

GENERAL MEETING MINUTES  
 Applecross Primary School  
 Parents and Citizens Association (Inc.)  
 21 November, 2017 @7pm

		Action
1.	<b>Meeting Commenced</b> at 7:20pm	
2.	<b>Present and Apologies</b>	
2.1	<u>Present</u> Kim Guelfi, Anne Gardner, Kate Petersen, Sarah Graf, Mia Hagbro-Tedeschi, Naina Pereira, Matt Batson	
2.2	<u>Apologies</u> Katrina Alilovic, Sanchia Dashlooty	
3.	<b>Minutes from Previous Executive Meeting -</b> Confirmed by Kate, seconded by Anne	
4.	<b>Business Arising</b>	
	<b>Edudance</b> 80 tickets refunded @ \$10 each. \$2000 in rev in ticket sales. Refund now closed; P&C given parents many opportunities to get refund. Plan B required for next yr in case bad weather. Look at Applecross Snr High.	
	<b>Educational Frog Area</b> Looking to seek grant for \$5000. Sarah to apply.	SG
	<b>Jacaranda Festival</b> School oval will be used for parking. Clive @ SES is organizing everything. P&C will get donation. Good news that P&C do not have to be involved.	
	<b>Photo Hendricks</b> Have paid us for yr 2016 and promised to pay end of Nov for yr 2017. Kim has picked photographer that school will use next year (2018).	
	<b>Paypal</b> Sarah has purchased card reader. P&C need iPad to go with card reader and it will be purchased in 2018. It will have many uses but will primarily be tested at the Uniform Shop at beginning of Term 1 2018 as very busy.	
	<b>Art Extravaganza</b> Big success and big thank you to Kate who did an amazing job pulling it all off. Feedback: Popcorn was a hit. We will pass on the live music next time. P&C should purchase own popcorn machine. (Check old minutes as has been approved before).	NP AG
5.	<b>Correspondence</b>	
	ATO - Activity stmt Naina to authorise. We are stuck in a loop with the ATO. We have asked for the signatories to be changed on their books however the ATO are saying that the people who are currently signatories need to arrange that and unfortunately, we do not know who it is and the ATO state that they cannot tell us as it is a breach of privacy.	NP



	<p><b>Staff changes</b> Peter Herne on long service leave Term 1 only. Rebecca Lewis is getting Deputy Principal job at Riverton.</p> <p><b>Teacher days (pupil free)</b> 29 &amp; 30 Jan 30 April 16 July 8 October 14 December</p> <p>Kim thanked the P&amp;C for the support throughout the year. He was grateful for cooperation and the success; he had not experienced such a good P&amp;C group/result previously.</p>	
6.3	<p><b>Vice President/Communications</b></p> <p><b>Art extravaganza</b> 486 – 90 pieces left over. On the night 386 sold. Additional 60 pieces sold. Leftover will go in library Raised \$7464 and \$380 in silent auction and \$443 in popcorn and drinks. Total of \$8286 – cost of \$1967 = \$6319 rev. Kiln cost is \$ 7295. Unanimous vote ok for P&amp;C to cover difference.</p> <p><b>Maggie Dent</b> Online booking tool can create own marketing material for event. Need to be added to calendar for next yr.</p> <p><b>New letter boxes for forms</b> Discussion if P&amp;C should get a lockbox/postbox for all things P&amp;C and put up in the library. Admin staff will empty. Decision to buy. Kim to check with Andrea where the other one was purchased so they look the same.</p> <p><b>Sell bottles with spray functionality</b> Conversation if P&amp;C should purchase bottles and sell in Clothes Store. Decision was made not to progress as issue w holding/storage of items and insurance. Similar situation to the hairbow business that had approached Michelle. P&amp;C must ensure we consider the risks associated with taking on any business and remain agnostic.</p> <p>P&amp;C agreed that businesses could sell items at Mothers day / Fathers day stalls. Business owner would have to take ownership of selling their own items should it be something they would be interested in.</p>	<p>KP</p> <p>KG</p>
6.4	<p><b>Treasurer</b></p> <p>Paid for white boards. Reimbursed for kids book. Holding \$6000 for SUPA for Michelle. ATO – to progress</p> <p>\$6000 to keep for rainy day. \$4900 left to spend</p> <p>Safety House invoices not received yet. Richard will send to Sarah when received.</p> <p>Cindy auditing P&amp;C accounts for 2015 &amp; 16.</p> <p>Action to close book club acc. Action to close canteen acc.</p>	<p>SG</p> <p>SG</p>

	See attached report.																																																										
6.5	<b>Canteen</b> No new business.																																																										
6.6	<b>Clothing Boutique</b> Business as usual.  \$46 for new jumper.  Dress swatches too small to decide. Bigger samples coming.  Polo price will increase next yr. Hat price will increase. 30% need to be added on as mark up. We are still cheaper than comparable schools. Decision to go ahead w 30% add on.  Michelle needs help at beginning of the year. Anne, Nairna, Mia and Kate to help.	AG, MHT, NP, KP																																																									
6.7	<b>Safety House</b> See above Treasurer Report.																																																										
6.8	<b>Additional Associates i.e. Scholastic Book Club, Banking, Dad's Club, Entertainment Books</b>  Lisa finish this year will do hand over to Liz. \$3000 raised through Scholastics  Anne taking over banking from Liz.  Entertainment book raised \$1200 where goal was \$1500. Ask for statement from people responsible.																																																										
	<b>School Board Report – Sanchia (Board Chair)</b> Absent.																																																										
7	<b>General Business</b>																																																										
7.1	<b>Calendar dates for fundraising 2018 - DRAFT</b> <b>Term 1</b> <table border="1"> <tr> <td>Weeks 1-11</td> <td></td> <td>Good Grocer Shopper Docket</td> </tr> <tr> <td><b>Week 2</b></td> <td><b>Tues, 6<sup>th</sup> Feb</b></td> <td><b>AGM</b></td> </tr> <tr> <td>Week 5</td> <td>Fri, 2<sup>nd</sup> March</td> <td>Dress Up Day (gold coin)</td> </tr> <tr> <td>Week 6</td> <td>Fri, 9<sup>th</sup> March</td> <td>Camp Out</td> </tr> <tr> <td><b>Week 7</b></td> <td><b>Tues, 13<sup>th</sup> March</b></td> <td><b>P&amp;C Meeting</b></td> </tr> <tr> <td>Week 8</td> <td>Mon-Fri, 19<sup>th</sup>-23<sup>rd</sup> March</td> <td>Silver Cent Frenzy</td> </tr> </table> <b>Term 2</b> <table border="1"> <tr> <td>Week 1</td> <td>Fri, 4<sup>th</sup> May</td> <td>Derby Dress Up Day (gold coin)</td> </tr> <tr> <td><b>Week 2</b></td> <td><b>Tues, 8<sup>nd</sup> May</b></td> <td><b>P&amp;C Exec Meeting</b></td> </tr> <tr> <td></td> <td>Mon 7<sup>th</sup> May &amp; Fri, 11<sup>th</sup> May</td> <td>Mothers' Day Stall</td> </tr> <tr> <td>Week 6</td> <td>Tues, 5<sup>th</sup> June</td> <td>Maggie Dent Seminar</td> </tr> <tr> <td>Week 7</td> <td>Wed, 13<sup>th</sup> June</td> <td>Lapathon</td> </tr> <tr> <td><b>Week 8</b></td> <td><b>Tues, 19<sup>th</sup> June</b></td> <td><b>P&amp;C Meeting</b></td> </tr> </table> <b>Term 3</b> <table border="1"> <tr> <td><b>Week 2</b></td> <td><b>Tues, 24<sup>th</sup> July</b></td> <td><b>P&amp;C Exec Meeting</b></td> </tr> <tr> <td><b>Week 7</b></td> <td><b>Tues, 28<sup>th</sup> Aug</b></td> <td><b>P&amp;C Meeting</b></td> </tr> <tr> <td></td> <td>Mon, 27<sup>th</sup> &amp; Fri, 31<sup>st</sup> Aug</td> <td>Fathers' Day Stall</td> </tr> <tr> <td>Week 8</td> <td>Mon 3<sup>rd</sup> Sept &amp; Fri, 7<sup>th</sup> Sept</td> <td>Athletics Carnival (Date TBC)</td> </tr> <tr> <td>Week 10</td> <td>Wed, 19<sup>th</sup> Sept</td> <td>Edudance</td> </tr> <tr> <td></td> <td>Thurs, 20<sup>th</sup> Sept</td> <td>Safety House Day (Week 9)</td> </tr> </table> <b>Term 4</b> <table border="1"> <tr> <td><b>Week 2</b></td> <td><b>Tues, 16<sup>th</sup> Oct</b></td> <td><b>P&amp;C Exec Meeting</b></td> </tr> </table>	Weeks 1-11		Good Grocer Shopper Docket	<b>Week 2</b>	<b>Tues, 6<sup>th</sup> Feb</b>	<b>AGM</b>	Week 5	Fri, 2 <sup>nd</sup> March	Dress Up Day (gold coin)	Week 6	Fri, 9 <sup>th</sup> March	Camp Out	<b>Week 7</b>	<b>Tues, 13<sup>th</sup> March</b>	<b>P&amp;C Meeting</b>	Week 8	Mon-Fri, 19 <sup>th</sup> -23 <sup>rd</sup> March	Silver Cent Frenzy	Week 1	Fri, 4 <sup>th</sup> May	Derby Dress Up Day (gold coin)	<b>Week 2</b>	<b>Tues, 8<sup>nd</sup> May</b>	<b>P&amp;C Exec Meeting</b>		Mon 7 <sup>th</sup> May & Fri, 11 <sup>th</sup> May	Mothers' Day Stall	Week 6	Tues, 5 <sup>th</sup> June	Maggie Dent Seminar	Week 7	Wed, 13 <sup>th</sup> June	Lapathon	<b>Week 8</b>	<b>Tues, 19<sup>th</sup> June</b>	<b>P&amp;C Meeting</b>	<b>Week 2</b>	<b>Tues, 24<sup>th</sup> July</b>	<b>P&amp;C Exec Meeting</b>	<b>Week 7</b>	<b>Tues, 28<sup>th</sup> Aug</b>	<b>P&amp;C Meeting</b>		Mon, 27 <sup>th</sup> & Fri, 31 <sup>st</sup> Aug	Fathers' Day Stall	Week 8	Mon 3 <sup>rd</sup> Sept & Fri, 7 <sup>th</sup> Sept	Athletics Carnival (Date TBC)	Week 10	Wed, 19 <sup>th</sup> Sept	Edudance		Thurs, 20 <sup>th</sup> Sept	Safety House Day (Week 9)	<b>Week 2</b>	<b>Tues, 16<sup>th</sup> Oct</b>	<b>P&amp;C Exec Meeting</b>	
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Week 3	Fri, 26 <sup>th</sup> Oct	Big Event of Some Sort!! (TBC)
Week 6	Fri 16 <sup>th</sup> Nov	School Disco
Week 7	Tues, 20 <sup>th</sup> Nov	P&C Meeting

7.2	<b>Art Extravaganza Wrap up</b> See above.	
7.3	<b>P&amp;C Box in Library</b> Covered above.	
7.4	<b>Annual funding items for 2018</b> \$3000 for books – 30 books for T1,T2,T3. Decision agreed. Check with Gail re travel. [Who is this with???) \$1700 – \$3000 help fund yr 6 camp bus – 2 busses required - Decision agreed. \$600 towards carnivals – Decision agreed. \$500 towards graduation prizes — Decision agreed. \$300 for Math's competition – Decision not to use.  Lisa will refund P\$C any funds that is not spent at the end of the yr.	?
7.5	<b>Disco</b> Covered above.	
7.6	<b>Music Extravaganza</b> Agreed we should include BBQ at the Extravaganza on 5 <sup>th</sup> December. Sausage sissle: Sausages – Naina Buns – Mia Onions we have. Investigate if popcorn machine purchase can be done prior - Naina Kim has organized for the Aboriginal dancers to come to the opening of the Music Extravaganza.	NP MHT
7.7	<b>Camp out</b> 4 individuals Matt and Kristina and Daniela and Alannah to organise. Will be held Term 1. Conversation around also having welcome event at campout. No decision made.	MB
8	<b>Next Meeting</b> AGM - Week 2, Tuesday the 6 <sup>th</sup> of Feb @ 19:00	
9	<b>Close of Meeting</b> 9:20 pm	