

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

St Paul's Auxiliary

General Meeting 8th June 2011 **MINUTES**

Meeting opened 8.58am Welcome

Attendance

Karen Nightingale, Anne Bell, Suellen Rush, Tess Auckland, Kerry Barridge, , Gillian Ross, Lorraine Birtles, , Cheryl Rowbotham, Heather Briggs, Anne Jansen

Apologies

Claire Jackson, Majella Wirth, Bev Meikle, Jodie Costello

Minutes of Previous Meeting

Moved Anne Bell Seconded Kerry Barridge

Correspondence In

Emails Association minutes
 Bank Statements
 Reply from Gary Willmot
 Discussion emails re concerns over changing accounts
 Inventory of crockery from School
 Various emails re bank accounts, cheques
 Claire Jackson re cloak room, MS Dance
 Aasta Thomas re Shopping Tour, Moda tasting, calendar dates
 Circulation of School Golf Day info
 Invoice for Shopping Tour booking fee

Correspondence Out

Emails Circulation of minutes, agenda & reminder of meeting
 Invitation to Gary Willmot to attend next meeting
 Discussion emails re concerns over changing accounts
 Various emails re bank accounts
 Aasta re shopping tour, Moda tasting, calendar dates
 Circulation of School Golf Day info
 Reply to Claire re dance and Yr 12 Parent function advertising
 Email to Pat Greene inviting him to the meeting re tennis shade

Treasurer's Report

See attached – current available balance approx. \$33 000.

We welcomed Gary Willmot (Assoc. Treasurer) to discuss amalgamation of accounts. Gary allayed most of our concerns. Particular items include

- the ability to still deposit via NAB with our own deposit slips,
- ability to email cheque req. forms to Retail shop making access easier
- a streamlined process for attaining cheques – includes guarantees that we can access cash cheques for dance float, cheques in advance for DJ, caterers etc. even if we do not yet have invoice provided detail is included on req. form.
- Cheques generally signed Friday and Monday, so should not be delay in accessing.
- Term deposit is a stand alone account, so could maintain that if we wish
- Cash records to be kept for 2nd hand books and cash transactions as required, as is done now

- Whilst there is some room for error with tracking of different supporter group funds, Gary is vigilant, and is still up to each group to double check their balance and ensure correct transactions.
- Thought to be less duplication than currently required.

Discussion ensued and unanimously voted to amalgamate accounts with Association. ANFIN and term deposit accounts (on maturity) to also be closed with amalgamation. Cheryl to let Gary know this outcome and work out finer details.

Association Report

Available on parent lounge, feedback given by Tess. Next meeting a funding round, reviewed applications and gave Tess feedback.

Whole School Musical 18th May

Limited attendance but good time had by those attending

Second Hand Book Collection and Sales No report

General Business:

Senior Skating Night 13th October Karen to book, Anne B to get posters done for advertising around school and newsletter. Discussion on viability, some interest shown so far, so trial this year.

Middle School Dance 19th August 6.30 to 10pm

Claire Jackson to liaise with Sam Abbot, happy to take control of cloak room again.

Usual DJ now unavailable, Heather investigating other options

Will have meeting with Damien Barry early next term. No student involvement in running.

Shopping Tour 16th October Need to book and pay deposit (\$50)

They will let us know available stores for our selection when booked. Aim for minimum 1 bus load, advertise limited numbers. Reassess 2nd bus if overwhelming support. Advertise early next term, Karen to arrange in newsletter.

Fashion Parade: \$20 per person. 10am onward, 11th September.

Marianne Connolly considering modelling at this stage.

Good feedback for numbers so far.

Tess has investigated some catering options – most likely go through tuckshop for large cakes, tarts etc. Cheryl will assist with catering.

Access to venue Saturday afternoon to set up.

Champagne / Orange Juice on arrival, tea and coffee.

To use coffee machine from hospitality – Karen will seek permission. Judy Watts and Sheena Treston available to use the machine.

Will need to arrange milk, tea, coffee etc – Tess to Liaise.

Anne Jansen has offered to donate approx. 60 champagne flutes, thank you.

Karen will order wine – work out quantity at next meeting.

Please keep considering raffle donations and contacts ☺

Foundation Day Cocktail Party Not able to sample menus

Selection made: Canapé menu Cold – Pumpkin, fetta and sage bruschetta (V) / Smoked Chicken and Waldorf salad éclair / Potato tortilla with smoked salmon.

Warm – Cajun fish cake with lime aioli / Baby beef burger / Hand rolled arancini risotto balls with aioli.

Tennis Shade No update. Pat unable to attend meeting. Also raised the issue of the clock in PEC Courtyard looking old and not working – to investigate upgrading or fixing. Karen to ask Pat.

Parent's Yr 12 function Suggest flyer handed out at Pre Formal Party. Claire and committee to discuss.

Meeting Closed 10.55

Next Meeting Wednesday 13th July.

Calendar Reminders for 2011:

These are a guide only and may change as the year progresses.

10 th August	Meeting	9 – 11am	Farmhouse	NB Show holiday 17 th August
19 th August	Middle School Dance	6.30 – 10pm	PEC	
11 th September	Fashion Parade, 10am – 12md Tooth Centre Lounge			
14 th September	Meeting	9 – 11am	Farmhouse	
12 th October	Meeting	9 – 11am	Farmhouse	
13 th October	Senior School Skating (Thursday, 6.30 to 8pm)			
16 th October	Shopping Tour			
4 th November	Foundation Day Cocktail Party, Moda Portside 6 – 8pm			
9 th November	Meeting and Christmas Lunch	9 – 11am	Farmhouse	followed by venue TBC
19 th November (Saturday)	Graduating Parents Function	5.30 to 7.30pm	Bridgeman Downs	
25 th November (Friday)	Second Hand Book Collection		Volunteers needed	
26 th November (Saturday)	Second Hand Book Sales	PEC	Volunteers needed	

NB all monthly meetings are held in the Centre for Research, Innovation & Development which is otherwise known as the Farmhouse