

St Paul's School (Bald Hills) Supporters' Association Inc.
Minutes of General Meeting

Date	Tuesday, 24 th May 2011	Time	18:30
Place	Library		
Minutes			
1.	Welcome and Opening Prayer – Michael Skinner opened the meeting at 18.30, welcomed attendees and Tess Auckland said the prayer.		
2.	Attendance and apologies - Attendance as tabled with apologies from Leigh Robertson, Paul King, Karen Nightingale, Claire Jackson, Dale Sherwood, Aasta Thomson		
3.	President's comments –		
	i. Electronic invoices, not paper invoices, will now be sent from school to Supporter Groups via email addresses		
	ii. Paul Browning and Michael Skinner met and discussed the future Sutton Building coffee shop – Michael suggested that the Association would be interested in operating it – ongoing discussions		
	iii. The new student Smartcard could provide a future option for retail and tuckshop purchasing.		
	iv. AFL Supporter Group – Proposed to leave as is and see whether parent supporters get involved during the actual season. There is good staff support. Motion moved to freeze AFL SG funds for now – moved Gordon Webster, seconded Helen Duncan, carried.		
4.	Headmaster's report – The following items were raised or discussed by Paul Browning:		
	i. The Musical was outstanding – so many talented students!		
	ii. Internationally renowned Professor Art Kosta, 82 years old, was key speaker for Staff on student free day and was exceptionally well received. Presented "Habits of the Mind"		
	iii. Feedback is encouraged for the Parent Survey		
	iv. Signage has been changed in the Attunga Street carpark		
	v. School is on facebook and twitter – this is a trial for the marketing strategy – in 2 weeks there has been 25,000 hits compared to 5000 on the website		
5.	Confirmation of Minutes from previous meeting – The minutes of the general meeting held on 26/04/2011 were tabled & moved Helen Duncan / seconded Gordon Webster.		
6.	Business or Actions arising from previous minutes/meeting – Refer to the action table below.		
7.	Correspondence – As tabled and circulated.		
8.	Auxiliary and Supporter Group Reports		
	Auxiliary – as read by Tess Auckland, see attached	JSSG – as read by Paul Hardie, see attached	
	AFL – no report.	Music – as read by Andrea Blackford, see attached	
	Cadets – no report	Netball – see attached	
	Cricket – as read by Peter Beahan, see attached.	Past Students Inc. – no report	
	Football – as read by Peter Blackford, see attached	Rugby – comments by Gary Willmot	
	Hockey – as read By Narelle Darley, see attached	Swimming – as read by Allie Smith	
9.	Treasurer's report – as tabled, moved by Gary Willmot and seconded by Helen Duncan. Carried.		
	i. Presented and tabled April 2011 report.		
	ii. Noted that we have received from the ATO Notification of Endorsement for charity tax concessions		
10.	General or Special Business		
	i. Paul Browning has walked the neighbourhood and letterbox dropped to advertise for locals who may be interested in being employed as lollipop person. Cost will be \$8,000 per year with school contributing \$4,000, JSSG \$2,000 and SPSSA \$2,000. Discussion around whether the school should fund this entirely as it is a health and safety issue. Moved by Paul Harding that SPSSA fund \$2,000 for 12 months only; seconded by Allie Smith. Carried. In any case, effectiveness of lollipop person will be reviewed in 6 months.		
	ii. Swimming Club storage shed. Allie presented new design and costing for 6 x 6 metre shed including plumbing, electrical, slab, painted in school colours - \$23,991. Awning is extra but has been donated and installation will be at cost.		

- Association has already allocated \$10,000; Swimming SG has allocated funds. Paul Browning will check whether the school has still an allocation of \$10,000 for this. (Post-meeting note – Paul confirmed that school will contribute \$10,000)
- iii. Security at retail shop. Moved by Michael Skinner that security screens be installed as per quote of \$1,639. Seconded by Tess Auckland. Carried.
 - iv. Cooler bags for transport of junior school student lunches from tuckshop have worn out – Russell has been investigating – prices too expensive – further investigation ongoing.
11. Business Operations
 - i. Retail Shop Operations – See Report
 - ii. Tuckshop Operations – See Report .
 - iii. Project Report: - Nil
 12. Applications for membership and recording of new member –. New applications passed
 13. Next Meeting: Tuesday 14th June 2011
 14. Meeting Closed – Meeting closed at 8.10 by Michael Skinner

Actions

Action	Description	Action by Whom	Due Date
AGM2010-02	Tuckshop efficiency	Michael Skinner will continue to look at how the tuckshop can be more efficient; 27/04/10 – Michael updated that Louise is looking at a number of things including (a) at times too many staff (staff review, change hours to suit timetable); (b) too many suppliers; (c) too big a menu; and (d) catering for non-student functions. Timeframe to report back is 01/07/10; 27/07/10 - Need rosters to be implemented from Term 4 and rationalising the range of food to be undertaken; 24/08/10 – see report 14/09/10 – see report . 23/11/10 – ongoing 22/02/11 – Continued focus on menu, wastage and staffing. 22/0311 air conditioning quote tabled further discussions on cost cutting. Nothing further to date	Apr 2010 Oct 2010 ongoing
261010-01	Supporters Group Handbook Review	Peter Blackford to update Handbook with items raised by Claire Jackson. Peter to then distribute for review to all. 23/11/10 – Handbook updated and distributed for review. Feedback received from Claire and Helen. 22/02/11 – Ongoing Needs to be completed. 24/05/11 – Distributed	Feb 2011 Closed
220211-02	Basketball Uniforms	Peter Blackford to email Tim Hughes to ensure that the uniforms are kept as a set & information on which teams the uniforms are for. Need to seek further clarification of where the money allocated was actually spent. 24/05/11 – Tim advised that 2 sets were used for girls 8 and 9 – now washed and ready for next year; set purchased for 1st team who will purchase their uniforms. Credit to Association	Closed
220211-04	AFL SG	Michael Skinner has discussed with AFL SG and it was decided to give them further time to sort out a committee. It was agreed 1000 grant would be held until a group could be organised. President of AFL was invited to April Association meeting to clarify their status as a supporter group. 24/05/11 – Proposed to leave as is and see whether parent supporters get involved during the actual season. There is good staff support. Motion moved and carried to freeze AFL SG funds for now	Closed
220311-05	Swimming Facility/ Canteen trailer	Russell Patterson to investigate further Caravan Canteen concept for association. 24/05/11 - Moved to June meeting as Russell had to leave this meeting early. Budget figure of \$12,166 received. Russell's email to be distributed By Peter Blackford to attendees for June meeting.	June 2011
240411-01	Uniform Supply tender	Committee decided to go to tender for supply of school uniforms to test the market place. Russell Patterson suggested that a survey be sent to parents to gauge satisfaction	Ongoing
240411-02	2011 funding round	A funding round will be advertised and decisions made in June monthly meeting. Peter Blackford to advertise. 24/05/11 – Funding round advertised, one application to date.	June 2011
240511-01	Cooler Bags for junior school student lunches	24/05/11 - These are used to transport lunches from tuckshop and current ones have worn out. Russell has been investigating – prices too expensive – further investigation ongoing.	June 2011

FUNDING APPROVALS FROM THIS MEETING

Amount	Description
\$2,000	Part-funding for employment of lollipop person at Attunga Street carpark
\$1,639	Security screens be installed at retail shop

CORRESPONDENCE: April 2011- May 2011

Inwards

Date	From	Description	Type
12-05-11	Joanne Lovett	Thank you card	Card
13-05-11	ATO	Notification of Endorsement for charity tax concessions	Letter
19-04-11	Qld Govt	New online application for community liquor permits	Letter
29-04-11	ACSEA	Overtime Meal Allowance	Letter
04-11	ACSEA	Think Smart-Award Service	Letter

		Various fund-raising correspondence	
--	--	-------------------------------------	--

Outwards

Date	To	Description	Type
7-05-11	QLD Govt-DEEDI	Annual Return of Association – advising new executive members and financial statement	Letter
23-05-11	QLD Govt-DEEDI	Application to register change to constitution (from AGM)	Letter
18-05-11	Supporter Groups	Updated SPSSA Supporter Group Handbook V2.4	Email
		Various email	

Supporter Group Minutes/Reports

	Report	Date Received by Secretary	Date distributed
Auxiliary	Minutes 11 th May 2011	12/5/11	23/5/11
AFL			
Cadets			
Cricket	AGM Minutes 4th May 2011	17/5/11	23/5/11
Football	Minutes 11 th May 2011	12/5/11	23/5/11
Hockey	Minutes 12th May 2011	22/5/11	23/5/11
Junior School	Minutes 5th May 2011	11/5/11	23/5/11
Music	Minutes 9th May 2011 Minutes 11 th Apr 2011	13/5/11 26/4/11	23/5/11 23/5/11
Netball	Minutes 18th Apr 2011	27/4/11	23/5/11
Past Students			
Rugby	Minutes 3rd May 2011	3/3/11	23/5/11
Swimming			

TUCKSHOP REPORT

The term has started with a bang.

Menu

We have changed over to our winter menu. The butter chicken and jaffles are extremely popular. With the cooler weather more hot food is being cooked.

Volunteers – Again unfortunately we have not been able to fill all vacant spots on our volunteer roster. We have added one new person to the roster in the last month. On paper the roster looks quite good but on most days some one is not available whether it be due to work or family commitments and especially this time of the year illness. This puts pressure on existing volunteers and staff. With the increase of catering there will be times I will need to call on the casual staff.

Staffing – Since losing a member of staff it has been hard to have a full team of staff at times. We also have had illness in the ranks and with only 1 and a half casual members (Linda is only available on Fridays) and Alison has other commitments on other days we are working whilst sick. It would be nice to have some one on stand by to bring in when this sort of situation arises. (Food for thought).

Equipment –

Our counting machine has arrived so hopefully this will stop any bank adjustments for the tuckshop.

We have received a second quote for air conditioning. It is an extreme amount of money. This quote does include all that is needed (electricity, removal of old units ect. Pat has organized for a third quote to be done. As well as the quote for air conditioning they are doing a quote for another cooling option. I strongly believe that something needs to be done in the tuckshop to help alleviate some of the heat that gathers in the back corner, Not only for the volunteers but for the food safety requirements.

I know Richard has been sourcing out tuckshop bags for us. Any luck? Unipromo have contacted me several times now waiting to hear what we are doing.

- Our hot chocolate machine has arrived. It is fantastic!! We are looking at getting a second one to keep up with demand.
- Last Monday one of our ovens caught fire. It was the sensor mode control that burnt out. As of today we are still waiting for it to be fixed.

Louise Carter

RETAIL REPORT

With the start of the cooler weather sales of winter uniforms have picked up.

- Our junior tracksuits and shorts now have the logo embroidered on them instead of screen-printing.

This has proved very popular with everyone, it looks better and will last longer.

- Girl's Netball/Hockey Singlets – the new order of stock was the wrong colour which left us short of sizes, these are now being replaced with the correct colour in readiness for the volleyball season.
 - Cricket Supporters have placed their uniform order in readiness for their sign-on in August.
 - The next Blazer Embellishment Date is Wednesday 15th June.
- Robyn King and Marilyn Watson

ST PAUL'S AUXILIARY

Will invite Gary Willmot to a meeting to discuss possible amalgamation of accounts with Assoc
45 students to middle school skate night-have another go next year
Poor response to cocktail party for musical
Fashion parade 11th Sept
Shopping tour 16th Oct
Foundation day cocktail party 4th Nov
Tennis shades still ongoing
Total funds approx \$34thousand

Tess Auckland

CRICKET REPORT

We held our AGM on Wednesday 4 May. Only five attendees. We did receive several apologies. The existing four office bearers were reelected to their same roles

The signon day for the BNJCA competition is Friday 5 August.

Selection is underway for next year's tour of England. We are planning on entering the touring team into the BNJCA Under 17 competition

Next meeting will be Wednesday 1 June at 7 pm in the farmhouse

Regards

Peter Beakar

President – St Pauls Cricket Supporters Group

FOOTBALL REPORT

Firstly, we are very excited to be planning the inaugural Football Dinner for 29th October. This will be a laid back, fun and less formal event than the cricket and rugby dinners, at this stage. To be held in the PEC. No auctions or guest speakers are planned. Investigating options of trivia and dancing.

We are looking at ways to increase support and membership, with our next meeting being promoted as a wine and cheese event to launch the season, and a sausage sizzle with Old Boys game at trial matches, 6th August.

Our pre-season competitions - ISSA and UHL Sport - training is well underway, with games starting next week.

Tony has suggested we start the tradition of supplying lunches for 1sts as is done with other sports.

Cleverly, Tony has started using Facebook and has set up a page for the current UHL team and 1sts to use for notifying game and training times etc. Has been very positive so far.

Lastly, and probably most importantly, we seek clarification of whether we can change our AGM date. Currently it is in March, which is right in the middle of off season, where no-one is thinking about football. The past few years have seen difficulties with the AGM and numbers. We would like to hold it at the end of the season, when people are still involved (hopefully!) and thinking of the game. This would be very beneficial for the year prior to a tour. It would either be October or November. We await your response on this.

Regards,

Karen Nightingale

FSG Secretary

HOCKEY REPORT

Training is well underway and we are coming up to round 5 of the Hockey season.
All teams have a parent team coordinator and wet weather trees have been distributed to all parents.
We are planning on holding a sausage sizzle on the morning of our first home game which is Saturday 4th June.
We are also planning on trialling the sale of muffins, cold drinks and lollies at our home games.
Our next meeting is Thursday 2nd January.

Narelle Darley
President
Hockey Supporters Group

JSSG REPORT

In our meeting of May 5, we had 13 attendees and 7 apologies

We discussed many Junior School issues including:

- The selection process for the various Met North sporting teams and
- How best to advise of trials for those teams which seems to be a problem previously if the child was away sick or at an out-of-class lesson such as music etc when the notices are read
- Julie Hardie confirmed that the Mothers Day sale again went well with approx \$700 profit realised
- As suggested in a previous meeting we will expand the car park raffle running a second one towards the end of Term 2 to see what the response is like
- We discussed the then upcoming JS movie nights with excellent numbers for the first one and softer numbers for the second. Both have since been run and both went well. Carol Bradley coordinated the events and put together a feedback sheet for discussion in our next meeting
- We of course discussed at length the Attunga St carpark again. We would like to take this opportunity to thank Mr Browning and his team for their support and hard work in administering the changes we have previously discussed in the car park. We will monitor the activity and feedback and report with further comments in the months to come
- Unfortunately we have again had to change the date of our Athletics Development day (now back to June 5) after Athletics Qld again let us down but it's full steam ahead for the 5th now
- We have booked the Theatre for our Family Portrait fundraiser on October 9
- We are holding another uniform swap session to coincide with today's JS red-shirt cross country day
- We have had a prep parent come forward with an offer to "coach" the before school soccer program for the Preppies. This may lead to further interest in similar for the other grades
- Our Treasurer reported that we have an uncommitted balance of \$8,019 as at 30.4.11

Paul Hardie
JSSG President

MUSIC REPORT

The Music Supporters Meeting was held on the 9th of May 2011. We had 9 in attendance with 6 apologies which was not too bad considering we had a QYMA competition on the same night.

We had an invoice of \$2000 from the Musical that was a mystery until it was discovered that it was for the Auxiliary (phew)

We also confirmed with Mary Ryan and Bridget Ingle that the Music supporters would fund a sausage sizzle for the Musical on Saturday for the performers as they had 2 shows to do that day. We agreed to an amount of \$600. We are waiting to hear regarding invoices etc.

Speaking of the Musical, it was a great success, with mostly sold out shows. Great singing great acting and great music. Congratulations to everyone who contributed to the fantastic performances.

We now have a new minute secretary – Janet Luton. Thank you to her for taking on the role.

There are lots of performances, recitals and competitions coming up so the Music Department is certainly busy.

Our next meeting is on the Monday the 6th of May.

Thanks
Leigh Robertson
Music Supporters Group

NETBALL REPORT

I am not sure if Debbie will be able to come to the Association meeting as her husband is overseas but in case no one (except Mick) is there from netball.

NSG will run a car wash on the Gala Day so we look forward to wide support for this major fundraiser.

The donut drive is in progress with delivery & sale day the last week of school term.

We have been asked to fund more bibs with Velcro rather than poppers for 2012; that will be considered at the next meeting.

We are still looking for a few PTC; due to the difficulties some coaches had this year the task to find PTCs for 2012 will be taken on by Rowena.

We are hoping to offer some complimentary catering to those who watch the Past Student v current 1st team on May 28, details to be confirmed.

A tour information night is planned for Thursday, June 9 after block testing. An 11 day tour to Northland NZ has been approved in principle; now all is needed is enough players to make it happen.

Claire Jackson