben Priest)** Nil to report |
| **General Business  Calendar sales** Sales have been going well. $1000 has been donated from sponsors. Ordered 105, sold 64 so far. Will definitely look at doing this again. **Action: Brooke to look at selling calendars at Happy walk.**  **Happy Walk Sausage Sizzle** Ben Priest has nominated himself to coordinate this year’s sausage sizzle. Cassie will assist with setup. 500 sausages have been ordered. Ben to place order for rolls. Perhaps ask funarama if they would like to help once again. School to do sponsorship form and distribute. Brooke to introduce herself to Paul Papalia as new President and to discuss the bike for happy walk.  **Action: Brooke to make contact with Paul Papalia regarding the bike for happy walk. Action: Ben to order rolls and to seek help from Funarama.**  **VIP car park raffle** Juliet has finalised flyer for the car park raffle and that will be distributed this week. Juliet has approached Pelican Line marking who have kindly agreed to mark the bay in exchange for acknowledgement on the Facebook page. It was agreed that the draw would take place at the next P&C meeting 9th April. Tickets are $5.00 each and the winner will have exclusive use of the specially marked bay for Term 2. This will be an ongoing raffle term by term. **Action: Juliet to create a VIP parking pass for the winner.  Hot cross bun fundraiser** Ben would like to add a hot cross bun fund raiserthis term and has created a flyer and order form. Cost will be $7 per pack with $3 donated back to the school. Dates to be confirmed but at this stage orders will close Friday 5th April and delivery will be Wednesday the 10th April. Option on the flyer for delivery to class, pickup from the canteen or for children to be authorised to collect from canteen. Look at selling hot cross buns at the canteen. **Action: Juliet to finalise the flyer Action: Ben to coordinate the orders Action: Ben to liaise with Amanda Ball re hot cross bun sales in the canteen.  Chocolate Easter bunny raffle** Cassie has ordered a 60cm chocolate bunny to be raffled off for Easter at the cost of $200 including raffle tickets. It was agreed that each order for hot cross buns would automatically get a free raffle ticket. To be delivered mid March. **Action: Cass to coordinate Easter Bunny raffle and to look at selling raffle tickets at Happy walk. Action: Cass to arrange a photo of the bunny  Mother’s day stall** Each year the idea of a Mother’s day stall is raised. A lot of local school run both a Mothers and Fathers days stall each year raising a large amount of money. Juliet sourced some samples that could be used. It was noted that perhaps we are running to many fund raisers at the moment and that we need to look at the calendar first. Perhaps doing just one per year for Christmas would be better **Action: Brooke to look at creating a P&C calendar in conjunction with the school to see if this is something that we could look at running in term 2.**  **Rebound fundraiser** Rebound has approached us regarding a fund raising option. Thanks to Jo for visiting them to discuss the option. Once again it was decided that we need to look at a P&C calendar to see if this is something that we could do and when.  **P&C newsletter** Brooke and Juliet would like to reclaim a spot in the school newsletter specifically for P&C news. **Action: Brooke to create a submission for the next newsletter confirming the new office bearers, executive and committee members.** |
| **Next Meeting** Next meeting 9th April 2019 |
| **Meeting closed – 9:00pm** |