

# MEETING MINUTES

## MEETING INFORMATION

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

<b>Date:</b>	Wednesday 3 June 2015	<b>Location:</b>	SMOC Primary School
<b>Time:</b>	7:30pm		
<b>Chairperson:</b>	Rita Karagiannis		
<b>Minute Taker:</b>	Karen Wyer		

**Attendees:** Brendan Shanahan, Rita Karagiannis, Karen Wyer, Ollie Chilton, Rebecca MacFarlane, Karen Curson, Lyndall Zaccaria, Clare Griffiths, Angie Mravljak Bowden, John Cronin, Jana Cronin

**Apologies:** Leon Colla, Michael Topolcsanyi, Shannon Dorahy

**1. Open and Welcome / Rita Karagiannis / 7.30pm**

**2. President's Report / Rita / 7.30 - 7.37pm**

Maria Peterson is stepping down from her role as Vice President. Therefore, the role is now open. The Vice President role supports the President and if anyone is interested please contact Rita.

Rita will arrange a P & F Term 2 Newsletter soon. It will outline what has happened in Term 2 and what is upcoming in Term 3.

Community Database letter went out to see if any families have any goods or services to help the school and only had 2 responses. Maybe visit it again later on.

**3. Principal's Report / Brendan/ 7.37 - 7.46pm**

See attached report.

**4. Treasurer's Report / Ollie's Absence / 7.46pm - 7.49pm**

See attached report.

## **5. Action Items from Previous Meeting / Rita / 7.49pm - 8.00pm**

### 1. Point Cook Pet Store Fundraising BBQ Enquiry - Lyndall

Supply BBQ & gas bottle and space (no room for marquee) We would need to supply esky and utensils. Ollie advised she can supply esky. The BBQ would run from 10am - 4pm and they have about 1500 - 1700 people come through the store on a Saturday. They would advertise on their Facebook page, newsletter and sometimes advertise in the paper. They would donate a hamper for us to raffle and also arrange a petting zoo and colour in competitions inside. They suggest at least 3 volunteers per hour (1 cook, 1 make up, 1 serve) Date has been booked for 5th September. Follow up again next meeting as the event will require a team to lead the event.

### 2. \$3k donation from P & F to landscape small oval

Ollie will arrange with Kirsty how to transfer the money. It was discussed and confirmed the amount will now be \$4k as originally requested.

## **ACTION ITEMS:**

### **Pet Store BBQ**

**\$4k to be transferred**

## **6. Update on current or upcoming events/fundraisers / 8.00pm-8.43pm**

### a. Entertainment Book Karen W

Still selling slowly with about 24 books sold, last year we sold about 18 in total. Perhaps need some more promotion on our website or another email sent out.

### b. Family Movie Night - Lyndall/Karen C

See attached update report

Discussed for improvements for events/lunches in using an App similar to Stella Maris. Brendan will follow up with the contact for the App.

### c. End of Term 2 Hot Dog Lunch - Rita

Volunteers on the day are Angie, Matilda, Rebecca, Karen W & Rita. Karen W & Karen C will collate the orders and make class & master lists.

Bakers Delight will need a letter from the school requesting rolls and they may donate and or discount rolls.

Order form to go out to students on 5th June and Kirsty to email a copy to parents to let them know form has gone home with students.

### d. School Disco - Rita

Discussed what to sell on the night - lollies, glow sticks and showbags. Rita, Jana, Karen C, Lyndall will meet and arrange.

### e. Living Fundraisers - Rita

Term 3 more information to go out. Rita to put in Term 2 newsletter for upcoming event.

### f. Mattel Toy Club Fundraiser - Rita

Rita has booked a date for Saturday 25th July for a time slot 12pm - 1.30pm. We can get 50 tickets and perhaps more if needed, Rita to find out if there is a limit. Also discussed booking another time closer to Christmas. Discussed price per ticket to sell at \$10 each. Tickets to go on sale Monday 22nd June at 3pm at school and continue on Tuesday & Wednesday unless sold out. Email alert to go out on 12th June advising of details then a reminder on 19th reminding tickets on sale on Monday 22nd. Tickets can't be pre-purchased if you can't make Monday 22nd, parents would need to make arrangements for another parent or their child to come and purchase.

Volunteers to sell tickets: Monday - Ollie & Karen W, Tuesday - Lyndall, Karen C & Rita, Wednesday - (will need volunteers if tickets still available)

#### **ACTION ITEMS:**

**Brendan following up App for Events/Lunches**

#### **7. Finalisation of P & F Guiding Manual / Brendan / 8.43pm**

Move to next meeting

#### **8. Other business / Rita / 8.43pm- 9pm**

##### a. Denise last day -Brendan

Staff event on the Tuesday and last day Friday there will be a family farewell at group prayer.

School will arrange for kids to write a note and they will have them bound up.

Discussed whether P & F to buy a present and decided on No.

##### b. Vivian last day - Brendan

She may leave at end of Term 2 or 2 weeks into Term 3 and are looking at replacements still for her.

##### c. Kinda Kinder - Karen C

Discussed as it's finished to continue with something similar. Jana advised a few who have been coming still came and arranged to bring their own toys.

Karen C discussed being able to obtain a grant from the council and will follow up details required.

##### d. Community scholarships - Ollie

Ollie has recommended we look into offering a scholarship or similar to help struggling families. Perhaps with school fees, uniforms or with upcoming school camps. Can discuss further at another meeting.

#### **ACTION ITEMS:**

**Council grants - Karen C**

**Community Scholarships - Ollie**

#### **9. Meeting Close / Rita / 9pm**