

General Meeting
MINUTES OF MEETING
6:30 PM Monday, 12 July 2021
MHSS Staffroom

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

Amy Swalwell
Cindy Clenton
Guy Kelly
Jayne Clark
Jodie Shipway
Karen Puckeridge
Liz Ivan
Megan Faulkner
Michelle Angayan
Michelle Wilds
Rashi Srivastava
Renee Walls
Tanya Preradovic
Tracy Egan

Apologies

Edwin Masih
Elena Borovskaya
Emma Guinane
Jessica Stevens
Jessika Fairhall
Julie Blackman
Kathryn Giles
Radhika Reddy
Raj Boobal Vincent
Sheree Pointon
Tennille Dumbell
Tracey Park

3. Confirmation of the minutes of the previous general meeting

Motions

The minutes of the meeting held on 14 Jun 2021 were a true and accurate record.

Status: Carried **Mover:** Karen Puckeridge **Second:** Cindy Clenton

The minutes of the meeting held on 14 Jun 2021 were a true and accurate record.

Status: Carried

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

5. Correspondence - inward and outward

50 Emails - staff requests and responses, general advertising

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

17.6.21 - 500 cafe loyalty cards

18.6.21 - Approval of applicant for Operations Manager contract

8.7.21 - Discussion around COVID restriction requirements - email sent to staff post approval

EXECUTIVE MID YEAR STRATEGY REVIEW

Term 3 Contributions

- \$4000
- \$1000 coffee contribution to community coffees
- Wine for art show
- \$6500 spend for Fathers Day stock
- Total of \$13,500 (+wages if required)

Term 4 Contributions

- \$4000
- \$2500 - End of Year Raffle (fundraiser)
- Total of \$6250 (+wages if required)

Raffle concept Kids v's Parents

First Prize \$1500 (Choice of Kids v's Parents)

Second Prize \$500 Visa

Third Prize \$250 Visa

Kids Prize

School Pack (including uniform / shoes / ipad / SRS pack / bookcovers / toy voucher)

Parents Prize HOME OR AWAY

Home = \$1500 worth of vouchers

Away = \$1500 worth of vouchers (AirBnB and visa)

7. Treasurer's report and financial statement

Motions

[June Treasurer's Report and financial statements presented by R Walls on behalf of L Bortot are true and correct.](#)

Status: Carried **Mover:** Renee Walls **Second:** Amy Swalwell

[Request for approval for expenses and supplier payments](#)

Supplier \$11,353.10

PAYG \$4277.00

Status: Carried **Mover:** Renee Walls **Second:** Megan Faulkner

8. Services Report

No report presented.

Introduction of Operations Manager Tanya Preradovic.

Discussion regarding upcoming costs for refit of office space in current canteen space.

Motions

Laptop for Operations Manager

Approval sought for costs for laptop up to \$1500

Status: Carried **Mover:** Karen Puckeridge **Second:** Guy Kelly

9. Fundraising Report

Colour Explosion prizes to be distributed to classes, along with class prize and individual medallion for highest money raised.

Motions

Father's Day Gift types

Agreement sought for alcohol related items are appropriate for the Fathers Day stall - example stubby holders / bottle opener.

Status: Carried **Mover:** Amy Swalwell **Second:** Jodie Shipway

Ticketing / Voucher system for Fathers Day

Research use of Flexischools for either \$5 or \$10 voucher instead of cash for Fathers Day stall. Vouchers to be printed and supplied to class teacher prior to stall.

Status: Carried **Mover:** Amy Swalwell **Second:** Karen Puckeridge

Term 4 Raffle

\$2250 for Kids v's Parents prize

1st \$1500

2nd \$500

3rd \$250

Online through Rafflelink

\$10 tickets

Open for sale Term 4 week 3 / Drawn Week 6

Status: Carried **Mover:** Amy Swalwell **Second:** Guy Kelly

10. Principal's Report

Motions

Principal's Report and financial statements presented by T Egan are true and correct.

Status: Carried **Mover:** Tracy Egan **Second:** Cindy Clenton

11. Motions on notice

Last modified: 17/07/2021 6:32 PM

Motions

Change in Visa Card

Cancel Visa Debit for Bec Valentine and allocate a visa debit card on BOQ Canteen Account 22942826 to Tanya Predovic.

Status: Carried **Mover:** Luciana Bortot **Seconder:** Cindy Clenton

BOQ Internet Banking Access

Approval for Tanya Predovic to be given Internet Banking Access to view and create translations on BOQ acc 22-942826 and view only on 92-942825.

Status: Carried **Mover:** Luciana Bortot **Seconder:** Amy Swalwell

Authorisation for P&C related expenses

Tanya Predovic is authorised to use the card for P&C related expenses only. Items/equipment less than \$50 can be purchased under discretionary approval no more than once per week during the term. All other purchases require pre-approval in writing from P&C Executive.

Status: Carried **Mover:** Luciana Bortot **Seconder:** Guy Kelly

Change to Superannuation Guarantee

Approval sought for the P&C to comply with Superannuation Guarantee changes and increase the SG payment to the staff at the rate of 10% commencing any payrolls processed after 01 July 2021.

Status: Carried **Mover:** Luciana Bortot **Seconder:** Amy Swalwell

Allocation of mobile phone

The mobile phone with phone number 0499 811 050 will be allocated to Tanya Predovic to support her role and be used for P&C business only. This phone to be used as equipment for events to supplement Square terminal etc as necessary.

Status: Carried **Mover:** Karen Puckeridge **Seconder:** Guy Kelly

12. General Business

GCBF Super Round - up to \$100K. Consideration to complete application with school for Junior Playground

Motions

GCBF Grants

Agreement that no further applications will be submitted until 2022 when an application will be submitted for the super round. Jayne and Tanya to work together on application.

Status: Carried **Mover:** Karen Puckeridge **Seconder:** Tracy Egan

13. Applications for membership

Motions

New Members

Jayne Clark
Tanya Preradovic
Rashi Srivastava

Status: Carried **Mover:** Karen Puckeridge **Seconded:** Cindy Clenton

14. Meeting Close

Meeting closed at 7:45 PM

Next Meeting

General Meeting

6:30 PM, Monday, 16 August 2021

MHSS Studio

Actions Summary

#	Title	Assigned To	Due Date	Completed
119	Aboriginal & Torres Strait Islander Murals	Tracy Egan	Monday, 16 August 2021	
122	P&C of the Year	Karen Puckeridge	Monday, 21 June 2021	Tuesday, 13 July 2021
123	Future of meal deals	Louise French	Monday, 9 August 2021	
124	Advertising Flags	Louise French	Sunday, 25 July 2021	
125	Research and submit application for QLD Day \$15K grant	Amy Swalwell	Tuesday, 31 August 2021	