

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

Agenda Item	
Date	23 rd March 2016
Venue	Aldridge State High School
Opening and welcome by the Chair	Leeanne McIndoe
Opened at	7.09pm
Present	Ross Higgins, Tracie Rodgers, Leeanne McIndoe, Jenny Milzewski, Chris Whiting, Robyn Nicol and Karen Burton
Apologies	Theresa Hatchman, Raelene Allen, Anna Clark and David Burn
Minutes of last meeting read	Leeanne McIndoe moved and Tracie Rodgers seconded that the minutes of the last meeting held on the 9 th February 2016 be carried as printed – Carried
Business arising from the minutes of the previous general meeting	<p>The P&C Administration Assistant position has been advertised in the school newsletter and the recruitment process has been actioned by the School. The position has been filled by Leeanne McIndoe to start on the 24th March 2016.</p> <p>Discussed Canteen competition prizes – mobile phone, bike, PlayStation, tuckshop vouchers – no discussion made.</p> <p>Discussed and changed the dates of the meetings for 2016:-</p> <p>11th May 2016</p> <p>13th July 2016</p> <p>14th September 2016</p> <p>9th November 2016</p>
Correspondence received since the previous general meeting - Inward (as listed) Outward (as listed)	<p>Inward</p> <p>Signature Engraving</p> <p>Wileys Uniforms</p> <p>P&C Qld – Annual renewal</p> <p>P&C Qld – Parent Talk</p> <p>Fundraising Directory 2016</p> <p>QAST – Smart Choices changes</p> <p>Ecomist Invoice</p> <p>DET – letter regarding Smart Choices</p> <p>CBA – merchant fee summary – January and February</p> <p>REST – February and March</p> <p>Pretzel Rods/Glow Stuff</p> <p>Garden Express Fundraising</p>

Correspondence received since the previous general meeting - Inward (as listed) Outward (as listed) (Continued)	Felton Industries – seating CBA x 2 statements CBA – Term Deposit Outward Kate Cherry – Audit CBA Term - Deposit Letter
Business arising from the correspondence	P&C Qld Insurance Package includes <ul style="list-style-type: none"> - General Property - \$15000 - Personal Accident – Voluntary Workers - Combined General & Products Liability Discussed the Student Personal Accident & Injury Insurance – Need a letter from parent/carer to authorize student volunteers in tuckshop. Also discussed having other students in the tuckshop in terms of regulations and insurance purposes.
Confirmation of executive committee's decisions (if any)	Motion to transfer \$35000 from Tuckshop account into the term deposit and fix the term for 13 months. Leeanne moved and Tracie Rodgers seconded the motion via email. Carried
Treasurer's report and financial statement, and any business arising from these.	Attached January 2016 - \$9682.08 February 2016 - \$9663.76 Term Deposit increased to \$90000 and reinvested until 19 th April 2017.
Canteen report and financial statements and any business arising from these.	Financial Report Attached January 2016 - \$62906.37 February 2016 - \$74724.78 Canteen Report Attached
Principal's Report	Report Attached Chris Whiting moved and Tracie Rodgers seconded that the above reports as distributed and discuss be adopted Carried
Motions on notice	

General Business	<p>The Canteen ladies have decided to buy a uniform. They believe it will enhance the look of the tuckshop image and make a positive and professional statement. They are sourcing the uniforms from The Locker for \$59.30ea.</p> <p>The website has been updated with last year minutes and corrections have been made to the P&C section on the website.</p> <p>The procedures for the school to purchase alcoholic beverages through the P&C have been finalised.</p> <ol style="list-style-type: none"> 1. Responsible person buys the alcohol. 2. Leave the receipt in the P&C pigeon hole in the office with their bank details in an envelope for privacy or email me a copy of the receipt with bank details – rlmcindoe@hotmail.com 3. I will then transfer funds to their nominated bank account. If emailed - I can authorize and reimburse fairly quickly. Leaving the receipt in the pigeon hole will take a little longer to process reimbursement. <p>Motion to buy a mix master as we do not currently have one. We have been loaned a mix master by the Managing Convenor. To be followed up with BSM.</p> <p>Chris Whiting moved and Leeanne McIndoe seconded - Carried</p>
Date of next meeting	11 th May 2016
Close	8.37pm
Minutes endorsed as true and correct	<p>President's Signature.....<i>K M B. Jones</i>.....</p>