**MINUTES**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Thursday, 3rd May 2012 | Time | 3:30pm |
| Place | Library |
|  **Agenda** |
| 1. Welcome – Narelle Darley opened the meeting at 3.35pm
2. Attendance and apologies – As tabled with apologies from Gaenor McKenzie.
3. Confirmation of Minutes from previous meeting – The minutes of the previous meeting held on19th April were tabled and moved by Jo Delahunty / seconded Donna McKay, carried.
4. Business or Actions arising from previous minutes/meeting –. Refer to the action table below.
5. Correspondence – As tabled
6. Treasurer’s report – Treasurer updated committee.
7. Presidents report –

 School report – No report  General Business – 1. Coffee machine for home game sausage sizzle – no power source available. 2. Carseldine Woolworths fundraising opportunity – Dependant on whether there is to be a hockey tour next year. 3. Organise sausage sizzle etc for next home game 12th May - 4. Discussion about where trailer to be parked at home games – as per instructions from Head Groundsman. 5. Thank you emails to managers1. Next Meeting: Thursday 7th June at 3:30pm in the library.
2. Meeting Closed – 4.30pm
 |
|  |

Actions

|  |  |  |
| --- | --- | --- |
| **Description** | **Action by Whom** | **Due Date** |
| Prepartion for home games | Narelle to bring banner, lolly bags and purchase urn, tea coffee sugar milk, Jo soft drinks, all HSG committee bring thermos or boiling water  | 12/5/12 |
| Thank you emails to Managers | Donna to email | 7/6/12 |
| Goalie Training Information | Donna to organize with goalie parents, training at Kedron Wavell Thurs 7pm, seconds & year 8 goalie attend 10/5 | 8/5/12 |
| End of Season Breakup at Sippers | Narelle emailing letter to Mr Browning about hire of room for breakup on either Thursday 21/6/12 or Friday 15/6/12 from 6.30pm-8.30pm, Donna to source food catering through Louise at the tuckshop and costs involved, HSG committee provide softdrinks and balloons | Ongoing |
| Softdrink fundraiser | Narelle to contact Tim Hughes about selling softdrinks at school. | 7/6/12 |
| Hockey Captain Badge | Narelle to purchase from officeworks once the Hockey Captain has been selected. | ongoing |
| Letter of Thank you to Grounds staff | Donna to send letter | 7/6/12 |
| Hockey Tour | Narelle to contact Tim Hughes about procedure | 7/6/12 |
| Home game sausage sizzle | Donna to email HSG to remind of home game sausage sizzle fundraiser | 10/5/12 |
|  |  |  |

CORRESPONDENCE: April 2012

Inwards

|  |  |  |
| --- | --- | --- |
| **Date** | **From** | **Description** |
| April | Russell Paterson | Coffee machines for home games, home game set up |
| April | Peter | SG handbook and SPSSA committee listing |
| April | Neil White | Trailer to be parked at Rotunda as per Ground Staff Manager |
| April | Jan Deacon | Request for year 8 details |
| April | Diana Southgate | Seconds info list |
| April | Narelle | Hockey registration list |
| April | Kathy Beahan | Year 9 updated information list  |
| April | Sam Gray | Goalie training at Kedron Wavell |

Outwards

|  |  |  |
| --- | --- | --- |
| **Date** | **To** | **Description** |
| April | Belinda Mayes | Wet weather template and seconds details |
| April | Managers | Head of hockey details, hockey 2012 calendar |
| April | HSG | Minutes |
| April | Jan, Judy | Year 8 and firsts details |
| April | Diana Southgate | Updated seconds details |
| April | Sam Gray | Goalie Training |
| April | Chloe Wegener | Year 8 info & manager details |
| April | Jan | Chloe’s details |