## Agenda of the Meeting held Monday 4 March 2013 at 8.00pm at Cathy's place

### 1. Present
- Matoula Romeo – President, Cathy Jones – Secretary, Rachel Fleetwood - Vice President,
- Members - Suzanne Digby, Ellen Swansson, Jo Townsend, Janelle Pandit – School Council liaison
- Attendees

### 2. Apologies
- Inga Young – Treasurer, Karen Dearden, Amelia Nichols, Andrea Belmonte, Sue Truscott, Robin Fripp, Chris Rossika

cc: Copy of minutes goes to Marg Pickburn, Ash Van Hattum (webmaster), Suzie Markopoulous (for School Council agenda), Janelle Pandit (School Council liaison)

### 3. Confirmation of Minutes of the Previous Meeting
Minutes of 11 Feb 2012 confirmed by Suzanne Digby

### 4. Treasurers Report
- Treasurer’s report for December not yet available.
- Query how to categorise events - fundraising/social. Matoula asked the Business Manager. It is up to us to use categories in our Treasurer's report if we want to. All events are both. If we are not breaking even on any event (eg: disco) then need specific permission to use funds for these events.
- Any event where alcohol is served and children present must be approved by the School Council.
- PFA would like to know how much money the Fair (and alcohol) makes. Action: Ask School Council

### 5. PFA membership form and volunteer form
- Membership and volunteer form were due Friday 1 March 2013. Memberships greatly down on last year. Numbers will be collated for the AGM.
- Action: Ask School Council if PFA membership fee can be included in the first instalment of the school fees for 2014.
- Event template completed for Social Night.
- Action: Cathy to send event template out to event coordinators once decided

### 6. Morning teas
- Will hold a morning tea every Monday for first term and maybe beyond.
- Pop on agenda for AGM to discuss frequency/timing of morning teas/afternoon teas

### 7. Aldi Opening Sausage Sizzle
- Was held on Wednesday 27 Feb from 10am to 2pm. Made $340
- Thanks to Aldi for donating everything.
- Thank you to Izzy and Matoula for transporting and being there all day.
8. **Welcome Picnic – Thurs 28 Feb 2013**
   - Went well – thank-you to Matoula and Janelle for coordinating it.
   - Bought 200 icy poles and sold out in an hour – may need more next year.

9. **Welcome Social – Fri 22 March 2013**
   - Coordinator: Cathy
   - Planning night held 25 Feb and actions allocated. One more planning night. Planning template completed.
   - Flyer discussed and edited. This will come out tomorrow.
   - Dominos – approx. $9 per pizza, Crust approx. $16 per pizza. Planning committee to decide, remaining within $15 per person budget.
   - If there is room, depending on numbers, table tennis table as well as darts.
   - No real focus on door or games prizes.
   - Helpers for this event: Matoula, Robyn, Andrea, Ellen, Lucy, Amelia.

10. **Constitution and AGM**
    - AGM date is Tues 26 March 2013.
    - This has been emailed to everyone – no written feedback to date.
    - Discussion - should we change the quorum? Quorum should be 3.
    - New constitution will be adopted from Education Department recommended template.
    - Changes made to section 2: PFA not to keep register of addresses.
    - Membership wording changes – a person becomes a financial member of the Association “until the end of the following year’s AGM”
    - Maximum term discussed: may be helpful to have a limit on number of years for office bearers. No clause in new constitution and no clause added.
    - Section 14: query why DEECD employee can’t be nominated for school council. Action: Matoula to ask Principal.
    - New committee members need to know that secret vote may be undertaken when two members are nominated for positions. Also positions can be chaired, eg: co-Vice-President.
    - Add to AGM – RMPS Fundraising & Events Policy for discussion

11. **Easter Raffle**
    - The Committee decided not to do an Easter Raffle this year. Hamper donated from Graham Watt last year contained no Easter eggs. No parent really wants extra chocolate. Instead we will run extra sausage sizzle, cake stall on Election Day.

12. **Vision Portraits**
    - Tentative date 16 June (April date would clash with school photo week)
    - Flyer to go out 3 weeks earlier

13. **Mother’s Day Stall – proposed date Fri 10th May**
    - Coordinator TBC
    - Grade 5/6 camp is that week, so 5/6 classes may need to purchase Fri 3 May
    - Action: Rachel & Matoula to check products and order

14. **Canteen**
    - Parents asking if canteen is resuming.
    - Action: Ask Marg what the plan is for restarting canteen
15. **Disadvantaged schools**
   - Is there any interest in sharing our good fortune, eg: earn & learn, with a more disadvantaged school?

16. **2013 planning ahead - proposed dates**
   - Do a calendar for next year
   - Women’s Night 31st May
   - Pie Drive – Forms out 3 June, Replies 17 June, Orders in 19 June, Pick up 26 June 2013
   - Trivia Night – 10th August booking pencilled in with Box Hill Town Hall
   - Fathers’ Day stall Tues 27 August
   - Fathers’ Day Breakfast 30th August (Friday before Fathers’ Day weekend)
   - Election Cake stall and sausage sizzle - Sat September 14
   - Walkathon - Can't be Wed 18 September - 3/4 camp scheduled
   - Mango Drive – 25 October
   - School disco – Mon December 16
   - Other possible fundraising drives – Seeds for the future, lunchtime sausage sizzles
   - Fridge magnet for Helping Hands Action: To discuss with Principal and School Council
   - Some parents have asked what the PFA fundraising money is spent on – and suggested items that PFA should fundraise for, eg: shadecloth and play equipment.
     - Action: To discuss with Principal

17. **Dates of Upcoming Meetings 2013**
   - AGM Tues 26 March
   - Tues 15 April 2013 2pm – Janelle apology – Matoula to book the hall
   - Rest TBC