

General Meeting
MINUTES OF MEETING
6:30 PM Monday, 9 May 2022
MHSS Studio

1. Meeting Open

Meeting Opened By Amy Swalwell at 6:32 PM

We acknowledged the Gubbi-Gubbi people, Traditional Custodians of the land on which we meet and and pay our respects to their Elders past, present and emerging.

2. Attendance & Apologies

Attended

Alanna Ivory
Amy Swalwell
Clarice Olckers
Ellaine Warner
Guy Kelly
Megan Faulkner
Michelle Angayan
Raffaella Piovesan
Rashi Srivastava
Rod Netterfield
Shelley Hope
Tanya Georganos
Tracy Egan
Yanti Weaire

Apologies

Jayne Clark
Kathryn Giles
Kathy Millar
Leonie Plata
Lizzette Pena
Louise French
Martin Winney
Melinda White
Radhika Reddy
Rebecca Valentine
Shauna Nugent
Tennille Dumbell

3. Confirmation of the minutes of the previous general meeting

Motions

584 The minutes of the meeting held on 14 Mar 2022 were a true and accurate record.

Status: Carried **Mover:** Amy Swalwell **Seconder:** Rashi Srivastava

4. Business arising from the minutes of the previous general meeting

Motions

582 Change to \$1000 budget for community cuppa

\$500 to be kept for Community Cuppa and \$500 for use of Staff Appreciation Costs (World Teacher's Day event, Staff Appreciation Week Breakfast/Lunch/Afternoon Tea, Concert/Event Staff Gift)

Status: Carried **Mover:** Tracy Egan **Seconder:** Clarice Olckers

5. Correspondence - inward and outward

1. P&C QLD State Conference (26th & 27th August 2022)
 - Attending or not
 - Student Performers - Tracy will discuss it with the school Music/Dance program; update on next meeting
 - P&C of the Year Award - The business of Tuckshop to apply.
 - Jubilee Anniversary Story
2. QAST (no tuckshop members attended the meeting)
 - Membership Due
 - Food Handlers Course - Free
 - Healthier Tuckshops Network Meetings
3. P&C QLD
 - P&C President to cast vote on Margaret Leary for removal of position
 - Fast Fuel Meals - Given response of not interested at the moment; There is no market to sell meals and the ROI is minimal.
 - Cancellation of HR Support Service; Currently with CMSolutions, already part of the package paid.
4. School Emails
 - Saxon Shawler (6W) - P&C policy does not allow funds to be granted to just one student, it must be used for the whole school. Replied email with other avenues to get funds - Council or state grants.
 - Mother's Day Stall emails outbound to volunteers
 - Cafe Opening 30mins earlier everyday and until 3pm every Wednesday
 - Directive for all Executives of P&C to be fully vaccinated to enter school site and all volunteers to be fully vaccinated
5. Grants Missed
 - Queensland Government's Community Partnership Innovation Grant
 - Stockland Care Grants Program
 - STEM grant application

Motions

585 Committee accepts all correspondence to be correct and updated.

Status: Carried **Mover:** Amy Swalwell **Second:** Megan Faulkner

6. Table Executive Committee's decisions (if any)

- Bookkeeper Position vs. Operations Manager = Hired Bookkeeper @\$33/hr, 10hrs/fortnight ; OM is not currently needed or a feasible position for the work done for P&C.
- Easter Raffle:
 - 1st Prize Chocolate Bar and some smaller set prizes were donated; Spent \$200 to top up other prizes.
- Cafe and Tuckshop decision
 - Cafe to open @7am everyday and until 3pm every Wednesday
 - Costco run fortnightly
 - Pantry Drive to continue.
- Mother's Day Stall Fundraising Event:
 - Cash to Spend \$7000, Cash Float \$200 (decided to keep float in Safe for usage of all Events this year), Aftersales Cash Handling

- Where to be held (Gigum Hall Foyer), Volunteer Sign Up, Prices of Stock, Volunteer Food/Drink Voucher (\$5 to use in Sole Cafe)

Motions

[586 All Executive Decisions Accepted by the Committee](#)

Status: Carried **Mover:** Amy Swalwell **Second:** Clarice Olckers

7. Treasurer's report and financial statement

March Financial Report is done. See Attached documents.

April and May Financial Report for next meeting.

Motions

[587 Accept Treasurer's Report for March2022 Financial Report as true and correct.](#)

Status: Carried **Mover:** Tanya Georganos **Second:** Amy Swalwell

[Attachments](#)

[MARCH2022REPORT.pdf](#)

8. Mango Munchies and Sole Cafe Report

No members of the Cafe were available during the meeting. Past motions will be moved to next meeting. Executives have discussed moving from Flexischools to QKR; must check with Jayne Clark for details on QKR since school is using it - will update for next meeting.

Motions

[588 Past Motions to be Accepted again for this year to be done.](#)

Request for 2 frame chalkboards for advertising of cafe specials.

Request for display oven for cafe to advertise small pre-cooked hot items worth \$599.

These Motions were carried last 14 June 2021 but to no fruition.

Status: Unresolved

[589 Acceptance of Report as true and correct](#)

Status: Unresolved

9. Fundraising Report

- Easter Raffle: Spent \$188, Profit of \$501

- Uniform Pop Up Shop: Profit \$715

- Mother's Day Stall: Spent \$6459.54; Profit \$2663.76; Many stocks leftover for next year's; Stock Inventory Attached.

- Current Standing of Fundraising Account = \$40000

Motions

[590 Acceptance of Fundraising Report as true and correct](#)

Fundraising report encompassing Easter Raffle, Uniform Pop Up Shop and Mother's Day Stall.

Status: Carried **Mover:** Amy Swalwell **Second:** Michelle Angayan

10. Principal's Report

Attachments

[Report_May9.docx](#)

Motions

[591 Accept Principal's Report as true and correct](#)

Status: Carried **Mover:** Clarice Olckers **Second:** Megan Faulkner

11. Motions on notice

None.

12. General Business

1. OSHC Tender Update = still to be finalized. update on next meeting.

2. 12 Days of Giving Fundraiser = \$500 awarded to school; will try again for this year.

3. Axel Memorabilia = Buddy Bench for Axel @ the Senior Playground; YR6 Axel Award; to ask Jodie Shipway and Luke Howarth for funding

4. Election BBQ

- Request donations for meat (businesses) and bake sale (community); check out Democracy Sausage Site for help.

- If unable to get donations for bbq, Budget is \$1500.

5. 2nd Uniform Pop Up Shop = set to do after Election Bbq pending volunteers.

6. Year End Presents (Face Towel)

- Per Year level Fundraising or for Year 6; there are 400 designs to choose or make own design. Min order is 300 at \$7.50 per towel; Must be done by last 2nd or 3rd week of Term 3 so that it will be available at End of Year to take home.

7. Recycling

- 10cent Containers/Containers for Change; looking at getting a drop off bin which will hopefully get a return of \$100-\$150

- Committee Concerns: illegal dumping (not from school); where the bin will be placed since it needs a truck to transport; manpower of picking up small bins from each classroom and dropping the containers to the main bin; manpower for making sure that what is put in the main bin is correct and the pick up of the main bin to the recycling station.

8. Transfer BOQ to Commbank

- Not feasible to transfer since there are additional charges in Commbank that BOQ offers as free of charge.

- P&C banking is currently done by either Rebecca or Louise as additional paid time. To look into school's banking if economical to be done with the same courier.

9. Treasurer Role to be opened.

- Radhika Reddy has requested to open the Treasurer Role for another member to take over. She feels she is not able

to fulfill the role completely since she is occupied with family matters.

- No member volunteered to take the position currently although it was mentioned that with the Bookkeeper and Xero, the Treasurer Role is not a heavy task as before.

- Radhika will stay on as Treasurer until P&C can find a replacement.

10. Fundraising Committee Coordinator

- Committee itself will be open to the public. Each event will be assigned or a parent/member will volunteer to handle it.

Motions

592 In favor of having a budget of \$1500 for the Election Bbq Fundraising Event.

This is in case of not having donations received for the bbq, fund to be taken from P&C funds.

Status: Carried **Mover:** Tanya Georganos **Seconder:** Clarice Olckers

593 Year End Present Project is accepted as a fundraising event for school.

Status: Carried **Mover:** Rashi Srivastava **Seconder:** Megan Faulkner

13. Applications for membership

Since last meeting: 5 new members and 1 renewing member. All information added to the database.

14. Meeting Close

Meeting closed at 8:18 PM

Next Meeting

General Meeting

6:30 PM, Monday, 13 June 2022

MHSS Studio

Actions Summary

#	Title	Assigned To	Due Date	Completed
132	Remaining Father's Day stock	Amy Swalwell	Monday, 7 February 2022	
136	Complete turnover of Secretary duties	Michelle Angayan	Monday, 9 May 2022	
137	Fundraising Report for 2021 and assignment of new committee	Amy Swalwell	Monday, 9 May 2022	
138	Feasibility of changing Flexischools to QKR	Amy Swalwell	Monday, 13 June 2022	
139	Year End present to be coordinated with per year level Deputies	Rashi Srivastava	Monday, 13 June 2022	
140	Feasibility of "Containers for Change" Program in school.	Rashi Srivastava	Monday, 13 June 2022	
141	To look into using the same courier as the school's for banking errands.	Amy Swalwell	Monday, 13 June 2022	