

General Meeting
MINUTES OF MEETING
6:30 PM Monday, 14 June 2021
MHSS Studio

1. Meeting Open

Meeting Opened By Renee Walls at 6:29 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
Cindy Clenton
Guy Kelly
Karen Puckeridge
Louise French
Martin Winney
Megan Faulkner
Radhika Reddy
Rebecca Valentine
Renee Walls
Shauna Nugent
Yanti Weaire

Apologies

Elena Borovskaya
Emma Guinane
Gurminder Kaur
Jessica Stevens
Jodie Shipway
Luciana Bortot
Melinda White
Michelle Angayan
Raj Boobal Vincent
Sheree Pointon
Tennille Dumbell
Tracey Park
Tracy Egan

Ben Mills (Deputy Principal) also in attendance

3. Confirmation of the minutes of the previous general meeting

Motions

The minutes of the meeting held on 10 May 2021 were a true and accurate record.

Status: Carried **Mover:** Karen Puckeridge **Seconded:** Shauna Nugent

4. Mango Munchies & The Sole Cafe Report

Upcoming Events

- Sports days (3) meal deals
- Musical night (serving hot drinks and snacks)

Currently running down stock due to no electricity over holiday break.

Motions

[Advertising Blackboard - up to \\$340 in total price](#)

Request for 2 a frame chalkboards for advertising of cafe specials.

Status: Carried **Mover:** Rebecca Valentine **Seconder:** Yanti Weaire

[Display Oven up to \\$599 totoal spend](#)

Request for display oven for cafe to advertise small pre-cooked hot items.

Status: Carried **Mover:** Rebecca Valentine **Seconder:** Yanti Weaire

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

6. Correspondence - inward and outward

Emails discussion points

Colour Run

Catering (music night) / meal deals

Operation Manager Role

CM Solutions webinar

Mural meeting and quotes

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

Sole Cafe reusable gift cards (250) = \$313.51

Round up of Kookaburra donation from \$5449.68 to \$5450.00

SEEK Ad for Operations Manager Role - \$324

Colour Explosion expenses

- Extra colour \$476
- Bunting \$40
- Iceblocks \$284.01 (144 per pack request for 11 packs)

Annual Leave approval (L French)

HR Health Check Report

- Employee Handbook Template (CMS) \$55

8. Treasurer's report and financial statement

Motions

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

Status: Carried **Mover:** Renee Walls **Seconder:** Shauna Nugent

[Approval for Supplier payments](#)

Request approval for expenses and supplier payments

Supplier Payments \$25,875.70

PAYG \$5,949.35

Status: Carried **Mover:** Renee Walls **Secunder:** Radhika Reddy

9. Fundraising Report

Colour Explosion - still receiving donations. For 2022 consider applying for QLD Day \$15k grant by 31.8.21

Fathers Day Stall - to make process more efficient/effective research use of \$5 or \$10 vouchers online to minimise cash handling.

Motions

[Father's Day stall funding request](#)

Request for \$6500 for stock for Fathers Day stall

Status: Carried **Mover:** Amy Swalwell **Secunder:** Shauna Nugent

[Fundraising report true and correct record as presented by Amy Swalwell](#)

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

10. Principal's Report

Motions

[Principal report true and correct record as presented by Martin Winney](#)

Status: Carried **Mover:** Martin Winney **Secunder:** Megan Faulkner

11. Motions on notice

12. General Business

Membership to P&C Qld HR Services (R Walls)

QAST Membership (R Walls)

PCYC Year 3 Excursion (T Egan)

Parents Catch up donation (T Egan)

Operations Manager Update - Applications closed and interviews currently underway.

Motions

[Membership to P&C Qld HR Services](#)

Explanation given of new service offered by P&C QLD. Request for membership for both CMS and P&C Qld HR Services for remainder of 2021 for decision to be made at 2022 AGM on best way forward.

Status: Carried **Mover:** Renee Walls **Secunder:** Rebecca Valentine

[QAST Membership](#)

Request approval for QAST membership. Used for staff training and resources.

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

[PCYC Year 3 Excursion - request for \\$5000 subsidy due to increase in cost.](#)

Significant change in price (\$20 to \$45) for Yr 3 students to attend PCYC bike training excursion. Opportunity for grant has been missed.

Agreed that this would be only a one off emergency donation due to the work currently going on about safe travel to school, however grant will be sourced in time next year.

Status: Carried **Mover:** Martin Winney **Second:** Louise French

[Parents Catch up donation](#)

Request for \$1000 donation towards coffee for parents attending the weekly parents catch ups. This will be a one off donation through use of coffee card or similar system to a maximum of \$1000 for semester 2.

Status: Carried **Mover:** Martin Winney **Second:** Radhika Reddy

13. Applications for membership

14. Meeting Close

Meeting closed 7:50pm

Meeting closed at 7:30 PM

[Next Meeting](#)

General Meeting

6:30 PM, Monday, 12 July 2021

MHSS Staffroom

Actions Summary

#	Title	Assigned To	Due Date	Completed
	Future of meal deals	Louise French	Monday, 9 August 2021	
	Advertising Flags	Louise French	Sunday, 25 July 2021	
	Research and submit application for QLD Day \$15K grant	Amy Swalwell	Tuesday, 31 August 2021	
117	Use of chocolates from Easter for Athletic Day meal deals	Tracy Egan	Sunday, 27 June 2021	Sunday, 11 July 2021
118	Newsletter notice regarding lowering of stock at end of term	Louise French	Monday, 14 June 2021	Sunday, 11 July 2021
119	Aboriginal & Torres Strait Islander Murals	Tracy Egan	Sunday, 27 June 2021	
120	Canteen Murals	Renee Walls	Sunday, 27 June 2021	Sunday, 11 July 2021
121	P&C Conference 2021	Karen Puckeridge	Monday, 14 June 2021	Sunday, 11 July 2021
122	P&C of the Year	Karen Puckeridge	Monday, 21 June 2021	