



Minutes for meeting held on 11th February 2020
Encounter Lutheran College, Staff Room

Meeting opened: 7.10 pm

1. **Attendance:** Jennifer Zwar, Bronwen Potter, Kelvin Grivell, Narelle Camm, Nikki Harrington, Kim Baker, Merilyn Harrington, Eve Keam, Louise Cronin, Mark Watters
2. **Apologies were received from** Mal Morgan, Emma Stringer, Tori Weiss and Amanda Kearton

Nikki Harrington welcomed everyone to the meeting and noted the absence of our outgoing Secretary, Jess Clapp and Treasurer, Emma Stringer. Those present introduced themselves to the room.

3. **Minutes from previous meeting:**

Accepted by the committee

Actionable Items from previous minutes:

Key School Staff contact list	Kylie
Event checklist	Kylie
Investigate pie drives or similar	defer to next meeting

Business Arising from the minutes

CREST Water Fountains and quality complaint

As recommended at our last meeting the committee contacted the board in relation to the ongoing complaints about water quality and availability.

The board consulted with SA Water and positive results were returned that the water is of a safe drinking standard. The board noted that further fountains are to be installed once the build program is complete and asked that in future, all matters relating to management be addressed to Principal, Kelvin Grivell or Business Manager, Tyna Newman.

4. **Chairperson's report**

Once again, in 2019, P and F have shown what a strong group we are, with the wonderful support of the Encounter community! We remain a small but dedicated team and with many of our long-time and key members now back at work, we all juggle family, work and P and F amongst life's curve balls. But P and F always brings a sense of fun, friendship and achievement, worth making time for. We have a few wonderful new Committee members this year, who we have welcomed with open arms and we are always happy to see new faces!

As always, Sports Day was our biggest event of 2019. This year, the event moved to a new venue, which presented new challenges in the huge task of delivering lunch orders to the Junior School whilst offering lunch, drinks and snacks to the rest of our growing school community. But with a massive effort from our Committee, and a few amazing people who stepped in to help at crucial times, everyone was fed and a great day was had by all!

We scaled back our range of events in 2019 to focus our efforts. The Junior School Movie Night was another great success and the Mothers' and Fathers' Day stalls once again gave students access to a huge range of thoughtful but affordable gifts. A priority this year was to have some 'friend raisers', which were a great chance to catch up and have fun – family dinners and girls' movie nights (slippers allowed) - something we plan to continue in 2020.

Fundraising is always key in what we do and it is great to see this translate into fantastic projects around the College. In 2019, these included iPad keyboards and iPad pencils for the Junior School, a new trumpet, saxophone and flute for the music department, recycling bins, and a composter starter kit for the Crest Earth program. We finish the year with a healthy bank balance ready to fund some great projects as we kick start 2020 with our AGM and election of a new Committee!

5. Treasurer's report

Emma has emailed her final report as at the 31st December 2019

Current balance \$6,944.58

Expenses not yet deducted	\$1,820.17	Ipad Pencils
	\$.17	Photocopying expense
Income not yet allocated	\$14.00	Movie night takings
	\$34.00	Lolly jar takings
So our balance is really	\$5,168.41	

The committee is unclear as to whether the 1st half of the Ipad pencils has been purchased. Clarification has been sought from the college after which our available balance will be confirmed.

2019 Donation Summary

30-Jan-19	Heart Rate Sensors from Highly Tuned Athletes 23Dec18	1,622.73
15-Feb-19	Derringer portable SoundSystem	2,885.45
15-Feb-19	2 x Soundfield Systems Juno Base	3,000.00
20-Feb-19	Virtual Reality Headsets	285.84
19-Jun-19	P&F Dona Crest Project Compost Crest	1,064.55
01-Nov-19	Musical Instruments - Alto Sax, Trumpet, Flute	2,284.55
05-Dec-19	IL Keyboards & stands	1,535.46
	Total	12,678.58

6. Declaration of all positions vacant and election of committee for 2020:

Nikki Harrington thanked the outgoing committee for the hard work that they have given to the committee over the past year/s and congratulated the team on supporting each other whilst juggling multiple commitments.

Narelle Camm thanked Nikki for the time that she has spent in her role as Chairperson.

a. Chairperson/Advertising

Kim Baker

Nominated: Nikki Harrington

Seconded: Kelvin Grivell

Office accepted

b. Deputy Chairperson

Mark Watters

Nominated: Nikki Harrington

Seconded: Narelle Camm

Office accepted

c. Secretary

Louise Cronin

Nominated: Mark Watters

Seconded: Eve Keam

Office accepted

d. Treasurer

Jen Zwar

Nominated: Nikki Harrington

Seconded: Narelle Camm

Office accepted

e. Committee Members

The following general committee members were elected;

Charlotte Bartholomaeus, Amy Shuttleworth, Eve Keam, Kylie Pitt, Bronwen Potter, Amanda Kearton, Lisa Hajek and Nikki Harrington.

Narelle Camm explained the changes to the volunteer training and the process that needed to be followed. Many of the committee are not up to date. The committee discussed the possibility of holding a training day specifically for the committee and Grateful Grandies to that the process could be completed before Pancake Day. Narelle will provide the details of the new committee to Carolyn Brunt the volunteer coordinator.

7. P&F Funding:

Funding Application Forms

No forms have been received.

Funding Outstanding

Ipad Pencils

The committee have committed to the purchase of Ipad pencils to the value of \$1,820.00 if the teachers are happy with the function and durability of those already purchased.

8. Event Reports:

a. 6th December 2019 - Friend Raiser

Event was cancelled. Discuss possible re scheduling at next meeting.

b. Nest Christmas Decorating

Decorating of the Nest went well. It was a much simpler process this year with the decorations limited to a tree.

c. Christmas Concert

The original plan to provide drinks and zipper doopers at the Christmas concert was due to availability.

9. Upcoming Events:

a. 28th February 2020 Night on the Green

The committee decided that we did not need a table to promote Parents and Friends this year. Kelvin Grivell mentioned that it is a great opportunity to spend some time with the class stalls and enjoy the social event.

b. 13th March 2020 Sports Day – Encounter Bay Oval

A meeting to organise Sports Day will be held on the 21st February, Kim Baker to advise the committee of time. Some points of organization/discussion will be:

- Contact Nyree to discuss logistics of BBQ use and possibility of students compiling fruit cups.
- Contact Sam Dunbar to investigate if Impact Church BBQ is available for use if required.
- Contact Troy Wegner for proposed program.
- Liase with organising committee in relation to break times and food scheduling.
- Some food options;
 - a. Fun Bun
 - b. Sausage in Bread
 - c. Pizza slice
 - d. Fruit Cups
- Suggest that Crest Earth might light to coordinate recycling at this years event.
- Discuss the possible options for delivery of recess and lunch orders.

c. 27th March 2020 Year 12 Formal 6pm – EAT at Whalers

No assistance is required from Parents and Friends.

d. ??? Hot Cross Bun Stall

Defer discussion to next meeting. Details will need to be obtained from Najat Whittaker.

10. P&F procedural issues arising

Narelle will let the committee know when we need to move our supplies from the old staff room.

11. Other

A 20th Year celebration ball will be held on the 24th October at McCracken. Tables of 10 are available for bookings.

12. Outstanding Action Items

- Touch base with Tyna Newman re Parents and Friends assistance in water fountain funding
- Key School Staff contact list Kylie
- Event checklist Kylie
- Confirm Ipad pencil status and satisfaction Kylie
- Volunteer training to be completed by all committee members
- Re schedule Friend Raiser to be discussed at next meeting
- Sports Day planning, advise of meeting time Kim
- Hot Cross Bun fundraiser to be discussed at next meeting
- Investigate pie drives to be discussed at next meeting
- Business directory to be discussed at next meeting

Next meeting: To be arranged

Meeting closed: 9.12pm