

Minutes of General Meeting

Date	Tuesday 23rd January 2018	Time	6.30pm
Place	St Paul's School Tooth Centre		

Minutes

- **Welcome and Opening Prayer:** Gerard Yorston opened meeting at 6.37pm with a prayer and extended a warm welcome to all
- **Attendance and Apologies:**
Attendees: Dr Paul Browning, Gerard Yorston, Andrew Thomas, Sandra Stanley, Metilda Trench, Cindy Stelzner, Sarah Slade, Patrick Glowrey, Alan Deacon, Peter Deane, **Apologies:** Karen Mellor, Suellen Rush, Sandra Knowles, Danielle Page, Fiona Chapman
President's Comments: Gerard stated that it's good to be back this year, he is looking forward to a productive year, kicked-off by an Executive Meeting on 10th January 2018. Gerard stated that he is looking forward to working with everyone again this year, and that it would be ideal to leave behind a legacy for the future.
Headmaster's Report: Dr Paul Browning said it is fantastic to see everyone back, especially the students as that is why we (teachers and parents) are here. He is looking forward to an exciting year. Air Conditioners were installed in some Junior School classrooms during the last couple of months, which, he stated, was thanks to the Fair 2017 and Supporter Groups' funding. He stated that there are only 4 more classrooms in which Air Conditioners still have to be installed. Dr Browning stated that installation work on sports fields irrigation is set to take place after the 11th February 2018. Dr Browning drew our attention to the fact that there is now a new 40km/h school zone outside the front entrance to the school.
- **Confirmation of Minutes from previous meeting:** 24th October 2017, Moved: Gerard Yorston; Seconded: Sandra Stanley
- **Business or Actions arising from previous minutes/meeting:** Refer to the action table below for updates
- **Correspondence:** Tabled – refer to Correspondence table circulated prior to meeting
- **Supporter Group Reports:** none requested for this meeting: Short update below:

Cadets	Netball
Cricket – verbal presentation	Rugby
Football – verbal presentation	Swimming
Hockey	Tennis – verbal presentation
JSSG	Touch Football – verbal presentation
Music	Volleyball

Cricket – Alan Deacon stated that Cricket Tour coming up this year (19th June 2018). He is looking for fundraising ideas. A letter was sent to Bunnings, however, no response from them. Chocolate sales have taken place, and the idea of selling Krispy Kreme donuts was put forward, however, NSG normally undertake this.

Tennis- Patrick Glowrey stated that TSG Australian Open Gala Day is taking place on 11th February 2018. There will be a free barbeque, fun activities, raffle, etc. He stated that he would like to apply for a Grant in order to install shade cloth over tennis courts. Gerard offered assistance in this regard. It was stated that the claim for repairs to tennis courts is still with the insurance company at present.

Football – Peter Deane stated that this is a big year for soccer as the 2018 World Cup is taking place in June/July. He would like to screen some World Cup matches at School, depending on game times, access to video screens etc., even though some games would be during school holidays

Touch Football – Gerard stated that there is no tour this year as tour took place in 2017. He stated that Touch SG is well organised for up-coming season.

Treasurer's Report: (as circulated) – and discussed: by Sandra during meeting. Moved: Sandra Stanley, Seconded: Gerard Yorston

A few key points Sandra brought to our attention: NAB sent letter re: dispute, eftpos transaction went through twice, however, Sandra could not clarify dispute as no receipt was kept. Sandra stated that there were 258 payment requests processed last year (processed by Metilda). Concerning the unallocated funds in her report, the Executive voted on spending that money on stainless steel preparation tables for Sports Canteen. Sandra stated that each Supporter Group will know their cash position as stated in her December Report. All accruals have now been reversed out (Auditors are aware), therefore no liability of those accruals, which leaves the Association in a healthy position to begin the new year. Files have been delivered to Auditors on 23rd January 2018 in order for them to begin audit.

Special Business: Volunteer of the Year Awards: Gerard stated that Sandra Stanley was the Volunteer of the Year 2017 recipient. He is looking for support from the Supporter Groups, ie. each SG would select their candidates, and perhaps these candidates could be acknowledged at the end of season dinner/function. All SG candidates from each season would then be in the running to receive the Volunteer of the Year Award 2018. Gerard stated that it is important to recognise volunteers for all their hard work. Gerard to produce base guidelines around school values and input required from SG presidents. He has sourced a manufacturer to produce trophies. Tim Hughes will put forward a Coach of the Year. Gerard will present more information at next Monthly Meeting.

Interaction between Sports Captains and Supporter Groups: Gerard indicated that there is interest from Sport Captains to communicate with the Supporter Groups. Gerard has suggested the School Sports Captain puts a proposal in writing and presents this at the Associations next Monthly Meeting.

General Business: Update SPSSA forms 2018: Gerard stated that he is in the process of updating forms, for example, Payment Request Forms etc. He will put updated forms on Dropbox and these forms will be on the USB sticks, which will be handed out to all Supporter Groups at next Monthly Meeting.

Alan Deacon advised that the single door fridge in the Sports Canteen is not chilling to an adequate temperature. An Association member will investigate.

Cash Float: The concept of issuing each Supporter Group with their own float was discussed at Executive Meeting on 10th January 2018. It was suggested that at the beginning of each season the relevant SG's would be issued a cash float (via direct deposit into their bank account, and withdrawn by SG). Float would be retained by SG for the duration of the term/season. Gerard will draw up relevant form, 2 signatures will be required in requesting float, which will be processed like a Payment Request. A \$1000 limit will apply. Upon end of season/term, the float will be deposited back into account with descriptive "float" in order for the Treasurer to keep track of deposits. There would be an extra stipulation noted on the Governance Bonus Application Form at the end of each year as to whether the float has been deposited back into account or not. This extra criteria would need to be adhered to in order for a Supporter Group to receive their Governance Bonus.

New Family Welcome Event – to be held on Friday 2nd February 2018 in Walker Courtyard from 5.30pm to 7.30pm. Sarah Slade stated that the School would be looking for volunteers for this function (around 350 people expected to attend). Gerard stated that Association could help with her request. Volunteers to run the barbeques would be needed. It was also suggested that a table be set up to showcase Supporter Groups. Peter Deane suggested a simplified information hand-out would be ideal. Sarah will draft this and seek Gerard's approval on content (before printing), ready for distribution at function. Peter Dean stated that because the School has implemented a new on-line registration/sign-up per sport, per season, a table for sign-up to a SG would probably not be necessary.

Pink Day and Gala Day scheduled on same date: Andrew Thomas noted that these 2 important events are on same day 2nd June 2018), however, this seems to be unavoidable this year.

- **Applications for membership and recording of new members:** none
- **Next Meeting:** 27th February 2018
- **Meeting Closed:** Meeting closed by Gerard Yorston at 7.45pm

ACTION ITEMS

Action	Description	Action by Whom	Due Date
Potholes	Potholes, driveway-student carpark entrance, Attunga Street. Dr Browning will speak to Charles Sweeney about it. 22/08/17 Potholes now filled. New action for logs.... Closed	Dr Browning & Charles Sweeney	Closed
Logs Sports Fields	22/08/17 Log barriers in a poor state of repair. Dr Browning advises that these are on maintenance schedule – keep item open to monitor 23/01/2018- some repaired	Dr Browning & Charles Sweeney	ongoing
Prep table-Sports Canteen	Sports Canteen in need of stainless steel preparation table. Andrew Thomas will endeavour to source a table. 24/10//17 – AT stated progress is ongoing 01/2018- Cindy Stelzner enlisted to help AT. With the help of Lesleigh Rodin ordering of suitable tables is imminent	Cindy Stelzner	Ongoing/ imminent
Secure storage cages	Gerard Yorston will discuss with Charles Sweeney re: secure lockable storage cages in Walker Centre storage area 24/10/17 Danielle resolved issue... Closed	Gerard Yorston/Danielle Paige	Closed
School Bus for Sports	Question was raised about availability of school bus for away games – Saturday sports. Dr Browning will look into possibilities and advise. 22/08/17 – GY and PB discussed. Rules and regulations and costs still being investigated. Revisit next term 24/10/2017 PB to discuss with bus owners 23/01/2018- Dr Browning stated that school no longer has contract with bus owners for a St Pauls School bus, therefore this action now closed	Dr Browning	closed
Flexischools Admin	Work required to maintain FlexiSchools has been identified as potentially unreasonable for one volunteer 24/10/2017 GY has investigated – each SG to take on Flexischools for themselves -GY to contact Flexischools Rep re: training/help/setup. GY to send out another email to SG's re: taking on Flexischools for themselves 23/01/2018- Gerard stated still ongoing	Gerard Yorston	ongoing
Volunteer Levy	24/10/17-Gerard to speak to Dr Browning regarding introducing a volunteer levy (in writing within school forms) for those parents unable to volunteer their time 23/01/2018- Gerard will discuss with Dr Browning in February 2018	Gerard Yorston	ongoing
Sports Canteen fridge	24/10/17-Fridge in Sports Canteen burnt out. Sandra will make enquires to determine whether fridge was insured, and she will endeavour to get fridge replaced. 23/01/2018- Sandra waiting on Dale for details in order to put forward a claim to school	Sandra Stanley	ongoing
NAB Term Deposit	24/10/17-Alan Deacon suggested some funds be placed in a Term Deposit. Gerard Yorston to look into this request 23/01/2018- Gerard in process of following up	Gerard Yorston	ongoing
DATES-Sports Canteen	24/10/17-Gerard Yorston will enquire from the School re: Sports Canteen dates, he will then let the SG Presidents know once this information comes to hand 23/01/2018- Gerard will get these dates from Tim Hughes in due course	Gerard Yorston	ongoing
Sponsorship-sports ovals	24/10/17-Sarah Slade to speak to Dylan Malloch about sponsorship around sports ovals, tennis courts etc 23/01/2018 – Dylan stated sponsorship is possible, take ideas to him... closed	Sarah Slade-to report back to Gerard	closed
Clean-up swimming pool area	24/10/17-Sarah Slade to ask Charles Sweeney (Maintenance) to clear away long grass, bushes etc inside swimming pool area 23/01/2018 – Sarah stated that clean-up occurred, although will require constant maintenance as all gardens do.... closed	Sarah Slade	closed
Float (cash)	24/10/17-Gerard Yorston to look into putting a policy together regarding the use of floats 23/01/2018 - in progress and Gerard will also create new form for this	Gerard Yorston	ongoing

FUNDING APPROVALS FOR THE YEAR TO DATE

Amount	Description
\$12000	12 x \$1000 Supporter Group Association funding payments
\$6000	12 x \$500 Governance Bonus payment December 2017 for eligible Supporter Groups only
TBA	Dorelle to undertake some administration duties
\$11554.80	Sports Canteen Cooktop and Oven
\$132.50	Colour Run Donation
\$590	Sports Canteen chip fryer
\$500	Pie Warmer (50 Pies)
TBA	Stainless Steel preparation tables for Sports Canteen

CORRESPONDENCE 21 October 2017 – 20 January 2018

Inwards

Date	From	Description	Type
01/11/2017	NAB	A disputed transaction	letter
01/11/2017	ATO	Instalment Activity Statement	Statement handed to Treasurer
09/11/2017	NAB	Business Management Account	statement
09/11/2017	NAB	Merchant statement/tax invoice	statement
09/11/2017	Cancer Council Qld	Brochure & donation request	Letter and brochure
09/11/2017	Australian Fundraising	brochure	brochure
06/12/2017	NAB	Business Management Account	statement
06/12/2017	ATO	Instalment Activity Statement	statement
05/01/2018	ATO	Business Activity Statement	Statement handed to Treasurer
05/01/2018	NAB	Merchant Statement/Tax invoice	statement
05/01/2018	NAB	Business Management Account	statement
05/01/2018	NAB	Letter re:updated terms & conditions	Letter + brochures
16/01/2018	NAB	Merchant statement/tax invoice	statement

Outwards

Date	To	Description	Type