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P&F Committee Meeting Minutes

Date: 15th February 2021

Location: Encounter Lutheran College

Meeting opening time: 7.10pm

Attendance: Kelvin Grivell, Narelle Camm, Kim Baker, Jennifer Zwar, Louise Cronin, Mark Watters, Mal Morgan, Di (unknown last name), Amy Shuttleworth

Apologies: Amanda Kearton, Kylie Obst, Lisa Hajek, Bronwen Potter, Jessica Clapp, Heidi Yelland

Minutes from previous meeting:

*actionable items

Funding requests approved but not yet actioned:

PA Speakers for Music Dept - Mrs Brinkman and Kelvin Grivell to purchase one and re-request for a 2nd if required.

Eskies - Type and size to be agreed and purchased ASAP

Square Payment - further inquiry to be made and purchased

Chairpersons Report:**ENCOUNTER LUTHERAN P&F CHAIRPERSON'S REPORT - 2020**

31 January 2021 2020 started with an enthusiastic and newly elected committee and a tribe of supportive members and volunteers. We continued to focus on key fundraising activities, with committee members being increasingly time poor, we put our efforts towards proven successful events. Our biggest fundraising event, as it has been for a number of years now, is providing catering at Sports Day. This event was only made possible by the large number of volunteers needed. It was successful again this year, but only just, with Covid-19 quickly changing the course of how we work and live. Our usual Mothers Day stall was replaced with an online raffle, Hot X Bun and Entertainment fundraisers were also adapted to ensure we could continue to fundraise during this unprecedented time. Thankfully, the easing of restrictions allowed for our Father's Day stall to go ahead as usual, and a Donut 'fun'draiser was held at school specifically for the students and staff to get joy from. We were also fortunate to secure a last minute Bunnings BBQ fundraiser in November and, with the support of generous school staff, an end of year Christmas raffle. So while this has been a difficult year, filled with challenges and changes, the P&F has remained optimistic and supportive of each other and continued its dedication to fundraise for the school and provide funds for exciting projects and equipment. This year, the P&F have provided funds for the following items: - 13 'additional' Apple Pens to complete a class set - 15 Codey Rocky Robots - Junior school - Approval for 2 large 'Eskys' for school events and fundraising initiatives - Approval for 2 Portable Speakers & Microphone - Music Department and events - Approval for a Square payment system to allow for eft payment at future fundraising events. We remain confident and excited about providing more much needed items for the school in 2021. Thank you to the 2020 executive committee members, you are a real asset to the school community. Thank you to all P&F committee members, volunteers and school staff who support the P&F, we can't achieve anything without you. We hope to see you and your ideas in 2021. Sincerely yours, Kim Baker - P&F Chairperson

Treasurer's Report:**ANNUAL TREASURERS REPORT**
YR ENDING 2020AGM 15TH FEBRUARY 2021

successful and rewarding.

As at the 31st December 2020 the bank balance for the P&F stands at \$8901.21. Adjustments to be made include a photocopy expense of 0.13c and monies received totalling \$26.00 therefore leaving a net adjusted bank balance of \$8927.08.

Proceeds from fundraising in 2020 less expenses totalled \$7342.03. A breakdown of these events are:

- Sports Day \$2963.21
- Mothers Day \$1039.50
- Hot X Buns/Donuts \$293.95
- Fathers Day \$700.12
- Bunnings BBQ \$1293.85
- Xmas Raffle \$1051.40

Donations made on behalf of the P & F for 2020 totalled \$5036.50. A breakdown of these donations are:

- Apple Pencils \$3083.18
- Robotics for Yr3/4 \$1953.32

Attached is the summary of expenses and income for the year 2020. Hoping for another successful year in 2021 and many new ideas for our fundraising efforts.

Regards,

Jennifer Zwar

Treasurer for Encounter Lutheran P & F Committee

Election of Executive Committee

1. Chairperson - Kim Baker (nominated by Louise Cronin, 2nd by Kelvin Grivell)
2. Deputy Chairperson - Mark Watters (nominated by Kim Baker, 2nd by Jennifer Zwar)
3. Treasurer - Louise Cronin (nominated by Jennifer Zwar, 2nd by Kim Baker)
4. Secretary - Jennifer Zwar (nominated by Louise Cronin, 2nd by Mark Watters)
5. Marketing - Kylie Obst (nominated by Mark Watters, 2nd by Kim Baker)

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New P&F Funding Requests:

NIL

Completed Events/Fundraiser Reports:

Christmas Fundraiser. Raised \$1051.40

Very successful, will look at doing again

Upcoming Events/Fundraisers and new ideas:

Sports Day - Management of this event to be discussed in detail after this meeting. Consensus is that Sports Day catering will operate as per 2020. Grateful Grandies will manage volunteers for Cake Stall.

Bunnings BBQ - April 10 was decided as requested date, to be confirmed by Bunnings.

Easter - Hampers to raffle and a guessing competition filled with small Easter Eggs. Details to be discussed further and raffle items purchased, ready for sale by 19th March. Drawn the 1st April.

Mothers Day - Purchases to be made in the next 2 weeks. A market stall to take place at the school on Friday 7th May. Items to remain at \$5 each.

It has been decided that the P&F will not be involved in the fundraising at the Encounter 2021 Gala auctions but still assist in selling a table.

Business Directory - It was discussed that this is no longer viable to continue as not widely utilised and a digital option would be more efficient. P and F is not in a position to maintain this presently.

Donut Day - decided to be 6th June but still deciding if this is still financially worthwhile. Will discuss closer to the date.

P&F Procedural issues arising: NIL

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**Recruiting of new members and volunteers - hosting a coffee morning with
Foundation and new parents. To be discussed further.
Date of Next Meeting - Monday 15th March 2021**

Meeting closing time: 8.50pm



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