

# MEETING MINUTES

## MEETING INFORMATION

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

<b>Date:</b>	Wednesday 2nd November 2016	<b>Location:</b>	St Mary of the Cross Point Cook
<b>Time:</b>	7.30pm		
<b>Chairperson:</b>	Rita Karagiannis		
<b>Minute Taker:</b>	Karen Wyer		

**Attendees:** Leon Colla, Rita Karagiannis, Karen Curson, Karen Wyer, Lyndall Zaccaria, Angie Mravljak, Ollie Chilton,

**Apologies:** Jana Cronin, Emma Elliott, Rebecca McFarlane, Amanda Zeirzer

### 1. Open / Rita / 7.32pm

Welcome

### 2. Treasurer Report / 7.33pm

Confirmed balance \$21,369.00

Recent Profits

Diana Ferrari \$219

Sun Theatre \$284

Seedlings \$341

### 3. Feedback on recent events or fundraisers /7.35m - 7.42pm

a. Seedlings

Huge difference in profit from last year way of selling. Put in newsletter stating difference.

b. Diana Ferrari

Great fun night and just had minimum numbers attend. Would do again and cap at 15 next time

**ACTION ITEMS:**            **Seedlings details to be put in next newsletter - Karen W**

**4. Principal Report / Leon / 7.42pm - 7.46pm**

Work out the rear of school got underway over the holidays. Continue over this weekend. Grass will come end of October. \$35k of work getting done

Planning happening for 2017

Two new staff have started - Veronica (Prep Fraser) and Julius (3/4 Courage)

25 October Leon advised he will have knee surgery and will be away for 6 weeks. Brendan will be in charge in his absence.

**5. Action Items from Previous Meeting/ 7.46pm - 8.20pm**

a. Banking Procedure checklist - Karen W

Done. Discussed getting a tub in P & F safe drawer for all banking forms and documents

b. Reimbursement form update - Karen W

Done

c. App for Canteen - Brendan

Leon advised still waiting to hear back

d. Rebel Sport/Amart - Amanda

Karen W confirmed Amant had sent through Amart details but was still waiting on Rebel. Karen C confirmed that she went to Rebel and we were already on. Advertise and put in newsletter.

e. Lemon Tree purchase - Leon

Waiting for garden to finish

f. Garden Shed - Leon

Ordered and will be here by end of month. When erected take photos and put in next newsletter.

g. Art Comp for Year Book - Leon/Rebecca

Leon discussed with Tess and she will arrange.

h. Dishwasher for Kitchen programme - Lyndall

Postponed until after official opening

i. BOM description for P & F rep on Board - Leon

Still need representative. Angie has committed until next P & F AGM (March 2017)

j. Raffle for Term Fees next year- Karen W

Discussed if we want to proceed and would require arrangements made in Term 4 2016 to be ready to sell in Term 1 2017. Discussed pricing \$10 or \$20, one ticket per family. Rita confirmed can print tickets. Karen C will arrange.

**ACTION ITEMS:**            ***Rebel Sport & Amart details in next newsletter - Karen W***  
                                 ***Garden Shed details in next newsletter after erected - Karen W***  
                                 ***Term Fee Raffle tickets to be arrange by end of term - Karen C***

**6. Upcoming Fundraisers and events / 8.20pm - 8.40pm**

a. Closet Cleanout

Bags to be collected on 13 October 2016. Send reminder via Updated to confirm start bringing in. Must be in by 9am 13 October.

b. Trivia Night - KarenW

Have put a callout for helpers to sell Raffle Tickets & Lucky Bingo numbers. Will need help setting up Saturday morning and help on the night. Need to start having tables sold. Karen W confirmed with Leon to order 40 tables and 180 chairs from the Parish to be delivered by Friday 21 October.

Leon confirmed Olympic Spirit clean out are Friday afternoons anyway. Discussed only having one loud auction and will contact the host to see if he has any memorabilia to auction

c. Colour & Chat Night - KarenW in Jana absence

Going ahead on 11 October. Posters are up.

d. Christmas artwork - Rita/Karen W

Rita confirmed artwork to be ordered by mid November to be back by Christmas. Leon advised Tess has been away (unwell) and to check when she returns if she can still arrange. She also has an Art Show and Art competition for Year Book to arrange in a short period. Check with Tess when she returns if she can still arrange. She has all the paper and details. It was discussed needing parent helpers in class or taking paper home to do artwork and return.

e. Fun Run 2017

Still require email asking for sub-committee members

**Action Items**                      ***Closet cleanout Updated reminders - Leon/Rita***  
***Fun Run sub committee callout - Leon***

**7. Other business / 8.40pm - 9.16pm**

a. 2017 P & F planning - Karen W

Need to arrange to plan for events with Leon & Brendan. Leon confirmed to arrange after Parish Planning on 14 October. Rita, Lyndall, Karen C & Karen W are interested in attending planning meeting. Discussed possible events to add in

b. Year Books -Karen W in Rebecca absence

Rebecca requires assistance in following up Teachers for submission for Year Book. Leon confirmed he will arrange.

c. Treasurer role - KarenC

Karen confirmed she will assist and take over the Treasurer role. Ollie & Karen C to arrange handover

**Other items not discussed to put on next month agenda**

- a. **Icy Pole Sales Term 4 - If proceeding discuss how to sell with large volumes of students now. Will require a lead to run**
- b. **Sunscreen Night**

**Action Items**                      ***Arrange planning meeting - Karen W***  
***Year Book - teacher submission - Leon***

**9. Meeting Closed / Ria / 9.16pm**

Next meeting 2 November 2016