Parents and Friends Annual General Meeting Minutes

Date: 29 February 2016

1. **Opening Prayer** – Christina Radcliffe-Smith

2. **Welcome**

   In attendance: Christina Radcliffe-Smith, Julie Redshaw, Chrissy Peters, Tamra Bentley, Fr Roger Burns, Veronica Lawson, Sonia Ledger, Carolyn Hayes, Jonny Rogers, Dennis O'Sullivan, Dolores Garcia, Rebecca O’Hara, Kylie Stace, Tracy Bold, Nicol O’Halloran, Tracey O'Sullivan

   Apologies:

3. **Minutes of Previous Annual General Meeting**

   - Minutes of previous AGM (23 February 2015) were tabled as a true account of the meeting.

   Business arising from previous minutes

   - There was no general business arising from the previous AGM.

4. **President’s Report** (attached)

5. **Principal’s Report** (attached)

6. **Treasurer’s Report** (attached)


7. **Proposed Updated Constitution**

   - The proposed amendment is to Section 8 of Constitution to allow for EFT payments:

     8.1 The income and property of the Association shall be used and applied solely in promotion of its objectives and in the exercise of its powers and no portion shall be distributed directly or indirectly to the members of the Association except as genuine compensation for services rendered or for expenses incurred on behalf of the Association.

     8.6 All accounts other than petty cash transactions shall be paid by cheque signed by any two of a group of four Members of the Executive. Cheques shall be crossed ‘Not Negotiable’ except those in payment of allowances or petty cash recipients, which may be open. Should the association decide to use an electronic payment system; the following controls must be established and maintained for EFT payments of supplier accounts:

     1. All EFT transactions are to be authorised by two account signatories;

     2. the two account signatories are to sight, check and approve all documentation before an EFT transfer is authorised;

     3. a confirmation email or screen receipt which is generated by the financial institution following the entry of an EFT transaction must be printed and filed for audit purposes;

     4. a printed record of any transaction deleted or edited must be made and filed for audit purposes;

     5. a receipt/record of all electronic fund transfers for each payment must be printed and attached to the relevant document (invoice) and filed for audit purposes.
• The attendees voted in favour of adopting the updated Constitution.

8. P&F Subcommittees’ Reports
• No reports.

9. Election of Executive Committee for 2016
President – Tracey O’Sullivan (email 3/2/16 nominated by Tracey O’Sullivan, seconded by Denis O’Sullivan)
Vice President – Kylie Stace (email 24/2/16 nominated by Kylie Stace, seconded by Tracey O’Sullivan)
Treasurer – Tracy Bold (email 2/2/16 nominated by Tracy Bold, seconded by Tracey O’Sullivan)
Secretary – Nicky O’Halloran (email 3/2/16 nominated by Nicky O’Halloran, seconded by Tracey O’Sullivan)
Action: Fr Roger invited the P&F Executive to a 9am Sunday mass to be introduced to the Parish at the end of mass – Nicky to contact P&F Executive to find out when they’re free and let Fr Roger know.

10. Appointment of P&F Subcommittees
Fundraising/Events Subcommittee – to be appointed during the year
Fete Subcommittee – to be appointed during the year
Facebook Administrator/s – Rechelle Rogers and Christina Radcliffe-Smith

11. Appointment of Auditor
Les Ray, Accountants were appointed Auditors.

12. Appointment of Delegates to the Diocesan P&F Council
Action: Nicky to send out email and item to be added to Newsletter
Update: Item has been added to school newsletter and email has been sent.

13. Time/Day of Meetings
Usually the last Monday of the month – 6.30pm.

AGM closed 7.12pm – followed by P & F Meeting – 29 February 2016