

## MINUTES

### Annual General Meeting - Monday, 17 February 2020

#### Attendance and Apologies

2019 Committee (4):	Marc Dal Cortivo (President) Mac McCann (Vice President), Justine Bourke (Treasurer), Rebecca Reilly.
Members (6):	Joanne Hann, Kylie Charlesworth, Amanda Bryen, Deb Robinson, Marko Matosevic and Georgina Thomsen
School (1):	John Manders.
Apologies (1):	Jason de Rooy (Secretary)

#### 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 2019 Annual General Meeting were accepted as final.

Action: **Chris** to arrange publication on school website.

#### 4. Activities of the Association During 2019 – President’s Report

- Marc thanked everyone who’d volunteered their time and energy to make 2019 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 2019 – 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. It was noted that we were in a similar position to last year with a difference of only approximately \$1,000.
- An individual P/L is available for each event but indicated profit of Mother’s Day (\$1,000 with additional stock available for 2020), Father’s Day (\$1,200), Mangoes (\$1,000), BBQs (\$2,800) and Pre-school fundraisers (\$600 from 2 events).
- General expenses included the final reimbursement to Emma-Kate.
- Clothing pool annuals summary was also provided.

Action: **Marc and Justine** to complete audits.

#### 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 – the committee agreed to advertise in the newsletter for this position
  - Treasurer – Justine Bourke
  - Secretary – Chris Anthony
  - Committee Member – Rebecca Reilly
  - Committee Member – Mac McCann
- 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, Marc Dal Cortivo and Mac McCann's having online access and roles as signatories for the Association's bank accounts. No updated to bank account signatures were needed for 2020.
- The group agreed to the following appointments for 2020:
  - Public Officer – Marko Matosevic
  - Clothing Pool Coordinator – Joanne Hann.

## **7. Close of AGM and Next Meeting**

- To ensure clarity, Marc closed the AGM at 7.35pm, 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 2019

### President's Report for Annual General Meeting - 17 February 2020

The Wanniasa Hills Primary P&C Association had another outstanding year for 2019. Our ongoing success is a direct result of the time, effort and experience of our committee members, who continue to hunt for fresh and innovative fundraising opportunities, while also managing to improve year-on-year with our regular events.

I'd like to thank our 2019 members, volunteers, students and school staff, for your commitment of time and energy that has made this year and such an enjoyable experience. I'd also like to specifically thank our hard working and well-respected outgoing Secretary, Mr Jason de Rooy, who has made a significant contribution with his detailed meeting minutes and excellent minute overviews during the past four years in the role, thanks again Jason!

In 2019, we focused on:

#### Supporting the school

The 2019 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 2020, our main bank account held just over \$68,500, so we are well placed to hand over a solid foundation to the incoming committee. Our fundraising activities included the Mother's and Father's Day stalls, the school disco, trivia night, various sausage sizzles and the biggest earner of all, our School Fete. The Mango Drive also produced a very respectable income this year.

In addition, 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 2019 P&C donated \$5,900 to support Stage 1 of the landscaping works, and a further \$4,700 for coring, seeding and fertilising the lawns on and around the main oval.

The P&C also spent funds on:

- A replacement Baine Marie for \$3,900
- Supporting the school with a \$1,500 donation towards new teaching aids
- Supporting the Year 6 Graduation with a \$1,500 donation
- Supporting the McCann Properties Easter Fair with a \$1,000 donation

## Attachment B: Treasurer's Report 2019

### Wanniassa Hills Primary School P&C Association

#### Income and Expenditure as at 31 December 2019

	General Account	Clothing Pool Account	Total
Opening Balance 1 January 2019	69,349.17	3,738.08	73,087.25
<b>Income</b>			
Interest	151.88		151.66
BBQ Fundraisers	5,911.60		5,911.60
Disco	2,587.08		2,587.08
Father's Day Stall	2,274.00		2,274.00
Fete	18,344.60		18,344.60
2018 Graduation reimbursement	152.15		152.15
Mango Fundraiser	913.00		913.00
Mother's Day Stall	2,627.00		2,627.00
Preschool Plates	1,745.00		1,745.00
Preschool Teatowels	900.00		900.00
Raffle	4,707.00		4,707.00
Special Lunch	689.90		689.90
Sponsorship (CSCC)	2,351.35		2,351.35
Trivia Night	901.05		901.05
Book Fair Sales		2,062.00	2,062.00
Clothing Pool Interest		1.44	1.44
Clothing Pool Sales		20,687.67	20,687.67
EFTPOS Sales BBQ Fundraiser		260.50	260.50
<b>Total Income</b>	<b>44,255.39</b>	<b>23,011.61</b>	<b>67,267.00</b>

**Wanniassa Hills Primary School P&C Association**

**Income and Expenditure as at 31 December 2019**

	<b>General Account</b>	<b>Clothing Pool Account</b>	<b>Total</b>
<b>Expenditure</b>			
BBQ Fundraisers	3,049.29		3,049.29
Bain Marie and trays purchase	4,039.69		4,039.69
Disco	1,198.10		1,198.10
Donations to WHPS	12,431.50		12,431.50
Donation to Easter Fair	1,000.00		1,000.00
Father's Day Stall	1,043.68		1,043.68
2020 Father's Day Stall	1,102.94		1,102.94
Fete	6,501.15		6,501.15
General Expense Reimbursements	451.27		451.27
2018 General Expense & Event Reimbursements	3,888.82		3,888.82
Graduation	1,500.00		1,500.00
Insurance Fee	1,138.50		1,138.50
Late Fee Annual Return	170.00		170.00
Mother's Day Stall	1,275.10		1,275.10
2020 Mother's Day Stall	561.45		561.45
P&C Affiliation Fee	478.53		478.53
Preschool Plates	1,330.00		1,330.00
Preschool Teatowels	685.00		685.00
Raffle	2,375.38		2,375.38
Ride to School	716.19		716.19
Clothing Purchases		12,433.35	12,433.35
Merchant Fees / Fees		578.17	578.17
Tfr Book Fair to WHPS		2,062.00	2,062.00
Tfr EFTPOS BBQ Sales to General		260.50	260.50
<b>Total Expenditure</b>	<b>44,936.59</b>	<b>15,334.02</b>	<b>60,270.61</b>
Closing Balance 31 December 2019	68,667.97	11,415.67	80,083.64

Wanniassa Hills Primary School P&C Association

Balance Sheet as at 31 December 2019

	General	Clothing Pool	Total
<b>Assets</b>			
Cash at Bank	68,667.97	11,415.67	80,083.64
Property, Plant & Equipment	7,594.00	-	7,594.00
Clothing Stock	-	24,835.55	24,835.55
Cash Float	-	-	-
<b>Total Assets</b>	<b>76,261.97</b>	<b>36,251.22</b>	<b>112,513.19</b>
<b>Liabilities</b>			
Creditors	-	-	-
<b>Total Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Equity</b>	<b>76,261.97</b>	<b>36,251.22</b>	<b>112,513.19</b>

Property, Plant and Equipment	31-Dec-19	31-Dec-18	1-May-17
BBQ	1556	1556	1556
Less accumulated depreciation	-1248	-1092	-936
	308	464	620
Popcorn Machine	1843	1843	1843
Less accumulated depreciation	-1513	-1329	-1145
	330	514	698
Freezer	2184	2184	2184
Less accumulated depreciation	-1353	-1135	-917
	831	1049	1267
BBQ	1289	1289	1289
Less accumulated depreciation	-462	-333	-204
	827	956	1085
Fridge	1222	1222	1222
Less accumulated depreciation	-427	-305	-183
	795	917	1039
Fairy Floss Machine	1281	1281	-
Less accumulated depreciation	-320	-192	-
	961	1089	-
Bain Marie (purchased in 2019)	3936	-	-
Less accumulated depreciation	-394	-	-
	3542	-	-
<b>Total</b>	<b>7594</b>	<b>4989</b>	<b>4709</b>

Depreciation expenses for calendar year 2019

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
Bain Marie - Ten year useful life [purchased May 2019]	394