

MINUTES

Annual General Meeting - Monday, 19 February 2018

Attendance and Apologies

2017 Committee (5):	Marc Dal Cortivo (President) Mac McCann (Vice President), Jason de Rooy (Secretary), Scott Emerson (Treasurer), Rebecca Reilly.
Members (13):	Alice Pommer, Emma Kate McGuirk, Justine Bourke, Meaghan Ferguson, Karen Carmody, Jill Hayes, Tamara Haitsma, Gareth McAlister, Stephanie McAlister, Jayde Fulton, Marko Matosevic, Dale Tomes, Ellen Laenen.
School (1):	John Manders.
Apologies (4):	Georgina Thomsen, Kylie Charlesworth, Anna Buesnel, Vicki Gwilliam.

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

- Marc opened the meeting at 7.07pm and welcomed all. Apologies were noted as above.
- The draft minutes from the 2017 Annual General Meeting were accepted as final.
Action: **Jason** to arrange publication on school website.

4. Activities of the Association During 2017 – President’s Report

- Marc thanked everyone who’d volunteered their time and energy to make 2017 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 2017 – Treasurer’s Report

- Scott 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. He noted that the Fete’s financial result was substantial. The support from the Southern Cross Club was also appreciated. The group noted the significant surplus accrued over the year while the P&C paused spending ahead of receiving details of the school’s landscaping plans.
- Scott noted that he was moving to Queensland, and would be unable to continue as Treasurer, but welcomed the opportunity to provide a full handover to an incomer, including a few improvements that could be made to the financial management of the Association. The Treasurer’s report would be forwarded to the association’s auditor following the meeting.
Action: **Marc and Scott** to arrange audit.

7. 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 – Ellen Laenen
- 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 Justine Bourke (as the new Treasurer) becoming a bank account signatory and gain online access to the accounts. The meeting agreed to the extension from the previous year of Mac Dal Cortivo and Mac McCann’s online access and roles as signatories
- 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 practice.
 - Action: **Marc, Scott and Justine** to arrange changeover of accounts.
- The group agreed to the following appointments for 2018:
 - Public Officer – Emma-Kate McGuirk
 - Clothing Pool Coordinator – Karen Carmody.

8. Close of AGM and Next Meeting

- To ensure clarity, Marc closed the AGM at 8.24pm, 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 2017

President's Report for Annual General Meeting - 19 February 2018

The Wanniasa Hills Primary P&C Association has had another excellent year in 2017. Our success can be directly attributed to the time, effort and experience of our committee members that manage to continually run our events smoothly.

I'd like to thank our existing members, volunteers, students and school staff for their commitment of time and energy that has made this year and such an enjoyable experience.

In 2017, we focused on:

Supporting the school

The 2017 P&C Committee supported the school through many events, including but not limited to; opening the Canteen for red food days, 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 to school day for the students.

Fundraising

As at January 2018, our bank primary bank account held just over \$66,000. Our successful fundraising activities included, the Mother's and Father's Day stalls, school discos in June and September, our annual trivia and murder mystery nights, the Bunnings BBQ, sausage sizzles and the Fete.

The P&C also received an impressive financial contribution from the Canberra Southern Cross Club school rewards program.

Spending of funds

As a result of the school inviting the P&C to add funding towards the proposed Playground Landscaping effort, the P&C has only spent a moderate amount of funds throughout 2017. Some of these items for the school include:

- Donation of \$5,000 towards the new basketball rings
- Donation of \$4,540 towards the playground art (committed during 2016, paid in 2017)
- Fairy Floss Machine
- Supporting the Year 6 Graduation
- Sausage Sizzle Equipment

It is anticipated that when the Playground Landscaping project is underway and a proposal is received for 3D Printers, the P&C will be in a strong financial position to contribute towards these costs.

Advocacy

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

Attachment B: Treasurer's Report 2017

**Wannassa Hills Primary School P&C Association
Income and Expenditure as at 31 December 2017**

	General Account	Clothing Pool Account	Total	Expenditure		
Opening Balance 1 January 17	46,646.73		46,646.73			
Income						
Interest	100.93		100.93			
Scholastic Book Club	973.00		973.00	Scholastic Book Club	957.35	957.35
Pre-School T-Shirts	109.00		109.00	Mother Day Stall	1,390.45	1,390.45
Pre-School Plates	1,092.00		1,092.00	Fathers Day Stall	1,294.69	1,294.69
Mother's Day Stall	2,425.35		2,425.35	Disco Cost	1,080.92	1,080.92
Father's Day Stall	2,452.25		2,452.25	Fete Costs	6,705.45	6,705.45
Tr/Wa Night	1,391.45		1,391.45	Picture Plates	817.00	817.00
BBQ Proceeds	3,272.90		3,272.90	Fete Raffle (Tickets, permit and Me	2,699.83	2,699.83
Raffle	5,121.25		5,121.25	P&C Affiliation Fee	458.62	458.62
Fete	20,072.95		20,072.95	Donation to WHPS	9,540.00	9,540.00
Chalk Education	853.37		853.37	Year 6 Graduation	498.54	498.54
Year Book	300.00		300.00	Insurance	796.59	796.59
Disco	3,850.70		3,850.70	Property Plant and Equipment	1,353.00	1,353.00
Special Lunch	1,630.35		1,630.35	Special Lunch Costs	469.55	469.55
Murder Mystery Night	1,404.00		1,404.00	Ride to School	64.50	64.50
Sponsorship (CSC)	3,081.06		3,081.06	Furniture Purchase	149	149.00
Tfr from Canteen Account				Book Fair	3061	3,061.00
Book Fair		3061	3,061.00	Merchant Fees	575.06	575.06
Clothing Pool Interest		3.85	3.85	Clothing Purchases	16,614.15	16,614.15
Clothing Pool Sales		29,349.79	29,349.79	Total Expenditure	28,126.49	20,399.21
Total Income	48,130.56	32,414.64	80,545.20		48,525.70	

**Wanniassa Hills Primary School P&C Association
Balance Sheet 31 December 2017**

	General Account	Clothing Pool Account	Total
Assets			
Cash at Bank	66,650.80	14,478.02	81,128.82
Property, Plant & Equipment	6,799.00		6,799.00
Clothing Stock			-
Cash Float			-
Total Assets	73,449.80		87,927.82
Liabilities			
Creditors	-		-
Total Liabilities	-		-
Equity	73,449.80		87,927.82

2016

BBQ	\$1,556	
Less accumulated depreciation	(\$780)	
	<u>\$776</u>	
Popcorn Machine	\$1,843	
Less accumulated depreciation	(\$961)	
	<u>\$882</u>	
Freezer	\$2,184	
Less accumulated depreciation	(\$699)	
	<u>\$1,485</u>	
BBQ	\$1,289	
Less accumulated depreciation	(\$75)	
	<u>\$1,214</u>	
Fridge	\$1,222	
Less accumulated depreciation	(\$61)	
	<u>\$1,161</u>	
Microwave	\$185	
Less accumulated depreciation	(\$185)	
	<u>\$0</u>	
Fairy Floss Machine	\$1,353	
Less accumulated depreciation	(\$72)	
Total	<u><u>\$6,799</u></u>	