

# MEETING MINUTES

## MEETING INFORMATION

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**Meeting Title:** St Mary of the Cross - Monthly Parents & Friends Association Meeting

<b>Date:</b>	Wednesday 13 April 2016	<b>Location:</b>	SMOC Primary School
<b>Time:</b>	7.30pm		
<b>Chairperson:</b>	Rita Karagiannis		
<b>Minute Taker:</b>	Karen Wyer		

**Attendees:** Leon Colla, Rita Karagiannis, Lyndall Zaccaria, Karen Wyer, Rebecca McFarlane, Jana Cronin, Karen Curson, Karen Wyer, Angie Mravljak, Laura Herrera, Jose Manuel Blasco, Amanda Zeirzer, Ollie Chilton

**Apologies:** Clare Griffiths, Maria Peterson, Julie Recupero

### 1. President's Report / Rita / 7.31pm - 7.47pm

- a. **Treasurer's Position Vacant**
- b. **Fundraiser/Events within short period**
- c. **P & F Champion from each learning area.**

Welcome back to all. Recap from last term, there were quite a few fundraisers near the end of term being Easter Raffle (Rebecca and Hot Cross Buns (Allison)). We assigned the core positions and amended the constitutions to allow to hold a position longer than 2 years. Ollie confirmed will proceed as Treasurer but suggested new systems to be in place to allow for growth in the school. Also opened up to see if anyone is interested in position. Karen C questioned if the role could be shared and could do as Vice President. Ollie advised best done by one person. Also suggested someone with bookkeeping experience would be ideal. Leon suggested a sub-committee to be formed to get procedures in place when fundraisers are happening. Leon will look at GTKY forms to see if someone has experience and can guide as to set this up.

Rita will arrange and follow up P & F Champion for each learning area.

Melbourne - Amanda Zeirzer

Rio - Jana Cronin, Rebecca McFarlane

Olympic Spirit - Karen Wyer

Rita will check with Linda Gallacher and Heather Daly if they are also interested.

Suggested to put up a photo board and the role will be the link between parents & friends and parents in the learning area.

Fundraising and events happened in a short period at the end of term and felt like as parents were continually paying out money for things (Hot Cross Buns, Easter Raffle, Walkathon, Fundraiser - buskers, biscuits etc) Rita suggested that the school and P& F be more aware of each of events by each group. Leon advised that the children thought of the fundraising and wanted to go ahead as they were very keen to help out.

**ACTION ITEMS:**     *Leon to check GTKY forms for bookkeepers and sub-committee to be set up*  
                              *Rita to arrange P & F Champions and photo board and to check with Linda & Heather*

## **2. Principal's Report / Leon/ 7.47pm- 7.53pm**

See attached report

## **3. Treasurer's Report / Ollie / 7.53pm - 8.06pm**

See attached report.

There is currently revenue not banked yet for \$897.65. Leon will check in safe and with Kirsty when she returns and advise Ollie

Leon suggested to put on hold the \$10k towards shade sail. The school may need to borrow money from P & F to help set up the Canteen and will pay back as money is made.

The money raised from Hot Cross Buns & Easter Raffle was for items such as garden shed and towards shade sail. Leon advised that part of the school development plan will be established over the winter and in spring things will be put in place. This to be put in the next P & F newsletter. Michael is also trying to source a donation for the garden shed.

**ACTION ITEMS:**     *Leon to check safe for unbanked revenue*

## **4. Board of Management Update/Leon/ 8.06pm - 8.11pm**

Spent a lot of time on procedural guidelines and was issued out to parents.

Discussed plans for the rear oval. Have received 2 quotes and will get a 3rd for the grass.

Two options for the grass, seed spray or rollout turf. The rollout turf is \$8k dearer however the seed spray requires a lot of water and that makes it very expensive. Decided to proceed with rollout.

Looking at artwork for front foyer. Pam Mackillop will design a piece.

Engaged a film company for promotional purpose. A first cut of film has been made discussing open learning. It will be on the website for people to view.

## 5. Action Items from Previous Meeting /8.11pm - 8.32pm

### a.Update on Stay n Play - Jana

No update. Date set for Friday 29th April. Jana to forward information to Leon to put on TV to advertise and to get an email out with information.

b. Update on Farm-Fresh - Rita/Jana

Need 30 regular customers to make it profitable. Discussed been a few teething problems on website and with ordering and payment. Jana to follow up then distribute again to school community to help get more regular customers.

### c. Feedback on Easter Raffle - Rebecca

Revenue was increased this year took the approach to give more tickets for families and keep them at same price. Rebecca suggested better generic tickets for next time.

Lots of varied donations (chocolate, books, toys etc..) Had 28 prizes and a hamper donated to West Welcome Wagon.

#### d. Feedback on Hot Cross Buns - Karen

Haven't heard from Allison but everything seemed to run smoothly and distribution worked well.

Only complaint from people they didn't order enough as they were delicious

Rita suggested a certificate of appreciation be given to Brumby's Albert Park

e. Dianna Ferrari - Lyndall

Date has been booked for Tuesday 13 September End of June they will provide more promotional material and can have maximum of 25 people. If more can arrange another night week after. Need \$200 deposit and we can sell tickets for about \$10 each. Leon confirmed to arrange the bus on the night.

### f. Wine Tasting - Jana

No update.

Also suggested a Whiskey night at Essendon Fields. Jana to investigate.

g. UV/Sunscreen - Karen C

Looked into sunsmart guidelines and advises every 2 hours to re-apply.

Karen C will look into a parent info night with Justine Osborne for end of Term 3

***ACTION ITEMS:***

## Stay and Play advertising - Jana

### ***Farm-Fresh follow up- Jana***

**Wine Tasting date to be booked - Jana**

## Whiskey nigh information - Jana

**Parent info night - Karen C**

**6. Upcoming fundraisers and events / 8.32pm - 8.45pm**

a. School disco - Rita

Disco is booked for Friday 20 May. Rita, Jana, Emma, Julie and Amanda will meet this Friday to start making arrangements. Lyndall can help on the night.

b. School Bake Sale - Karen C

Karen C will follow up guidelines from Council for next meeting. Angie & Karen W will assist Karen C with Bake Sale.

c. Fun Run event - Jana & Lyndall

Lyndall advised of community events she is aware of Mini-Mos held in Mosman NSW and Adidas sponsored fun runs with a goal if enough sign up they will give the school \$5k. Discussed putting it out to the community advising of our concept. Leon will draft up an email and send to P & F to be sent out.

**ACTION ITEMS:**      *School Bake Sale- Karen C*  
                             *Fun Run email to school community - Leon*

**7. Other Business / 8.45pm - 8.59pm**

a. Scholastic book club - Karen W

Discussed if it is school run event or a P & F event. Confirmed school event with parent helpers. Matilda had helped previously but can't continue. Leon will communicate to school community requesting volunteers. Discussed making it cashless so you can only order online (easier to manage) and going forward more communication when orders are due and when delivery will be. There are a lot of orders in the office with Kate.

b. Rebel sport - Amanda

Discussed if this has been set up for the school as yet. Karen W to confirm with Julie if it has been arranged otherwise Amanda will arrange.

c. School promotional film - Leon

Leon showed promotional film and feedback was given.

**ACTION ITEMS:**      *Scholastic book club volunteer email - Leon*  
                             *Rebel Sport - Karen W & Amanda*

**8. Meeting Closed / Rita / 8.59pm**

Next meeting 4th May 2016