


**General Meeting Minutes  
of Aldridge State High School P&C Association**

<b>Agenda Item</b>	
Date	12 <sup>th</sup> July 2016
Venue	Aldridge State High School
Opening and welcome by the Chair	Leeanne McIndoe
Opened at	6.38pm
Present	Ross Higgins, Karen Burton, Robyn Nicol, Leeanne McIndoe, Jenny Milzewski and Theresa Hatchman
Apologies	Tracie Rodgers and Chris Whiting
Minutes of last meeting read	Theresa Hatchman moved and Tracie Rodgers seconded that the minutes of the last meeting held on the 11 <sup>th</sup> May 2016 be carried as printed – Carried
Business arising from the minutes of the previous general meeting	<p>Auditor – all quotes approximation &amp; GST inclusive</p> <p>Alison &amp; Assoc - \$750</p> <p>Avance - \$900 - \$1000</p> <p>Janet Childs - \$550</p> <p>John Carroll - \$1100</p> <p>We paid \$1100 – Bell &amp; Associates</p> <p>Leeanne McIndoe moved a motion to accept Janet Childs and Associates as auditor for 2016 Calendar year figures, seconded by Jenny Milzewski - Carried</p> <p>Position Description – Leeanne outlined the differences between the job descriptions of Administration Assistant and P&amp;C Operation Manager and moved a motion that the title should be P&amp;C Operations Manager and Theresa Hatchman seconded - Carried</p>
Correspondence received since the previous general meeting - Inward (as listed) Outward (as listed)	<p>Inward</p> <p>CBA Merchant Statements x 4</p> <p>CBA Bank Statements x 7</p> <p>Community Management Solutions x 2</p> <p>QAST – <i>Our Tuckshop</i> posters</p> <p>LW Reid x 2</p> <p>Dreamworld Education</p> <p>P&amp;C QLD – Parent Talk</p> <p>Nisbet Catalogue</p> <p>Canteen Catalogue</p> <p>Fraser Coast Foodservice statement – May</p> <p>ATO - 2016 PAYG Summaries</p> <p>Email – Ross re Charity status</p> <p>Certificate of Currency</p> <p>Max Employment – Re WFD Contract x 6 0- emails</p> <p>Workcover</p> <p>Fraser Coast Foodservice</p>

<p>Correspondence received since the previous general meeting -</p> <p>Inward (as listed)</p> <p>Outward (as listed)</p>	<p>Letter of Treasurer's resignation – R Nicol</p> <p>Letter of nomination – T Rodgers</p> <p>Outward</p> <p>ATO – TFN Declaration x 2</p> <p>P&amp;C Qld email – correction of Karen's email</p> <p>CBA Letter – New Term Deposit \$10000</p> <p>Marsh Advantage Insurance – Liability Certificate of Currency Request</p> <p>Commbiz Account Authority Variation Form</p> <p>Max Employment – WFD Contract x 7 - emails</p>								
<p>Business arising from the correspondence</p>	<p>MAX Employment contract still being assessed by P&amp;C Qld.</p> <p>Robyn Nicol has tendered her resignation as Treasurer, being successfully employed as Canteen Convenor. Tracey Rodgers has been nominated for the position of Treasurer by Leeanne McIndoe and seconded by Jenny Milzewski – Carried</p> <p>Tracie Rodgers has accepted the Treasurers position for 2016.</p>								
<p>Confirmation of executive committee's decisions (if any)</p>	<p>A meeting was held on the 3<sup>rd</sup> June 2016 to collate and short list the Casual Convenor applications so interviews could be held. Robyn Nicol was the successful applicant.</p>								
<p>Treasurer's report and financial statement, and any business arising from these.</p>	<p>Report Attached</p> <p>General Account</p> <table data-bbox="603 1160 1098 1328"> <tr> <td>May 2016</td> <td>\$ 3498.62</td> </tr> <tr> <td>June 2016</td> <td>\$ 3388.17</td> </tr> <tr> <td>Term Deposit 1</td> <td>\$ 90000.00</td> </tr> <tr> <td>Term Deposit 2</td> <td>\$ 10000.00</td> </tr> </table> <p>The ASHS P&amp;C Association Tuckshop Improvements account has a zero balance and has been closed.</p> <p>Entitlements account                      \$        3.13 Interest</p>	May 2016	\$ 3498.62	June 2016	\$ 3388.17	Term Deposit 1	\$ 90000.00	Term Deposit 2	\$ 10000.00
May 2016	\$ 3498.62								
June 2016	\$ 3388.17								
Term Deposit 1	\$ 90000.00								
Term Deposit 2	\$ 10000.00								
<p>Canteen report and financial statements and any business arising from these.</p>	<p>Financial Report Attached</p> <table data-bbox="603 1518 1098 1597"> <tr> <td>May 2016</td> <td>\$ 55621.50</td> </tr> <tr> <td>June 2016</td> <td>\$ 54455.74</td> </tr> </table> <p>Canteen Report</p> <p>Only two days of trading but sales have been high and the students have been well behaved and getting back into the routine.</p> <p>We would like to welcome Robyn Nicol to the Canteen and she has already proven that she is a valuable asset.</p> <p>Jenny Milzewski has moved a motion to add an extra hour on Monday's roster for the purpose of sushi making, seconded by Leeanne McIndoe – Carried</p> <p>It was also discussed to purchase a countertop display fridge in the future. Options are being explored and the viability is being looked at after the WFD participates have begun and their impact assessed.</p> <p>Front counter screens are getting old and are not ergonomically or aesthetically pleasing. Leeanne will organise some quotes to see about replacement etc.</p>	May 2016	\$ 55621.50	June 2016	\$ 54455.74				
May 2016	\$ 55621.50								
June 2016	\$ 54455.74								

Principal's Report	<p>Report Attached</p> <p>Report Cards will be issued on Tuesday</p> <p>Endorsement</p> <ol style="list-style-type: none"> <li>1. Excursion Schedule</li> <li>2. Financial Statement/Budget Overview Report</li> </ol> <p>Motion to accept the above endorsements. Robyn Nicol moved and Leeanne McIndoe seconded the motion – Carried</p> <p>Jenny Milzewski moved and Theresa Hatchman seconded that the above reports as distributed and discuss be adopted</p> <p>Carried</p>
Motions on notice	
General Business	<p>It was discussed the charity status of the P&amp;C institutions in regard to the ACNC to give better understanding of the change in legalisation.</p> <p>Graduation gifts for the year 12's were discussed. Approximately 165 students similar to 2015. Leeanne McIndoe moved a motion to give keyrings for 2016, same as last year and Robyn Nicol seconded – Carried</p> <p>Stove in the Canteen has been repaired again. In your efforts to obtain quotes for new stoves it has been brought to our attention that to install commercial stoves we need 3 phase power. So we will need to get quotes for supply of 3 phase power and then make an informed decision.</p> <p>Once we have decided on a stove we will tender the Euromaid stove via the school.</p>
Date of next meeting	14 <sup>th</sup> September 2016
Close	7.55pm
Minutes endorsed as true and correct	<div style="text-align: right; margin-right: 100px;">  </div> <p>President's Signature.....</p>