

Music Supporters Group

'Working Harmoniously Together'

Minutes: Wednesday 1st May, 2024 @ 6:30pm

1. Welcome, apologies and introduction of new members.		
Person	Details	Action
Melissa	Attendance: Kellee Green ,Melissa Bolton, Lyndell Schulze, Chris Pitstock, Jodi Cross, Meredith Trew, Kym Miller, Karyn Lowe, Tamea Ramsay, Anita Morgan, Sharon Rogers, Heather Toye; Abbie Brooke, Kym Miller, Apologies: Catherine Farrugia; Matt Ramsay; Lisa Heard, Rob Stephan	
2. Confirmation of Minutes of last meeting (Wednesday, 6 th March 2024)		
Person	Details	Action
Mel	Minutes accepted as accurate record of the meeting held 6 th March, 2024 Moved: Sharon Seconded: Chris	
3. President's report		
Person	Details	Action
Mel	3.1 SPSSA meeting since previous MSG meeting – main points <ul style="list-style-type: none">• AGM was held in March. President and Secretary returned.• Looking for new sources of income stream to cover expenses – they will be running more stalls in future.• Held discussions on structure of SPSSA – currently it is an “Association” which is a separate entity from School. Latest trends of P&Cs has seen a move away from associations to more to School Committees, which is under the School structure	

St Paul's School Association

34 Strathpine Road

Bald Hills Qld 4036

Telephone: (07) 3261 1388



Music Supporters Group

'Working Harmoniously Together'

	<p>and following rules, policies and procedures etc. There are benefits and disadvantages of each structure. Debate had and will continue.</p> <ul style="list-style-type: none"> • This debate uncovered that there are no insurances in place. Quotes are being obtained. • Come along last Tuesday of every month. <p>3.2 Subsequently there are changes to our process i.e. Risk assessments</p> <ul style="list-style-type: none"> • For Music in the Park, need a BBQ Risk assessment. KG is qualified to run BBQs and will be required to supervise BBQ. <p>3.3 Preapproval of expenditure is required – need to put expenditure to a vote.</p>	
4. Association Report/5.1 Business/Actions arising		
Person	Details	Action
Mel	See Above	
5. Music Department Report		
Person	Details	Action
Kellee	<ul style="list-style-type: none"> • New receptionist – Taylor. Happy to help organise events. • Music Events: <ul style="list-style-type: none"> ○ Past Events: Wind Ensemble and SPS Singers performed at Anzac day parade; Choral Retreat weekend in the 1st weekend of the term. International Jazz Day 3performance. • QYMA starts next week. 6 ensembles performing. Good opportunity to get feedback and hear other ensembles. • Big band at Brisbane Youth Festival on the 16th May 	

St Paul's School Association

34 Strathpine Road
 Bald Hills Qld 4036
 Telephone: (07) 3261 1388



Music Supporters Group

'Working Harmoniously Together'

	<ul style="list-style-type: none"> • Schedule to go out for Music in the Park going out this week and we can organise volunteers • Solo comp due rego due tomorrow (June 14th) • Winter Tour – Did a risk assessment. Based at Hervey Bay. Itinerary is almost locked in. End up being \$1050/pp then \$100 donation from MSG; Parents have paid \$150 deposit. 40 kids in total. KG asked to confirm whether MSG will give \$5000 (equal to \$125/child or keep the \$100/child donation idea). MSG Clarified that it was the \$5000 donation which means \$125 per child donated. 	
6. Correspondence Report		
Person	Details	Action
Meredith	N/A	
7. Treasurer's Report		
Person	Details	Action
Lyndall	<ul style="list-style-type: none"> • Paid for the Oboes • \$13, 781.39 in the bank - \$5000 needs to go to the Winter Tour. • No other expenses at this stage. 	
8. General Business		
Person	Details	Action
Melissa	<p>Music in the Park (MIP)</p> <ul style="list-style-type: none"> • Mel to have “spots on stage” through the night to promote MSG and the work we do • Vote on approving the MIP expense. Last yr = \$4750. Approval for \$5000 sought – Mel moved; Chris 2nd. Vote carried. 	

St Paul's School Association

34 Strathpine Road
 Bald Hills Qld 4036
 Telephone: (07) 3261 1388



Music Supporters Group

'Working Harmoniously Together'

	<ul style="list-style-type: none">• Treasurer requested that volunteer's making purchases please notify the Treasurer the estimated expenses prior to MIP in order to monitor progress against budget. • Discussion around main food provided. Cheerio's, sausages and spit roast.<ul style="list-style-type: none">○ Spit Roast – is new, a Test 'n Learn. Spit Hire is \$230 for 125 serves of spit rolls. Hold 4 rumps at time and ready mid event eg 4pm. Served with roll and gravy. Comes out at over \$5 per roll cost.○ Cheese Burgers – 125 serves○ Sausages and Onions. Beef, Chicken and Veg. 280 serves○ Mel to redo numbers on this and determine cost and prices. • People Responsibilities:<ul style="list-style-type: none">○ Cheese -Jodi Cross○ Buns and Burgers - Mel○ Gravy - Karen Lowe○ Sausages - Anita Morgan○ Onions – Lyndall – order bags of sliced frozen 14kgs○ Anita Morgan - pick up Spit from Alderley Hire Friday and bring Saturday.○ Bread and Bread Rolls – Jodi Cross; 250 rolls; 20 loaves Bread.○ Wine – Mel○ Beer – Chris○ Soft drinks – Abbie○ Cheese Platters- Sharon○ Cheerios – Karen Lowe○ Slow cookers- Karen, Abby, Mel – need to be tag and tested. Mel to find out and let us know when to bring them.○ Mini Choc/lollies – Tamea○ Popcorn – sorted.○ Coffee Van - Lyndall	Mel to determine costs and pricing for each BBQ items
--	---	---

St Paul's School Association

34 Strathpine Road

Bald Hills Qld 4036

Telephone: (07) 3261 1388



Music Supporters Group

'Working Harmoniously Together'

- | | | |
|--|--|--|
| | <ul style="list-style-type: none">• Soft drinks Wine, Beer – to go into cold room Friday for delivery• Raffle – Jodi Cross.• Trays, Wine glasses, Burger shells – Sharon Rogers• BBQs – Mel requested 3• Volunteer sign up sheet to go out by next week. Put name next to “MSG Member” and in other spots. Then to be sent to parents. One MSG Member per stall. Jodi Meredith for lollies/cakes; Lisa and Anita on Bar. Sharon and Karen on BBQ.• Set up – 9am at Stages area; Arrive 1pm. BBQ cooking at 1:30pm. Pack down and end of event to be MSG committee members only• Need Allergy Book for the event. Therefore, need ingredients list required for all food bought.• Heather pick up bread rolls Sat morning from “All Things Sweet” at Lawnton. (GF bread) | |
|--|--|--|

9.Next meeting: Wednesday 5th June 2024

Meeting Closed: 8.15pm

President's Report:

SPSSA Report – 1st May 2024

- SPSSA held the AGM in March. Sebastian Fick and Miriam voted in again as President and Secretary.
- Treasurer was vacant however we have now voted in a new Treasurer by the name of Brendan Mickelson.
- Some general committee members of the SPSSA have volunteered to run a few canteens on behalf of the SPSSA at some of the external sporting events (such as Bramble bay cross county).
- This will create an income stream for the SPSSA as we haven't had an income stream since the school took over the tuckshop and uniform shop.
- Next meeting held was the 23rd of April.

St Paul's School Association

34 Strathpine Road

Bald Hills Qld 4036

Telephone: (07) 3261 1388



Music Supporters Group

'Working Harmoniously Together'

- Discussions at this meeting revolved around the structure of the SPSSA and it being an association and a separate legal entity rather than part of the school. This has raised some immediate concerns regarding risk and insurances. The discussion went on to discussion everyone's thoughts on moving from an Association to a School Committee. This is a common school P&F structure and has certain benefits and drawbacks. It is expected the discussion around this will be ongoing. If you'd like further information on this, I'd be happy to update you separate from this meeting or you're welcome to come along to the SPSSA meetings.
- The SPSSA President has also obtained quotes for our own insurance to cover the SPSSA – in process of approving quote

President's report – 1 May

- Following on from the SPSSA meeting we need to make a few changes to our processes.
- Risk assessment – we will need to have a comprehensive risk assessment in place including procedures to follow. There will need to be some printed guidelines for food safety and BBQ safety displayed at the BBQ. Volunteers will need to sign in and say they have read the procedure.
- We always run a safe BBQ but this is about putting in writing our processes. We will also need to be using meat thermometers to make sure food is cooked.
- BBQ Supervision – Kellee has completed a BBQ Professional Development session, and as the school representative will be supervising / checking on the BBQ and Bar at intervals during the night to make sure the risk assessment is being followed.
- From here in we will also need to have pre-approval for any expenditure by way of a motion and vote. This ensures that due process is being done. If out of the ordinary expenditure is required, the Executive can vote on it and then the vote will be ratified in the next meeting. We can also do votes across WhatsApp and then include it in the next meeting.

Treasurer's Report: See Attachment

St Paul's School Association

34 Strathpine Road
Bald Hills Qld 4036
Telephone: (07) 3261 1388

