



Minutes for meeting held on 12 February 2019 at 7pm at Encounter Lutheran College – The Nest.

Meeting opened: 7.10pm

1. Attendance:

Present – Kelvin Grivell, Nikki Harrington, Jess Clapp, Emma Stringer, Narelle Camm, Tori Weiss, Sarah Mitford-Burgess, Kylie Pitt, Mandy Josephs, Kim Baker, Kira Jansen-Van-Vuuren, Jennifer Zwar

2. Apologies – Belinda Britton, Andrea Sommerville, Carmen Lange, Lisa Hajek, Amanda Kearton

Stepping Down off committee and returning to a general member only – CARMEN LANGE, BELINDA BRITTON

3. Minutes from previous meeting:

Accepted by committee

Actionable Items from previous minutes:

P&F Procedural Issues Arising - Actionable Item - Policy & Procedures update

Addressed later in minutes

P&F Procedural Issues Arising - Actionable Item – Funding Application Procedure

Addressed later in minutes

Funding - Legacy Bench

How much did it end up being?

The P&F funded \$500.00 towards the bench.

4. Chairperson's report:

Nikki thanked the hardworking committee of 2018 for a fantastic, fun and busy year. She will write a formal report to email out with the minutes.

5. Treasurer's report:

Presented by Emma and accepted by committee

Current balance \$11,061.93 (\$7,808.18 yet to come out for approved donations - portable sound system, virtual reality headsets, sound fields, heart rate watches)

So our balance is really \$3,253.75

Statistics for 2018

- We made \$11,280.27 profit
 - The most profitable events being Sports Day, Business Directory, Bunnings BBQ, Father's Day Stall and the Junior School Disco
- We donated \$9,195.33 worth of items for the school
 - The biggest items being a Sound System, Literacy Kits, STEM Lego and Heart Rate Watches

Emma updated us with a few of our recent funding approval items.

- The portable sound system has arrived ready for sport day in a month.
- The heart rate watches have been ordered.
- Virtual reality headsets have not been ordered yet.

6. Declaration of all positions vacant and election of committee for 2019:

a. Executive Team

(working as a team of four to fulfill chairperson duties and overseeing of events)

- i. **Chairperson** – Nikki Harrington
- ii. **Deputy Chairperson** – Kylie Pitt
- iii. **Secretary** – Jessica Clapp
- iv. **Treasurer** – Emma Stringer

Voted in with unanimous vote

b. Advertising – Kim Baker

Voted in with unanimous vote

c. Committee Members

Nikki Harrington, Kylie Pitt, Jess Clapp, Emma Stringer, Sarah Mitford-Burgess, Lisa Hajek, Mandy Josephs, Kim Baker, Sarah Zadow, Kira Jansen-Van-Vuuren, Jennifer Zwar, Andrea Sommerville, Amanda Kearton

7. P&F Funding:

Other

It was decided that we would open up funding applications after sports day as it is our biggest fundraising event for the year.

8. Brief Event Reports:

Christmas Encounter (coffee & cake) – Wed 5th Dec

This is an event that is needed to support the school community. It is never a huge profit maker but made approximately \$100.00

Christmas Stall – Wed 5th Dec

This event was not as well received as we had hoped.

We had approximately 830 gifts ready to sell and we sold approximately 500. We are going to use most of the leftover gifts for the Mother's Day and Father's Day stalls so we did move some of the expenses to these events. After doing this we managed to make a profit of \$534.26.

It was decided that we would not continue with the stall for this year. It was a lot of work, especially for the end of the year.

9. Ongoing Events:

Entertainment Book update – Event Coordinator is Emma

The new book is released in April. We will get 20 books in and sell the same as previous years. The online book is also available.

Shine – Weekly Roster update – Event Coordinator is Emma

We are not providing this service for the school this year however wanted to discuss how it is working using the GPS café as an alternative. The feedback has been fantastic. It really is fostering a wonderful community feel.

Business Directory – Event Coordinator is Emma

- We will run the directory again as last year (\$30 for new listings / \$20 for repeat)
- Emma will alter the application form to include improvements Jessica suggested from last year
- The directory will be pinned to the top of the Facebook page for the entire year for easy access
- The application form will be included in the newsletter this week

10. Upcoming Events:

Night on the green – 22nd Feb

We are not doing a stall this year but the committee has decided to have an info booth set up with our members available (in half hour slots) to answer questions regarding the P&F. We will have an information flyer, email sign-up sheet, application forms for the directory all available. We will encourage suggestions for future fundraising events.

Sports Day – 15th March

Event Coordinators are

Lunch Order tallies – Emma; Drinks – Kylie; Cakes – Jennifer; BBQ – Kira

- Mojo have donated 9 boxes
- Year 11 and 12 are catering breakfast and will keep the money separate. We will be asking them to finish serving at 10am
- Sally Shepherd is happy to do coffee's and keep the money separate (pending success of Night on the Green)
- Lunch Orders (Foundation – Year 6)
 - Recess – Fun Bun, Fruit Cups – sell for \$2 each
 - Lunch – Sausage, Ham & Cheese Pizza, Spinach Danish, apple juice flavor only, water
- Foundation – Year 3 have set eating times
- Woolworths is happy to help donate sausages and fruit (we will also be looking into purchasing sushi)
- We will get high fiber bread this year
- We will look into buying a sausage holder like we used at the Bunnings BBQ
- Lunch for adults
 - Sausages
 - Hamburger
 - Spinach Danishes
 - Sushi
- We will circulate the roster with the minutes

- Drinks – Mountain Fresh Juices, Cans of selected softdrinks including a diet option, Ashton Valley sparkling drinks, Water (sparkling and still)
- Hot cross buns (choc and apple)

Committee is organizing to look at the new space beforehand and have a specific sports day meeting prior to the day.

Hot Cross Bun Stall – TBC

Event Coordinator is _____

Discuss next meeting

Mother's Day Stall – Fri 10th May

Event Coordinator is _____

Discuss next meeting

11. Event Calendar for 2019 (date setting and expressions of interest for Event-Coordinator Roles)

Discuss next meeting

12. P&F procedural issues arising

Policy and Procedures Update

Nikki has updated this and it is ready to send to committee for final approval before emailing to school community

Funding Application Procedure

Tyna, Jan and Narelle have approved the new form. Narelle will email out to staff.

This procedure will include Kelvin emailing approved forms to the executive committee ready for discussion at the following meeting.

P&F Email List

It was discussed that as we are not having friends of P&F anymore (we are just saying P&F Members & then Committee members) can our P&F email list be the whole school, or only people who request to be on the list.

It was decided that we will continue emailing minutes and agendas only to those who request it and Narelle will ensure the minutes are added via a link in the newsletter for those who are interested.

We can ask the ladies in the front office to email the whole school each term with a list of special events for that term.

13. Other

Next meeting: Week 10 – Tuesday 2nd April

Meeting closed: 9pm