



17 October 2023

Draft MINUTES

Present: members in attendance

Simon Peric	Nicola Radford
Amanda Kidd	Charlotte Myers
JP Bester	Chloe McDarmont
Emma Mezzina	Lisa Naumann
Anna Baranoff	Kate Matthews
Sarah Minnery	Leah Macfarlane
Nathaniel O'Hare	

Welcome:

Opened by President Simon Peric (SP) at 7:00 pm

Apologies

Amanda Hay, Rachel Cox, Chloe Nicholls, Rob Johansen, Cara Cox, Leighton Thomas, Leadership team, Anthony Lamond.

Simon thanked Amanda K for her role as Caretaker President and the exec team for support in his absence while travelling around Australia.

Anna Thomas called motion to accept apologies and seconded by Amanda K. CARRIED.

Ratification of Previous Minutes

Ratification of 12 September General Meeting Minutes.

Anna motioned to accept and ratify 12 September General Meeting Minutes and seconded by Kate Matthew. CARRIED.

Business arising from previous minutes

1. YMCA staff tuckshop volunteer opportunities.

Nathaniel spoke to the profitability and volunteer issues associated with the uniform shop and tuckshop. YMCA have agreed and have begun supplying a YMCA staff member for a tuckshop volunteer roll on a Thursday morning at approx. 8:40/ 8:45 – 9:30, once prep students have been dropped to their class. This is a generous and temporary arrangement by YMCA, until the end of term 4, 2023. The total period of time will be for 9 weeks, for 45mins each Thursday morning. Depending on the Ashgrove new year volunteer demands, discussions could take place at the first P&C meeting in the new year. Nathaniel could reassess with YMCA the requirements. YMCA had already generously contributed to sponsoring the fete this year. This tuckshop volunteer role is a paid YMCA staff role and is being utilised through YMCA marketing budget, for one term, with the opportunity to reassess in the new year.

Member discussions suggested providing “thanks” through social posts – to aid marketing for YMCA, along with Newsletter thank you to YMCA. P&C are very grateful for this Thursday morning addition – thank you to Nathaniel and Amanda K for organising discussions.

2. Canva Subscription Update

Simon provided an update to Canva subscription as requested from September meeting: identifying that Canva is used extensively across professional business, that the free edition is not for business use, that \$164 buys Canva pro, or \$400 for first 5 people using it. The power of Canva is in the graphics and ability to amend events, and annually for social media.

Simon recommended that the \$164 subscription would be appropriate, with rotating subscription utilised as required.

Member discussions included queries of how long Canva company has been in business – 2013, who owns the data, does the app access to photos/ parental consent/ rules and guidelines of school changes – form lists. Who does the member liability sit with. It was confirmed it is used for graphics for events, with the purpose of creative content for purpose of fundraising,

Amanda K motioned to accept \$164 paid subscription to utilise Canva for creative content for fundraising purposes, seconded by Leah Macfarlane. CARRIED.

Correspondence (5 September – 8 October Inclusive)

Incoming

1. Alicia Klumpes, JP Bester, Emma Mezzina & Employsure re: contact details update
2. New membership forms from various
3. Kate Matthews & Leah Macfarlane re: Referendum BBQ & Cake Stall motion
4. Anna Thomas re: Code of Conduct forms for new members
5. Chloe Nichols re: Gingerbread House fundraiser update
6. Volunteer offers from various for Referendum BBQ & Cake Stall
7. Sarah Daly providing 2022 Election Bake Stall report
8. Sarah Minnery withdrawing motion for 12 September P&C Meeting
9. Kate Matthews, Anna Thomas & Amanda Kidd re: paid Canva subscription
10. Amanda Kidd, Charlotte Myers, Nathaniel O’Hare re: YMCA OHSC educator assistance for tuckshop
11. Cara Cox re: Ashgrove SS pool issues
12. Leah Macfarlane to Heather Marshall re: Warehouse 25 offer for school & P&C events
13. Anna Thomas, Amanda Kidd, Leah Macfarlane & Kim Quinlan re: Long Lunch donation letter and donation opportunities
14. Leighton Thomas, Kristen Lowry & Simon Peric re: Mango fundraiser details & Qkr! setup
15. Heather Marshall & Lisa Naumann re: new parent rep for 1P
16. Amanda Kidd re: 2023 Seniors’ pens
17. Charlotte Myers re: using P&C reusable bags for packaging prep uniform orders
18. Various volunteer offers for baking for World Teacher’s Day
19. Advertising offers and newsletters from various providers.

Outgoing

1. Replies to all incoming (except advertising offers and newsletters)
2. Communications with parent network re Friday café, tuckshop helpers, Long Lunch and Referendum Day BBQ & Cake Stall
3. Emma Mezzina to various new P&C members regarding outstanding Code of Conduct forms
4. P&C Executive to Sarah Minnery re: proposed constitution amendments

Anna called motion to accept inbound and outbound correspondence as true and correct, and seconded by Charlotte M. CARRIED.

Business arising from correspondence

Nil

Executive Decisions

Nil for this period.

Reports

1. Treasurer's Report & Financial Statement

JP gave a high-level summary of the Treasurer's Report and Financial Statement as the end of August. Currently generated a loss of \$9,000 for YTD compared to a \$25,000 surplus for equivalent period last year. Variances include \$59,000 higher contributions by the P&C to the school end of August, \$60,000 surplus generated from fete this year, \$6,000 loss generated to date via retail operations, lower fundraising profitability outside of the fete for this year.

BBQ & cake stall from election last year contributed to higher profitability. The profitability of the weekend BBQ & cake Stall is yet to be known. This shall be reported at the next meeting in YTD numbers.

Member discussion included:

- Timing considerations for agenda & large funding items with no or little notice provided.
- Distributing Agenda 14 days before meetings, exec team explained that reports and items from members contributed make the agenda a fluid document.
- Opportunities that hybrid meetings for attendees to dial in, as was done during covid, allowing flexibility and more members to attend.
- Draft minutes could be distributed closer to the completion of the meeting, this was discussed as not as important as receiving advanced notice of agenda items.

ACTION: Executive to discuss timing of agenda & minutes release to member base, and request for addressing concerns of funding requests with adequate notice to member base.

JP motioned that the Treasurer Report be approved and seconded by Leah Macfarlane. CARRIED.

2. Business Operations Report

Charlotte Myers noted the report as read. Thank you to Nathaniel and YMCA team who have already put Processes in place to engage more members in community. Agenda engage earlier, continually improve it. Using sign up gaining traction. Few more volunteers lost due to increasing employment responsibilities. Term 4 is the busiest term for uniform sales and tuckshop sales. Increased sales for uniform shop are expected for prep new starters in term 4 and term 1.

Tuckshop Friday meal deals increase to approx. 40 – 50 meals, maxing out for pizza and hamburgers. Trial of point-of-sale system occurring. Light speed, and square.

Further to previous meeting conversations, Charlotte noted that stock and ordering is needed to be completed in advance of demand, due to delays in stock.

ACTION: Charlotte will look at fees and assess options to present at the next meeting.

Charlotte motioned the Business Operations Report be approved and seconded by Kate Matthews. CARRIED.

3. Principal's Report

Simon P took the Principal's Report as read. Apologies have been sent for Tom as he is unwell, any questions regarding the report are to be past to secretary for the principal on notice.

Members questioned if the P&C proposed a constitution change with the Principal Report change of constitution for school council. Executive responded that the School Council is a school body independent from the P&C and does not affect the P&C constitution.

Amanda K motioned the Principal's Report be approved and seconded by Nicola Radford. CARRIED.

4. Ashgrove Aces Report

Simon P took the report as read; Rob J is an apology tonight. The club has just started up again to run term 4 this year and term 1 next year. Great news to note is that at the Ashgrove Aces general meeting last night Chloe McDarmont was voted in as the incoming Secretary and Caleb Brown as incoming Treasurer. Congratulations to Chloe and Caleb.

Amanda K motioned the Ashgrove Aces Report be approved and seconded by Charlotte Myers. CARRIED.

Motions on Notice

1. **Motion on notice for remaining P&C reusable bags for packing (\$2 sell, under \$1) 105 preps orders:**
 - **Currently limited amount of suitable and sturdy packaging bags now that our suppliers unable to use single use plastic bags.**
 - **Great branding for P&C**
 - **Include copy of QR code sign up for Tuckshop & Uniform Shop**
 - **volunteering for next year**

Members noted agreement of this use with specific mention that the bags were purchased in 2017. Overtime the bags will disintegrate and therefore should be used while in good condition.

It was noted that Anthony Lamond has volunteered to organise a P&C Comedy night for the new year which could form part of a Prep/ New Starter community welcome. This could be advertised in flyer format in the prep/ new starter packs to help engage future volunteers and members along with sign up opportunities.

Charlotte motioned the P&C reusable bags be used for the Uniform Shop packing bags, and seconded by Sarah Minnery. CARRIED

2. **Ovens cleaned by 'Kev's Oven Cleaning' @ \$145 per oven x 2 for a total of \$290.**

Charlotte explained once a year at the end of term 4 the tuckshop ovens are cleaned professionally. 'Kev's Oven Cleaning' can professionally clean the 2 ovens on the last Wednesday of term 4 for a total of \$290.

Charlotte motioned for acceptance of 2 x ovens to be cleaned the last Wednesday of Term 4 for a total of \$290 and seconded by Leah Macfarlane. CARRIED

3. **Chloe McDarmont as incoming Aces Secretary and Caleb Brown as incoming Treasurer, support for noting item.**

As noted in the Ashgrove Aces Report conversations, we welcome Chloe and Caleb in their Aces roles.

1. Call for Social Media Volunteer.

SP explained there is now vacancy for the Social Media role, as volunteer Chloe McDarmont has now been elected as Ashgrove Aces Secretary. Thank you for your contributions, Chloe! Members spoke of Social Media role as an essential role for the school and P&C. Advertising through the Social Media accounts is a selling point for fundraising, local business donations and for volunteering support. Please contact asspandc@gmail.com if you would like to volunteer or know more information. This would be a great position for someone who due to work and life commitments cannot be 'on the ground' but could contribute greatly via posting social media items.

2. Status of Sponsorship handover

Leah Macfarlane updated that there was yet to be a handover for someone/ team for the sponsorship role. Currently still calling for a new and enthusiastic Sponsorship Co-ordinator/ Team: Please contact asspandc@gmail.com or Leah directly on leah_macfarlane2004@yahoo.com.au or asspandcsponsorship@gmail.com. A lot can be done, businesses love it, it is not onerous and there are already processes, templates, and contacts in place. Please reach out to Leah or Kate, they are very happy to talk to anyone that is interested.

3. Referendum Election BBQ cake stall

SP reported that the volunteers created a fun environment for the weekend's Election BBQ and Cake Stall. With a 6am start, cakes were sold out by mid-morning, sausage sizzle went on into the afternoon. A big thanks to Nicola, Mark, Charlotte and all volunteers who created this great community fundraising event.

4. World Teachers Day morning

Amanda K and Simon reported already have some very kind volunteers offering baked goods, there will be a write up in newsletter, to notify community that next Friday is World Teacher Day. There is a call out for baked goods from the parent network. You can provide bought goods if time poor, it is a special morning tea the P&C put on for all teachers every year on World Teachers Day.

Member discussions included that some class representatives organise individual gifts for teachers, not all teachers receive individual gifts. The morning tea is a standalone celebration for the teachers from the whole of the school community supported by the P&C.

5. Long Lunch

The Long Lunch planned for the November 10, has currently sold 80 tickets with a capacity of up to 150. Ticket sales are open until X, come and join in the fun, it's a great event for all community members, in a great venue.

6. Gingerbread Kits

AT provided update on Gingerbread House sales on behalf of Chloe Nicholls who sent her apologies:

- Orders close on Qkr! 31 October
- Distribution Friday 24 November
- 43 houses have sold to date. Sales are tracking a bit behind last year, so increasing social media and a message to parent representatives are hoped to help remind community to get their orders in!

7. Mangoes

AT provided update on behalf of Leighton Thomas and Kristen Lowrey:

Mango sales on Qkr! Are open until 28 October. Delivery date will be advised once supplier plans fruit harvest, ideally will be coordinate with gingerbread house collection. Note if orders do not exceed 96 trays, will forfeit \$1 profit per tray due to additional freight costs. Last year order were 104 trays.

8. Graduation Pens

Amanda K has ordered the graduation pens, with the inscription option of 'Seniors' wording. AK is awaiting further update from supplier.

9. Secretary Meeting Minutes position

Anna T notified members that at the end of 2023 she will be vacating the secretary meeting minutes position as she will no longer have children attending Ashgrove State School. AT was motioned and accepted as Secretary Meeting Minutes, at March 2023 AGM. If members continue to support the role, Executive will look to fill the vacant Meeting Minutes Secretary role.

Member discussions included reference to the P&C constitution not allowing more than 1 x secretary. That there could be more than one Vice-President. P&C Qld had previously confirmed to executive that if motioned and accepted at the AGM, a Secretary Meeting and Secretary Correspondence Role could coexist.

Executives identified that the team have yet had the chance to discuss way forward, as the notification was very recent. Once discussed, the outcome and way forward would be in accordance with P&C constitution.

Request from members that if election is to be held that process and roles are complied with P&C Qld elections requirements, that the agenda be issued at least 7 days prior.

ACTION: Notification of way forward for Meeting Minutes role vacancy at the end of the year, to be described and complied with P&C QLD election and agenda notification periods of 7 days.

10. Volunteer & Staff Thank You end of year event.

Charlotte explained that a P&C Volunteer & Staff Thank You end of year event is traditionally held in November each year, as a thank you event for attendance by all volunteers and staff of Tuckshop and Uniform Shop. It is a lovely way to say thank you to all who have helped this year. Asking for the same budget allowance as last year, \$500, for the thank you event. The Executive team invite 20-30 volunteers. Potential venues are local venues: Home Café no longer offer nighttime, but options include Blind Tiger, Corn Street etc for a Friday evening, date to be confirmed.

Charlotte Motioned for acceptance of a \$500 budget for the purpose of a Volunteer and Staff Thank you Event to celebrate on a Friday evening (date yet to be confirmed) and seconded by Leah Macfarlane.

CARRIED.

Applications for memberships and recording of new members

Ordinary membership application/s: Bernadette Smon, Chloe McDarmont

Anna motioned the acceptance of the new member application and seconded by Leah Macfarlane.

CARRIED.

Date of Next Meeting

Date of Next Meeting: Tuesday, 21 November 2023, 7pm for General Meeting in the Ashgrove State School Hall. This is the last meeting of the year.

Following date AGM and General Meeting: 5 March 2024.

Meeting Closed

Meeting closed by Simon Peric at 8:13 pm