

# Springfield Central State School

## P&C ASSOCIATION 2011

### MANY HANDS – ONE VISION

No. in Attendance: 17				
DATE of MEETING: 20-03-2012	<i>PRESIDENT</i> Juliana Walterfang	✓	<i>MINUTE SECRETARY</i> Danielle Pitts	✓
Meeting OPENED: 7:05pm	<i>VICE PRESIDENT</i> Terena Day	✓	<i>CORRESPONDENCE SECRETARY</i> Donna Howett	✓
Meeting CLOSED: 8:00pm	<i>VICE PRESIDENT</i> Sarah Bliss	✓	<i>ASSISTANT TREASURER</i> Melissa Lawton	✓
MINUTE KEEPER: Danielle Pitts	<i>TREASURER</i>		<i>PRINCIPAL</i> Angela Gooley	✓
Invited GUESTS: Cathie Macmillan (QCPCA)				
APOLOGIES: Brenda Hadson, Jodie Geange				

No minutes were presented as no previous AGM has been held.

### **TREASURERS REPORT**

Written report presented by treasurer – as per attached documentation

**MOTION moved by treasurer that the Treasurer's report be adopted and the accounts be confirmed and the payments ratified.**

MOVED BY: Sarah Bliss

SECONDED BY: Kerry Smith

CARRIED by consensus

### **PRESIDENT'S REPORT -**

Written report presented by President, Juliana Walterfang – as per attached documentation

**MOTION moved by treasurer that the President's report be adopted.**

MOVED BY: Sarah Bliss

SECONDED BY: Danielle Pitts

CARRIED by consensus

# **GRANT COMMITTEE REPORT -**

Written report presented by Sarah Bliss – as per attached documentation

**MOTION moved by treasurer that the Grant Committee report be adopted and the accounts be confirmed and the payments ratified.**

**MOVED BY:** Amanda Bland

**SECONDED BY:** Kerry Smith

**CARRIED** by consensus

**All memberships now lapse, and new membership applications are to be completed and returned.**

**MOTION moved that all new memberships be accepted**

**MOVED BY:** Angela Gooley

**SECONDED BY:** Juliana Walterfang

**CARRIED** by consensus

## **Executive Appointments**

<b>AGENDA ITEM</b>	<b>WHO</b>	<b>POINTS OF DISCUSSION</b>
	<b>President</b>	<ul style="list-style-type: none"><li>• Kerry Smith nominates Sarah Bliss</li><li>• Seconded by Juliana Walterfang</li><li>• Motion Carried by Consensus</li></ul>
<b>ACTION REQUIRED</b> <ul style="list-style-type: none"><li>• .</li></ul>		

<b>AGENDA ITEM</b>	<b>WHO</b>	<b>POINTS OF DISCUSSION</b>
	<b>Vice President</b>	<ul style="list-style-type: none"><li>• Juliana Walterfang nominates Terena Day</li><li>• Seconded by Amanda Bland</li><li>• Motion Carried by Consensus</li> <li>• Danielle Pitts nominates Kerry Smith</li><li>• Seconded by Terena Day</li><li>• Motion carried by consensus</li></ul>
<b>ACTION REQUIRED</b> <ul style="list-style-type: none"><li>• .</li></ul>		

<b>AGENDA ITEM</b>	<b>WHO</b>	<b>POINTS OF DISCUSSION</b>
	<b>Treasurer</b>	<ul style="list-style-type: none"><li>• Patricia Wills nominates herself</li><li>• Seconded by Kerry Smith</li><li>• Motion Carried by Consensus</li></ul>
<b>ACTION REQUIRED</b> <ul style="list-style-type: none"><li>• .</li></ul>		

<b>AGENDA ITEM</b>	<b>WHO</b>	<b>POINTS OF DISCUSSION</b>
	<b>Assistant Treasurer</b>	<ul style="list-style-type: none"><li>• Rachel Smith nominates herself</li><li>• Seconded by Kerry Smith</li><li>• Motion Carried by Consensus</li></ul>
<b>ACTION REQUIRED</b> <ul style="list-style-type: none"><li>• .</li></ul>		

AGENDA ITEM	WHO	POINTS OF DISCUSSON
	Secretary	<ul style="list-style-type: none"> <li>Angela Gooley nominates Amanda Bland</li> <li>Seconded by Donna Howett</li> <li>Motion Carried by Consensus</li> </ul>
<b>ACTION REQUIRED</b>		
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## Confirmation of continuation of Canteen Sub-committee

Written report presented by Terena Day – as per attached documentation

**MOTION moved that the Canteen Committee recommendations and report be accepted and adopted.**

**MOVED BY:** Terena Day

**SECONDED BY:** Juliana Walterfang

**CARRIED** by consensus

AGENDA ITEM	WHO	POINTS OF DISCUSSON
Petty Cash	Terena Day	<ul style="list-style-type: none"> <li>Canteen requires a petty cash system to be set up</li> </ul>
<b>ACTION REQUIRED</b>		
<ul style="list-style-type: none"> <li>Terena moved that the petty cash fund be established to the value of \$50.</li> <li>Seconded by Kerry Smith</li> <li>Motion carried by consensus</li> </ul>		

## General Business

AGENDA ITEM	WHO	POINTS OF DISCUSSON
Appointment of 2012 Financial Auditor	Treasurer	<ul style="list-style-type: none"> <li>Juliana Walterfang moved the motion to nominate TM Accounting Services to audit financial accounts for 2012</li> <li>Seconded by Kerry Smith</li> <li>Motion carried by consensus</li> </ul>
<b>ACTION REQUIRED</b>		
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AGENDA ITEM	WHO	POINTS OF DISCUSSON
Removal of P&C Signatories		<ul style="list-style-type: none"> <li>Juliana Walterfang moved the motion to remove Juliana Walterfang (2011 President), Melissa Lawton (2011 Assistant Treasurer) and Donna Howett (2011 Correspondance Secretary) as signatories of the Springfield Central State School Parents &amp; Citizens Association account held at the Heritage Building Society</li> <li>Seconded by Kerry Smith</li> <li>Motion carried by consensus</li> </ul>
<b>ACTION REQUIRED</b>		
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AGENDA ITEM	WHO	POINTS OF DISCUSSON
Addition of P&C Signatories		<ul style="list-style-type: none"> <li>Danielle Pitts moved the motion to add Sarah Bliss (President), Kerry Smith (Vice President) and Patricia Wills (Treasurer) as signatories of the Springfield Central State School Parents &amp; Citizens Association account held at the Heritage Building Society</li> <li>Seconded by Juliana Walterfang</li> <li>Motion carried by consensus</li> </ul>
<b>ACTION REQUIRED</b>		
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AGENDA ITEM	WHO	POINTS OF DISCUSSION
Removal of P&C Canteen Signatory		<ul style="list-style-type: none"> <li>• Terena Day moved the motion to remove Jodie as signatory of the Springfield Central State School Parents &amp; Citizens Association Canteen account held at the Heritage Building Society</li> <li>• Seconded by Amanda Bland</li> <li>• Motion carried by consensus</li> </ul>
ACTION REQUIRED		
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AGENDA ITEM	WHO	POINTS OF DISCUSSION
Addition of P&C Canteen Signatories		<ul style="list-style-type: none"> <li>• Angela Gooley moved the motion to add Amanda Bland as signatory of the Springfield Central State School Parents &amp; Citizens Association Canteen account held at the Heritage Building Society</li> <li>• Seconded by Juliana Walterfang</li> <li>• Motion carried by consensus</li> </ul>
ACTION REQUIRED		
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AGENDA ITEM	WHO	POINTS OF DISCUSSION
Adoption of the Student Risk Management Strategy		<ul style="list-style-type: none"> <li>• Juliana Walterfang moved the motion to endorse the Student Risk Management Plan</li> <li>• Seconded by Kerry Smith</li> <li>• Motion carried by consensus</li> </ul>
ACTION REQUIRED		
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## ***Next AGM***

**MOTION moved that the next AGM be held on Tuesday 19th February 2013 at 7:00pm.**

**MOVED BY:** Rebecca King

**SECONDED BY:** Terena Day

**CARRIED** by consensus

### **NEW MATTERS ARISING FROM MEETING:**

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***NEXT MEETING: Tuesday 19th February 2013***