

Draft MINUTES

Annual General Meeting - Monday, 18 February 2019

Attendance and Apologies

2018 Committee (5):	Marc Dal Cortivo (President) Mac McCann (Vice President), Jason de Rooy (Secretary), Justine Bourke (Treasurer), Rebecca Reilly.
Members (13):	Karen Carmody, Marko Matosevic, Michelle Hamilin, Joanne Hann, Kylie Charlesworth, Georgina Thomsen, Jayde Fulton.
School (1):	John Manders.
Apologies (4):	Meg Ferguson, Karen Altpere, Stephanie McAlister

1. 2. 3. Welcome, Apologies and Confirmation of Minutes

- Marc opened the meeting at 7.09pm and welcomed all. Apologies were noted as above.
- The draft minutes from the 2018 Annual General Meeting were accepted as final.
Action: **Jason** to arrange publication on school website.

4. Activities of the Association During 2018 – President’s Report

- Marc thanked everyone who’d volunteered their time and energy to make 2018 a success for the P&C and school, both socially and financially. Marc noted several highlights from the year - Attachment A provides Marc’s tabled report.

5. Statement of Accounts 2018 – Treasurer’s Report

- Justine took the group through the statement of accounts (Attachment B) and thanked everyone who’d worked to raise funds for the school via the P&C’s activities. New fundraisers during 2018 included the Mango Drive and Entertainment Book sales. She noted that the Fete’s financial result was substantial. The support from the Southern Cross Club was also appreciated. Justine noted a need to account for depreciation.
- Marc noted the delay in finalising the 2017 audit was nearly resolved, and would be completed concurrently with the 2018 audit.
Action: **Marc and Justine** to complete audits.
- Rebecca Reilly requested clarification on the clothing pool funds which showed a loss, which Justine took on notice, later providing the following explanation:
 - The figures show a loss over 2018, but this is because of significant purchases made or paid for in other years. Overall, the 2017 books show of surplus of \$9285.43, the 2018 show a loss of \$11,756.22, and January-February 2019 show a surplus of \$4228.75. From January 2017 to February 2019 the Clothing Pool returned a surplus of \$1757.96.

6. Election of Office Bearers

- John was appointed Returning Officer, and invited nominations. Each person was nominated validly and elected unopposed as follows:
 - President – Marc Dal Cortivo
 - Vice President – Mac McCann
 - Treasurer – Justine Bourke
 - Secretary – Jason de Rooy
 - Committee Member – Rebecca Reilly
 - Committee Member – Karen Carmody
- Marc noted the Committee's role in practice was primarily to manage the Association between meetings, where all parents and citizens are invited to have a say.
- The meeting agreed to the extension from the previous year of Justine Bourke, Mac Dal Cortivo and Mac McCann's having online access and roles as signatories for the Association's bank accounts. Joanne Hann would be added to the Clothing Pool account.
- The meeting agreed to account transfer daily limits for Justine Bourke (Treasurer) of \$20,000, Marc Dal Cortivo (President) of \$5,000, and Mac McCann (Vice President) of \$5,000, as per previous years.
- The group agreed to the following appointments for 2019:
 - Public Officer – Marko Matosevic
 - Clothing Pool Coordinator – Joanne Hann.
- Marc extended his thanks to Karen for her years as formal Clothing Pool Coordinator, and for continuing to be available to help out.

7. Close of AGM and Next Meeting

- To ensure clarity, Marc closed the AGM at 7.29pm, with the intention of immediately opening a General Meeting of the association. This will enable the minutes of the General Meeting that follows to be approved at the following General Meeting.

Attachment A: President's Report 2018

President's Report for Annual General Meeting - 18 February 2019

The Wanniasa Hills Primary P&C Association had another highly successful year throughout 2018. Our success is directly attributed to the time, effort and experience of our committee members that manage to continually improve on and run our events smoothly each year.

I'd like to thank our members, volunteers, students and school staff for their commitment of time and energy that has made this year and such an enjoyable experience, and I'd also like to specifically thank one of our hardest working and well-respected outgoing volunteers, Emma-Kate McGuirk.

In 2018, we focused on supporting the school, providing services, fundraising, spending funds, and advocacy.

Supporting the school

The 2018 P&C Committee supported the school through many events, including but not limited to; opening the canteen for the special lunch day, catering at school events, organising in-class volunteers, and helping at the sports carnivals.

Providing services

The P&C Committee also provided services to the school community such as operating the canteen and clothing pool on a volunteer basis and facilitating the walk/ride to school day for the students.

Fundraising

As at January 2019, our main bank account held just over \$69,000, so we are well placed to hand over a healthy amount to the incoming committee. Our successful fundraising activities included the Mother's and Father's Day stalls, the school disco in June, our trivia and murder mystery nights, various sausage sizzles and the biggest earner, our Fete. The Mango Drive and Entertainment Book fundraisers were also highly successful this year.

The P&C also received ongoing financial contributions from the Canberra Southern Cross Club's generous school rewards program.

Spending of funds

As a result of the 2017 P&C agreeing to contribute ongoing funding towards the school Playground Landscaping effort, the 2018 P&C donated \$10,000 to be directed towards cost of the new 125,000 litre water tank. We also donated a further \$10,000 for the school's Science, Technology, Engineering and Math (STEM) initiative, which helped fund the two new 3D Printers.

In addition to the two major donations, the P&C also:

- Purchased the school a new greenhouse for \$2,200
- Supported the 2018 School Musical with a \$2,000 donation
- Supported the Year 6 Graduation with a \$1,150 donation
- Supported the McCann Properties Easter Fair with a \$1,000 donation

Advocacy

The P&C has provided responses to all applicable requests for feedback and surveys on issues that were raised by the P&C at Council. In addition, where required, P&C Delegates attended P&C Council led meetings/information sessions throughout the year.

Attachment B: Treasurer's Report 2018

Wannassa Hills Primary School P&C Association Income and Expenditure as at 31 December 2018			
	General Account	Clothing Pool Account	Total
Opening Balance 1 January 2018	66,650.80	14,476.92	81,127.72
Income			
Interest	173.41		173.41
Christmas Concert	1,907.00		1,907.00
Disco	2,612.46		2,612.46
Entertainment Book	998.00		998.00
Father's Day Stall	2,637.90		2,637.90
Fete	20,863.00		20,863.00
2017 Fete	2,046.55		2,046.55
Mango Fundraiser	1,038.00		1,038.00
Mother's Day Stall	2,875.70		2,875.70
Murder Mystery	1,391.00		1,391.00
Preschool Plates	995.00		995.00
Preschool Teatowels	765.00		765.00
Raffle	4,455.02		4,455.02
Special Lunch	752.75		752.75
Sponsorship (SCSC)	2,470.76		2,470.76
Tfr from Clothing Pool	4,000.00		4,000.00
Trivia Night	1,490.25		1,490.25
Book Fair		1,746.00	1,746.00
Clothing Pool Interest		4.28	4.28
Clothing Pool Sales		20,324.60	20,324.60
Total Income	51,471.80	22,074.88	73,546.68
Expenditure			
Disco	1,050.00		1,050.00
Donations to WHPS	24,200.00		24,200.00
Donation to Easter Fair	1,000.00		1,000.00
Father's Day Stall	1,321.48		1,321.48
Fete	5,838.98		5,838.98
2017 Event Reimbursements	6,243.07		6,243.07
Graduation	1,709.40		1,709.40
Graduation 2017	349.95		349.95
Insurance	1,097.93		1,097.93
Late Fee Annual Return	81.00		81.00
Mother's Day Stall	1,182.25		1,182.25
2019 Mother's Day Stall	352.35		352.35
P&C Affiliation Fee	452.68		452.68
Preschool Plates	798.00		798.00
Preschool Teatowels	571.00		571.00

Raffle	2,028.45		2,028.45
Ride to School	419.89		419.89
Scholastic Book Club	77.00		77.00
Book Fair		1,746.00	1,746.00
Clothing Purchases		24,404.28	24,404.28
Merchant Fees / Fees		613.44	613.44
Tfr Clothing Pool to General		4,000.00	4,000.00
Year 6 T-shirts		1,975.00	1,975.00
Year 6 T-shirt refund		75.00	75.00
Total Expenditure	48,773.43	32,813.72	81,587.15
Closing Balance 31 December 2018	69,349.17	3,738.08	73,087.25

Wannassa Hills Primary School P&C Association
Balance Sheet as at 31 December 2018

	General	Clothing Pool	Total
Assets			
Cash at Bank	69,349.17	3,738.08	73,087.25
Property, Plant & Equipment	4,989.00	-	4,989.00
Clothing Stock	-	30,957.00	30,957.00
Cash Float	-	-	-
Total Assets	74,338.17	34,695.08	109,033.25
Liabilities			
Creditors	-	-	-
Total Liabilities	-	-	-
Equity	74,338.17	34,695.08	109,033.25

	31-Dec-2018	1-May-2017
Property, Plant and Equipment		
BBQ	\$1,556	\$1,556
Less accumulated depreciation	(1,092.00)	(936.00)
	\$464	\$620
Popcorn Machine	\$1,843	\$1,843
Less accumulated depreciation	(1,329.00)	(1,145.00)
	\$514	\$698
Freezer	\$2,184	\$2,184
Less accumulated depreciation	(1,135.00)	(917.00)
	\$1,049	\$1,267
BBQ	\$1,289	\$1,289
Less accumulated depreciation	(333.00)	(204.00)
	\$956	\$1,085
Fridge	\$1,222	\$1,222
Less accumulated depreciation	(305.00)	(183.00)
	\$917	\$1,039
Fairy Floss Machine	\$1,281	-
Less accumulated depreciation	(192.00)	-
	\$1,089	-
Total	\$4,989	\$4,709
Depreciation Expenses for the year		
BBQ - Ten year useful life	156	
Popcorn Machine - Ten year useful life	184	
Freezer - Ten year useful life	218	
BBQ - Ten year useful life	129	
Fridge - Ten year useful life	122	
Fairy Floss Machine - Ten year useful life [purchased August 2017]	128	