



QHPS PFA

Minutes of General Meeting

Friday 04/05/2018 @ 9am

Principal: Jo Menzel

President: Clive Enever

Vice President: Fiona (Foz) Shanahan

Members:

Gina Harris (GH), Joan O'Brien (JO), Oriane Landry (OL), Virginia Jones (VJ), Nadia James (NJ), Lorna Polsen (LP), Kasslea Shaw (KS), Linda Reed-Enever (LRE), Karen O'Toole (KO), Cameron Knott (CK), Stephanie Woelfie (SWO), Rachele Bertuch (RB), Fiona Shanahan (FS), Heidi McIntosh (HM), Sam Watts (SWA), Carlene Egan (CE), Patrick Boyer (PB), Bahar Davies (BD), Minnie Rockes (MR), Clive Enever (CEN), Jane Crane (JC), Kathleen Pleasants (KP), Erin Henderson (EH), Renee Selkrig (RS), Ainslie Frost (AF), Leah MacDonald (LM), Angela Grist (AG), Tammy Ayre (TA), Greta Balsillie (GB), Fiona Bryan (FB), Justine Graham (JG)

Present: EH, KO, TA, BD, MR, JC, AG, CEN, VJ, RS, SWA, NJ,

Guests: Claire Dullard (CD), Jodie Waters (JW)

Apologies: OL, FS, GH, KS, HM, JM

Previous Minutes:

Motion to approve previous minutes put forward by JC and seconded by CEN

Suggestion to refer to the meeting location as Multi Purpose room rather than 'Old Staff room'.

Reports:

-Principal – JM not present, nothing tabled

-Treasurer – Report tabled. \$13,534 balance (basketball rings cost has been taken out)

-Other? - nil

General Business/ Actions from last meeting:

- *CEN to note feedback re front of ticket books to activity master pro forma document on shared drive. - done*
- *CEN to include names of top 10 prize winners and \$'s raised for Sensory Garden in newsletter write up - done*
- *GH to follow up Bev in the office re status of ordered cello roll- done*
- *JC to write thank you card to Greta Balsillie (obtain address etc from the office*

- and reimbursement for card if none available from office)- done
- VJ to ask EH whether she'd be happy to design 2-3 thank you card images for circulation prior to, and tabling at next meeting –**request made late so suggestions will be tabled at next meeting/ carried fwd**
 - GH to explore vista print and other types of card printing services and table costs at next meeting – **carried fwd**
CEN to follow up with JM & seek approval for suggested date change for Teachers Recognition Day & VIP morning tea – partly completed. **New date for Teachers day confirmed 22/6, need to carry fwd VIP morning tea date change**
 - CEN to follow up with JM re preferred Trivia dates and then advise this to HM & VJ so that venue availability can be explored before next meeting.- **CEN & HM actions completed, VJ's t be carried fwd.**
 - CEN to liaise with Narelle and arrange for updated dates to go on website-done
 - Once CEN confirms Trivia date, HM to explore availability/ cost and capacity of The Old Church, VJ to do same for Spring Gully Soccer rooms, and CEN to do same for a 3rd licenced venue.- **in progress/ carried fwd**
 - JO to mention to Ian Mc the idea that Friends of the Bushland may like opportunity of running election BBQ- done and they accept.
 - **Action: CEN to add PFA running a cake/ sweet stall alongside election BBQ – new action**
 - VJ to request EH to amend the Poster as follows: change date to 11th and add extra wording 'Donations needed please by Thurs 10th May latest'. ..and to add 'Baskets in classrooms' to bottom of poster.-done
 - KS to fwd to Renee/ post on facebook a suggested list of steps/ actions required to coordinate the event.-done
 - CEN to upload this to shared Exec drive-tbc
 - AF to explore enviro wrappings/ alternate packaging eg non plastic cello for future events.-done
 - CEN to arrange access for JC & VJ-done
 - JC/VJ to keep KS informed of any new members for addition to Facebook group- continuing
 - VJ to liaise with individuals re email addresses- done
 - CEN to enhance marketing of clothing stall and link to Cuppa & Chat sessions through newsletter-done

Current/ New Business:

- Mothers Day stall update & final preparation
 - RS gave overview and requested volunteers for wrapping sessions and actual stall. Times posted on noticeboard outside Rm 5 in quad
 - BD shared generous gifts her Aunt's have made/ put together over last 12 months as a donation to the Mothers Day stall
 - Discussion that Regional Cross Country relevant to consider for some people so need to get these in first.

Actions:

- **RS to speak at assembly**
- **JC to write thank you to Bahar's aunts Glenis & Sherryl for generous Moths Day donations**

- Trivia Night

- CEN tabled HM findings re Old Church availability etc. In short, both halls available 22/6 and early set up would be OK. Approx 100 ppl could fit. Cost \$75 plus \$60 for a liquor licence
- CEN tabled own findings re The Bendigo Club. Unlimited capacity & avail 22/6. Finger food cost range \$12.50-\$14.50 per person; PFA to retain \$4 per person, or a Sit down meal cost range \$24-\$25; PFA to retain \$6 per person. Drinks at bar prices.
- VJ apologised that research not done for Spring Gully Soccer in time for meeting.
- After much discussion, and various shows of hands for different options, it was decided that the 22/6, the date set aside for a Trivia Night, be a general Social Night instead of the Trivia night. Decision to hold this at The Bendigo Club as a Finger food function \$15 per person. Reasons for decision included the time needed to prepare for a Trivia Night, the desire to provide a Social event for the School, & a keenness to try a new idea/ location. Decision that money raised from the Social event at The Bendigo Club would be put towards the Sensory Garden. Suggestion that the Trivia Night be re scheduled later in the year.
- Actions:
 - *CEN to explore 14/09/18 as new Trivia Night date with JM & then share in newsletter if OK*
 - *VJ & HM to explore availability of Spring Gully Soccer and Old Church on the Hill for new proposed date of Fri 14/9/18 with a decision to be made at a later meeting.*
 - *All to consider whether any ice breaker games/ activities could be incorporated into Social event at The Bendigo Club. Ideas for next meeting please.*

Pizza lunch day planning

- KS confirmed at previous meeting, & in apology email, she is happy to coordinate Pizza lunch for last day of term. Same arrangements as previous. (IE Pizzas supplied by the Eagle pizza, sell slices for \$2, and offer 4 choices of pizza, Hawaiian , Cheese, Veggie , BBQ meat lovers. Newsletter advice and order forms out the week before and then orders due back by the last Wednesday 9am)

Actions:

- *KS to coordinate from 3 weeks before event*

Website refinements

Actions:

- *CEN to liaise with Narelle to have PFA meeting schedule & Calendar of Events added*

Agenda items proposed for next meeting:

Any additional agenda requests to be forwarded to the office, or to the Minutes Secretary (VJ), Correspondence Secretary (JC), Vice President (FS) or the President (CEN) a week prior to the upcoming meeting.

- Mothers Day stall debrief
- Social night at The Bendigo Club planning
- Pizza lunch day planning
- Trivia Night –location decision and initial planning
- Pie Drive – KO has offered to explore/ coordinate
- Bakers Delight Fundraising Opportunity – letter received

Meeting closed at: 10.15am

Next meeting scheduled for: Thurs 7th June @ 7.30pm

PFA MEETING CALENDAR SCHEDULE:

Thurs 7th June @ 7.30pm

Friday 20th July @ 9am

Thurs 2nd Aug @ 7.30pm

Fri 7th Sept @ 9am

Thurs 11th Oct @ 7.30pm

Fri 2nd Nov @ 9am

Thurs 13th Dec @ 7.30pm (updated in April meeting due to a clash with school disco)