Parents and Friends Meeting Minutes

Date: 29 July 2013

1. Opening Prayer – Lydia Felu

2. Welcome
   In attendance: Lydia Felu, Chrissy Peters, Veronica Lawson, Sr Veronica Ekerick, Fr Roger Burns, Tony Brose, Robert Grant, Tamra Bentley, Helen Woodward-Brown, Trish Jones
   Apologies: Sonya Nordling, Michaela Lewis, Jeremy Bick

3. Minutes of Previous P&F Meeting
   - Minutes of previous meeting (27 May 2013) were tabled as a true account of the meeting.

   Business arising from previous minutes
   - Receipt of Paypal rides money from 2011 Carnival – Money should have been transferred to our account on 29/7/13.
     Action: Sonya to confirm that this money has been transferred.
   - P&F Enrolment Pack – A P&F Information Sheet intended to be given to parents at enrolment is to be developed containing information about the P&F and encouraging parents to be a part of the P&F.
     Action: Chrissy to create draft and submit to P&F Executive before presenting it at a meeting. This is not likely to happen before the Multicultural Spring Fair is over.
   - Fundraising to be under P&F logo/letterhead – P&F Letterhead (which was approved by Natalie Tugliach) is saved to the P&F Hotmail Skydrive Documents for use by P&F.
   - Money procedure (storage, counting, etc) – Discussed creating a document containing P&F money procedures, for example, there should always be 2 people present when money is counted, 2 people to take money to and from the bank, money should be kept in the school safe until it is banked.
     Action: Chrissy to develop draft P&F Money Procedures document in consultation with Sonya Nordling and Louise Mason before submitting first draft to P&F Executive. This is not likely to happen before the Multicultural Spring Fair is over.
   - P&F Section of School eNewsletter – Discussed moving/copying P&F dates to the Date Claimer section.
     Action: Veronica Lawson to organise for dates to be added to Date Claimer at the top of the newsletter.
   - Aussie Farmers Direct – Aussie Farmers automatically donate a percentage of sales to our P&F when our P&F is nominated by the purchaser. This has now been mentioned in several newsletters and has been added to the P&F section of website.
   - P&F Executive meetings to discuss agenda – P&F Executive now meets on the Monday before the P&F meeting at 7pm.

4. Correspondence (Secretary)
   - Correspondence was tabled by Chrissy Peters, Correspondence Secretary.
     - Letter from school requesting donation of $90 to cover hall cleaning costs after 31 May disco – approved
Email dated 18/6/13 from Helen Youngberry requesting her resignation as President be tabled at next meeting – see General Business

Letter from the Australian Government – Australian Business Register requested updates with any changes made to the business name, postal and business address and contact details

**Action:** Veronica Lawson to check with Catholic Education about this letter.


**Action:** Chrissy to email P&F parents and add item to newsletter.

Letter from LJ Apparel re updating P&F contact details – **given to Veronica Lawson**

5. **Treasurer’s Report**

- Opening balance (P&F Acct): $55,682.21
  - Balance as at 29 July 2013: $49,274.47
- Opening balance (On-call acct): $49,841.15
  - Balance as at 29 July 2013: $54,916.97
- Reminder that $30,080.07 was for purchase of uniform stock by LJ Apparel and would be deposited into a separate account.
- Note: Profits from discos to go to Sr Veronica’s Pastoral Care Fund. 3 free dress days per year. Money from 2 free dress days to go to P&F. Money from 1 free dress day to go to a charity of the school’s choice.
- Note: $1,000.00 donation from Ipswich City Council is being held by the school on behalf of the P&F.
- Note: Awaiting receipt of the rest of the 2011 Carnival Rides Armbands Paypal money.
- 2014 Reminder that the P&F has voted to increase its monthly levy by $1.00 to $10.00 per family per month for 2014. Veronica Lawson to amend the Constitution Bylaw at the beginning of 2014 and upload to the website.

**Action:** Sr Veronica advised she has not received the profits from the discos. Chrissy to check with Sonya.

6. **Principal’s Report**

**Summary:**
- Better Schools Plan Funding Arrangement – Australian Government Funding for Catholic Schools.
- Eat Smart B Active Program – Ipswich’s Healthiest School Awards 2013.

7. **P&F Subcommittees**

**Fundraising** –
- Chase up Skateaway money – Danielle.
- P&F has $50 to spend on party for Lapathon fundraiser winning class – Danielle.
- Lapathon prizes – some children didn’t receive the correct or any prizes – Danielle.

**Multicultural Spring Fair** – This P&F meeting had the same attendees as the Spring Fair meeting except for Fr Roger.

8. **General Business**

**Resignation of President – Helen Youngberry** – Email from Helen was tabled.

**Action:** Veronica Lawson/Chrissy to include items in newsletter advising that we are looking for a President.

The purchase of Fathers Day stall items was approved by the P&F Executive on 21/6/13 – approximately 1½ items per student were ordered.

**Leftover items – frozen chips & icy poles in tuckshop freezer**

**Action:** Icy poles can be used as prizes for the Spring Fair colouring-in competition and the chips can be cooked in the oven at the next disco.
  Action: Chrissy to find out more information. This is not likely to happen before the Multicultural Spring Fair is over.

• Add links to Aussie Farmers Direct fundraiser and Federation of P&F Associations to P&F web page
  Action: Veronica Lawson to add links to the P&F section of the website (done).

• P&F Facebook page – discussed.
  Action: P&F to look at setting up a P&F Facebook Page in the future.

• Discos – coffee van, balloon dude, raffle, sell chocolates from fund raising boxes, face painting –
  Coffee van is unlikely to be able to drive to where we’d like them to set up. We need more volunteers.

• Choral Festival – Start food at 5.30pm. St Marks, Inala hosted last year’s event. Lydia said she can help on the night.
  Action: Chrissy to contact St Marks re information on catering.

Meeting closed 8:15pm