St Paul's School (Bald Hills) Supporters' Association Inc.

PO Box 57
Bald Hills QLD 4036

ABN: 68 049 461 619

Minutes of General Meeting

Date	Tuesday 30 July 2024	Time	6.30pm
Place	St Paul's School, Sutton Building		

1. **Welcome** and opening prayer

2. **Attendance:**

School representatives				
Alice Kullrich	Liaison office / Archivist			

Committee members	(OL – Online)			
Seb Fick	Kye Macdonald	Glen Neville (OL)	Heidi parker	Amanda Carter
Alex Mumme (OL)	Miriam Kohl	Estelle Beevors	Bill Fry	Melissa Bolton (OL)

Visitors				
None				

Apologies:				
Amanda Barratt	John O'Sullivan Williams	Nicole Stevens	Tamea Ramsay	
Lisa Smith	Brendan Mikkelson	Kylie Stephan	Matthew Ramsay	
Russell McBride	Bobby Lee Norton	Brittany Morgan	Mel Bauer	

St Paul's School
create your own story!

St Paul's School (Bald Hills)
Supporters' Association Inc.

PO Box 57
Bald Hills QLD 4036

ABN: 68 049 461 619

3. **President's Comments**

-   There are always opportunities to make some money for your supporter group at School events in the Canteens – call out for any supporter group to take them up has not been taken on, but the SPSSA (St Paul s School Supporters Association) made last minute call outs to get volunteers and ran the canteens and made some good profit.

4. **Principal's Report – NA did not attend**

5. **Special Business:**

-   NAB (National Australia Bank) Terminals – How are they working, do we have enough, how is WIFI going, most popular process seems squares on hotspot as WIFI can be dodgy. Should we pass on the fees, can we review the fees.
-   Action item – Need written confirmation of who owns the EFTpos machines – Miriam Kohl to follow up
-   Action Item – Best action for the alternative to square eftpos
-   Action Item – can we get better WIFI– Ask the school
-   Outgoing president – Seb raised the upcoming departure of President, that if volunteers could start coming forward to find out what the position entails and interest

6. **Confirmation of Minutes of Meeting held on Tuesday 28 May 2024 (as circulated)**
-   Seb Fick - Motioned
-   Kye Macdonald – seconded

7. **Fixed order of the day**
-   Expense payment procedure – Seb raised concerns of issues with forms, visibility, process – Miriam to draft up a procedure to circulate.
-   Outstanding School Canteen invoices – Seb raised that the invoices need to go through the supporter groups approval process first then come to us for arranging the payment – Not many groups in the room –He flagged there were a few outstanding from April and May.

8. **Correspondence –** Email from school to update the November meeting - needs to be actioned

9. **Treasurers report –** As provided

10. **Business or Actions arising from previous Minutes/Meeting (see Action Table below)**

- SPSSA (St Paul s School Supporters Association) structure - Volunteers arranged to meet - Nicole Stevens, Kye Macdonald, Heidi Parker, Bobby Lee Norton, Bill Fry, Seb Fick, Miriam Kohl.

11. **Confirmation of the Supporter Group Reports as circulated and any additions on the night (attachments)**
    JSSG – Provided
    Music – Provided
    FSG – Provided
    HSG – Provided (via Alice – updated on the call)

12. **Supporter group Issues**

- Bill Fry (VSG) put up action item that was raised to the Acting Principal in Nov 2023 – request to be taken forward by SPPSA group –We need more cages to secure Supporter group assets – otherwise things go missing - we need them for Soccer, Netball Cricket, Hockey, Volleyball and to check with the other groups.
- General BBQ supplies need reviewing - BBQ plates on the trailer have already rusted through – needs replacing, BBQ safety kits missing – Fire and First aid, A lot of the collapsible tables are broken - Can we get a school liaison for canteens to help address these issues in a timely manner.
- Double door glass fridge for canteen drinks for events such as Music etc needs to be available - can this be the next SPSSA project

Next Meeting – 27 August 2024 – Sutton Building
End Meeting 8.24pm

St Paul's School

create your own story!

St Paul's School (Bald Hills) Supporters' Association Inc.

PO Box 57
Bald Hills QLD 4036

ABN: 68 049 461 619

ACTION ITEMS

Open Action	Description	Action by Whom	Due Date
BAS Agent GST	*That the SPSSA appoint (SPSSA Treasurer) as our BAS Agent for GST (as per the 2022 Audit Report Advice) and to deregister the SPSSA.*	SPSSA Treasurer	Ongoing
Governance	Handbook & Constitution changes: for updating and review on hold while looking at the SPSSA structure	President of SPSSA - Seb	Ongoing
Basketball	New President to continue the SG	President of SPSSA - Seb	TBC
Asset register	Miriam sent email to SG groups to provide whereabouts or sample of one already set up - Contact Bill Fry	SPSSA Secretary	Ongoing
Fete	2-year fete plan / team needed - SPSSA general members want to create a committee to run events – Fete would be a big goal looking at end of year as likely spot (either this year or next depending on what is practical)	SPSSA Group	Ongoing
Communication	Global address book ask – Cheat list, email groups – Form sent out - list will be provided in Supporter group folders only – consider how to provide more globally.	SPSSA Secretary	Ongoing
Completed Actions	**Description**	**Action by Whom**	**Due Date**
Score Board	Acquisition of new score board – more information / cohesive plan to be provided to the groups – Group voted on amounts coming in from SPSSA and groups as nominated by own presidents and members	President of SPSSA - Seb	Ongoing
Debit Cards	Looking into 2 trial cards for buying food etc. – discussion with group – extremely expensive, maybe not worth it. - raised again – Consider reactivating this one.	SPSSA President	Parked for now