# Minutes of the Meeting held Monday 15 April 2013 at 10.00 at RMPS Hall

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<th>1. Present</th>
<th>Action By</th>
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<tr>
<td>• Matoula Romeo – President, Karen Dearden – Vice President, Andrea Belmonte – Co-Secretary, Ellen Swansson – Co-Secretary, Jo Townsend – Assistant Treasurer, • Members – Cathy Jones, Sue Truscott</td>
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<th>2. Apologies</th>
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<td>Chris Rosika (Treasurer), Janelle Pandit, Kerrie Murphy, Rachel Fleetwood</td>
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*cc: Copy of minutes goes to Marg Pickburn, Ash Van Hattum (webmaster), Suzie Markopoulous (for School Council agenda), Janelle Pandit (School Council liaison)*

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<th>3. Confirmation of Minutes of the Previous Meeting</th>
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<td>Minutes of 4th March 2013 confirmed Jo Townsend, seconded Ellen Swansson</td>
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<th>4. Treasurers Report</th>
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<td>• Treasurer’s report for December attached. • Treasurer’s report for January and February will be forwarded after handover to new Treasurer.</td>
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<th>5. PFA membership form and volunteer form</th>
<th>Janelle Matoula</th>
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<td>• Membership and volunteer form were due Friday 1 March 2013. Memberships greatly down on last year. Numbers presented at AGM – only 41 families paid membership (last year 282 families paid the $5). • Keeping track of who has paid PFA paid takes a significant amount of volunteer time (at least 8 hours). • School Council suggested that we send out reminders to families who haven’t paid – PFA voted against this.</td>
<td>Janelle Matoula</td>
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<tr>
<td>• Action: Janelle to confirm with School Council if PFA membership fee can be included in the first instalment of the school fees for 2014. • Volunteer list has been compiled – Matoula is sending out to those who have offered to co-ordinate events so that they can contact the list of helpers as event approaches. • Event templates – Andrea has started to work on some of these (in table format). Cathy, Ellen, Andrea and Matoula will meet to finish this. • Action: meeting to be organised within the next month.</td>
<td>Janelle Matoula</td>
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<th>6. Morning teas</th>
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<td>• Will hold a morning tea every Monday after assembly for Term 2. Martine Woodmason has offered to co-ordinate, Matoula will send her the list of volunteer helpers.</td>
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<th>7. Welcome Social – Fri 22 March 2013</th>
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<td>• Coordinator: Cathy • Numbers were down on last year – possibly because it was a Friday night. Last year was the night before Anzac Day, this might be a better choice for next year. • Might be a good idea to co-ordinate social night with a school Information Night next year. To be discussed further at next meeting.</td>
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8. **Mother’s Day Stall – proposed date Fri 10th May**
   - Coordinating team Karen, Andrea and Matoula. Products have been purchased.
   - All stock for the Mother’s Day stall has been counted – we have purchased a total of $2,203.85 (incl GST) of stock.
   - Have asked Marg if we can do stall on Tuesday 7th May for the 5/6 classes (as they are on camp 8th – 10th May) so that we can keep the stall in the same week, although initially we did discuss with her the possibility of running the stall on two consecutive Fridays (3rd & 10th May).

   - **Action:** Matoula to check with Marg if this date is ok.
   - * This has since been discussed with Marg and it has been confirmed that the stall will be held on two consecutive Fridays – 3rd and 10th May.
   - * Since the meeting all stock for the Mother’s Day stall has been counted – we have purchased a total of $2,203.85 (incl GST) of stock.

9. **Women’s Night**
   - Women’s Night 31st May
   - Co-ordinators Rachel Fleetwood and Lucy Guthrie (tbc). Matoula also available to assist.
   - Tarot card reader and masseur already booked. Need to advertise in newsletter for manicurist.
   - Make-up artist to be confirmed – ask Amie from last year.
   - Clothing and book swap proposed (2 good quality items maximum to be brought).
   - Raffle will still be held ($2 per ticket or $5 for 3).
   - PFA voted to keep tickets at $20.

   - **Action:** Rachel & Lucy to organise first planning meeting. Matoula to advertise in newsletter.

10. **Pie Drive**
    - Co-ordinator Sue Truscott and Jo Townsend. Matoula to hand over information to Sue.
    - Pie Drive – forms out 27th May, orders in by 7th June, pick up 19th June 2013

11. **Vision Portraits**
    - Co-ordinator Chris Rosicka.
    - Booked for 23rd June
    - Flyer to go out 2 weeks earlier (to be discussed with previous year’s co-ordinator (Robin Smith) as part of handover)

    - **Matoula to handover information to Chris.**

12. **Trivia Night**
    - Co-ordinator Dana B-P.
    - First planning meeting to be held Thursday 18th April. PFA has emailed Dana suggestions of themes suggested at previous meetings.
    - 10th August booking pencilled in with Box Hill Town Hall

13. **Canteen**
    - Canteen closed but PFA can use it for ad hoc sausage sizzle/hot chocolate & soup days etc.
    - Date to be set for one of the above at May meeting.

14. **Disadvantaged schools**
    - Is there any interest in sharing our good fortune, eg: earn & learn, with a more disadvantaged school?
15. 2013 planning ahead - proposed dates

April
- Woolworths Earn and Learn Reward Program from 8th April to 9th June
  o Stickers are collected for every $10 spent in store (exc liquor, tobacco and gift cards)
  o Points are used at Modern Teaching Aids to purchase educational material for the school
- Forest Hill Chase – Runaround Australia Program from 15th April
  o Shop at Forest Hill and drop off receipt in school box to accumulate “Kilometres around Australia” and win prizes for our school

May
- Greek Easter 1st & 2nd May *Discussed with Marg since meeting and Junior School are already very busy this term but it was suggested it could be included as part of the schedule for next year.
  o Mother's Day Stall:
    - Friday 3rd May Grades 5/6
    - Friday 10th May P-4
  o Women’s Night Friday 31st May

June
- Rolf's Pies Fundraiser
  - Orders in 7th June, Pick up 19th June 2013
- Vision Portraits fundraiser
  - Bookings due by 14th June. Photo Session Sunday June 23rd

July
- Lunch Time Sausage Sizzle

August
- Trivia Night – 10th August in Box Hill Town Hall
- Father’s Day
  - Stall Tuesday 27th August
  - Pancake Breakfast Friday 30th August

September
- Walkathon - Wednesday 11th September
- Election Cake Stall / Sausage Sizzle Saturday 14th September

October
- Mango Drive – 25th October
- World Teachers Day acknowledgments and morning tea

November
- Gourmet Goodies and Craft Stall contributions to the Fair
- Prep transition morning teas
- Christmas Market (see below)

December
- School disco – Friday 13th December

February
- Prep orientation and welcome morning teas
- School picnic

March
- Welcome Social Night
- Chocolate Easter Egg Raffle - TBC
16. **Subway fundraiser**
- Karen handed round details of a Subway fundraiser – children can place a lunch order at a cost of $5.50. Subway collect the orders and deliver the food. School makes 0.50c per order.
- Discussion around the need to do this on one of the days when Miss Peppercorn is not available for lunch orders. Would be preferable to wait until Miss Peppercorn more established before going ahead with this, perhaps wait until Term 3. Some concerns raised that Subway lunches could be seen as direct competition for Miss Peppercorn and that this would be something we want to avoid.
- Proposal made that we offer this on Walkathon day. To be further discussed at next meeting.

17. **Woolworths Earn & Learn program**
- Program has started – PFA to collect completed sticker cards and send in at the end of program (date tbc). To be advertised in newsletter consistently.
- Jo Townsend has offered to do the ongoing counting of completed sheets, with other PFA members to help out as and when required.

18. **Christmas Market**
- Discussed feasibility of a market night, whereby parents at the school who run their own businesses making and/or selling products can have showcase their wares.
- Decided it would be good to run this event close to Christmas (ie end of November) and make it a “Christmas Market” with a festive theme.
- Likely that stall holders would pay a fee to have a stall which is the fund-raising element. They then keep any profits they make on the night. Probably would also make it a gold-coin entry.

19. **Dates of Upcoming Meetings 2013**
- Tues 21st May @ 8pm. Confirm with Robin if her house available for meeting.