

Woodcrest State College

Parents and Citizen's Association



ANNUAL GENERAL MEETING AGENDA

DETAILS

Tuesday 17th March 2020 6.30pm

Recorded by: Sheree Skinner

Agenda Item	Details	Minutes
Open and Welcome	Welcome prospective members Present; Petra Yager, Penny Couch, Darren McGregor, Pauline Mathieson, Pat Murphy, Jessica Huiskamp, Sophie McKenna, Katie Bishop, Donna Howard, Angela Luttrell, Krystal Kay, Sheree Skinner, Brooke Sempf (via phone)	Meeting commences: 6.30pm Apologies:
Previous AGM minutes acceptance	Motion: that the previous minutes from 20 th March 2019 are a true and accurate record of the previous minutes.	First: Sheree Seconded: Darren Moved: Yes
Reports		
Annual financial statement	<p>1.1 Annual audit to be tabled. Motion to receipt and adopt the annual audit.</p> <p>1.2 Budgets for 2020 to be tabled. Motion to receipt and adopt budgets.</p>	<p>1.1 First: Brooke Seconded: Angela Moved: Yes</p> <p>1.2 Pat was concerned that there was not a projected income to accompany the expenditures. Pat has offered the help of Rhonda to assist. The budget is to be tabled at the next meeting for adoption.</p>
President's annual report	1.3 Motion to adopt the tabled Presidents report.	1.3 First: Angela Seconded: Katie Moved: Yes
Memberships		
applications for membership	2.1 Applications to be tabled, including renewals. Motion to approval all renewals and new applications.	2.1 First: Katie Seconded: Krystal Moved: Yes
Election of Officers		
election of Officers/Executive Committee	<p>3.1 Call for nominations for new executive members.</p> <p>3.2 Acceptance of the new nominated Executive Committee.</p>	<p>Krystal Kay has nominated herself for President, Angela Luttrell has nominated herself for Vice President, Katie Bishop nominated herself for treasurer and Jess Huiskamp has nominated herself for the role of secretary.</p> <p>3.2 First: Penny Seconded: Darren Moved: Yes</p>
Principals Report		

Campus Report	4.1 Report of the overall campus from Pat Murphy (Campus Principal) to be tabled.	Please see attachment.
New Business		
Banks	<p>5.1 Motion to remove the past Elected Officers (Brooke Sempf) and add the current Elected Officers to be the financial signatories. This includes all financial accounts from Westpac, Commonwealth Bank and National Australia bank including all merchant accounts.</p> <p>5.2 Motion to merge the two current merchant EFT machines into the one account and contract.</p> <p>5.3 Motion to approve the two EFT machines to be able to process over the phone payments</p> <p>5.4 Motion to close Commonwealth bank accounts currently open for school banking and to move current and future money from school banking over to the Westpac accounts.</p> <p>5.5 Motion to keep the Office Liaison (Sheree Skinner) on all accounts to be able to complete the financial administration.</p> <p>5.6 Motion to allow the new Executive Committee to obtain a debit card to the debit account/s and to cancel the past Executive committee debit cards. And to allow the canteen coordinator to have a debit card to the canteen petty cash account.</p> <p>5.7 Motion to change the Westpac account 034130 218417 to a single signatory account and make it into a debit card account for the canteen petty cash.</p>	<p>5.1 First: Angela Seconded: Donna Moved: Yes</p> <p>5.2 First: Angela Seconded: Donna Moved: Yes</p> <p>5.3 First: Angela Seconded: Donna Moved: Yes</p> <p>5.4 First: Angela Seconded: Donna Moved: Yes</p> <p>5.5 First: Angela Seconded: Donna Moved: Yes</p> <p>5.6 First: Angela Seconded: Donna Moved: Yes</p> <p>5.7 First: Donna Second: Krystal Moved: Yes</p>
Change of names	<p>5.8 Motion to change the names on the OSHC approved provider list. – Remove old Executive committee and to add the new Executive Committee</p> <p>5.9 Motion to remove past Elected Officers and to add newly Elected Officers to all accounts pertaining to the P&C and its businesses, including but not limited to PRODA, Inclusive support, subscription services, general log-ins, supplier accounts and financial accounts.</p>	<p>5.7 First: Angela Seconded: Donna Moved: Yes</p> <p>5.8 First: Angela Seconded: Donna Moved: Yes</p>
Subcommittees	<p>5.10 Motion to continue the Fundraising Subcommittee</p> <p>5.10 Motion to allow the Treasurer of the Fundraising Subcommittee to be a signatory on the fundraising account at Westpac bank.</p>	<p>5.9 First: Katie Seconded: Krystal Moved: Yes</p> <p>5.10 First: Katie Seconded: Krystal Moved: Yes</p>
2021 Auditor	<p>5.11 Motion to appoint the 2020 audit as GJ Walsh Accounting after a good experience with them this year for the 2019 audit.</p>	<p>We have been instructed to invite the accountants to submit a quote for 2020 audit. Motion to allow the exec to make the decision on the auditor for the 2020 audit outside of the general meeting</p> <p>5.11 First: Angela Seconded: Krystal</p>

		Moved: Yes
Student Risk Management Strategy	5.12 Student Protection Risk Management Strategy to be tabled. Motion to adopt the Student Protection Risk Management Strategy	5.12 First: Angela Seconded: Krystal Moved: Yes
P&C QLD Constitution	5.13 Motion to adopt the tabled 'Parent's and Citizens Association – Model Constitution	5.13 First: Angela Second: Krystal Moved: Yes
Other	5.14 Motion to limit mail reporting to important documents rather than every piece of correspondence received and sent.	5.14 First: Krystal Seconded: Angela Moved: Yes
General Business		
Policy's	6.1 Motion to adopt the tabled policies for the OSHC, Canteens, Businesses and Volunteers.	6.1 First: Darren Second: Katie Moved: Yes
Subcommittee	6.2 Motion to accept of the elected officers for the Fundraising Subcommittee. Chair: Melissa Bishop Secretary: Katie Bishop Treasurer: Angela Luttrell	6.2 First: Sophie Second: Donna Moved: Yes
General roles for the P&C	6.3 Call for nominations for the general roles of the P&C 6.4 Acceptance of the nominations for the general P&C roles Social Media Coordinator: Website Coordinator: Volunteer Coordinator: Advertising Coordinator: Events Coordinator: Live Meeting Coordinator:	6.4 Volunteering: Sophie Live meeting: Donna 6.4 First: Krystal Second: Angela Moved: Yes
Business Management	6.5 Motion to approve the general management and care of the businesses to the Executive Committee and day to day running of the businesses to the Office Liaison	First: Sophie Second: Penny Moved: Yes
Social media	6.6 Approval of new administration for the P&C ran pages	First: Sophie Second: Angela
Donations	6.7 Motion to approve future yearly donations to the school - \$250 Teacher and Staff Day - \$250 Woodcrest awards night - 100% attendance awards \$500 totalling; \$1000	First: Donna Second: Angela
Next Meeting		
	2021 TBA	
Meeting close		
		Time:7.21pm

