## Minutes of the meeting held Monday 17th June 2013 at 10am at RMPS Hall

### 1. Present
- Matoula Romeo (President), Karen Dearden (Vice President), Andrea Belmonte (Co-Secretary), Ellen Swansson (Co-Secretary).
- Members – Robyn Fripp, Mel McLeod

### 2. Apologies
- Chris Rosika (Treasurer), Cathy Jones, Gianna Chaffey, Clara Rubera, Janelle Pandit (School Council liaison), Jo Townsend (Assistant Treasurer)

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

### 4. Committee roles and descriptions
- Want to develop money-handling procedures.
- Discussion postponed to next meeting.

### 5. PFA membership form and volunteer form
- 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 and Andrea will meet to finish this.
- Action: meeting to be organised within the next month.

### 6. Women’s Night Debrief
- Women's Night 31st May
- Income $2292, costs $1228 = profit $1064
- Successful night, happy with band, food was amazing – thank you Martine Woodmason for co-ordinating food preparation and wine. Thank you to Lucy Guthrie and Robin Fripp for co-ordinating the raffle. Lucy organised the liquor licence again this year – thank you.
- Thank you to the set up team: Sue Truscott, Jo Townsend, Robin Fripp and Kerrie Murphy. And to all our helpers on the night and our generous sponsors for their donations to the raffle and donations of food on the night. All were thanked in the newsletter.
- 4 bottles of red wine left over – will go towards trivia night.
- 82 RSVPs – only a few didn’t make it on the night.
- No-one made a booking for winery tours so probably won’t go ahead with that again next year.
7. **Pie Drive**  
   - Co-ordinators Sue Truscott and Jo Townsend.  
   - Pies have been ordered - $420 profit likely based on orders.  
   - Pick up pies at canteen next Weds (19th).

8. **Vision Portraits**  
   - Co-ordinator Chris Rosicka – Chris to present debrief next meeting.

9. **Trivia Night**  
   - Can we invite Dana Branda-Pawlaczyk to next PFA meeting on 23rd July to discuss Trivia Night.  
   - Jo Amiet agreed that $30 per ticket would be fine, no need for champagne on arrival.

10. **Canteen**  
    - Canteen closed but PFA can use it for ad hoc sausage sizzle/hot chocolate & soup days etc. Concerns re. serving hot soup and hot chocolate – need to investigate legalities (with regards to how hot drinks should be, any risks to children etc.). Marg will get back to us regarding legalities of this.  
    - Matoula has discussed possible dates with Marg – waiting for confirmation.  
    - Proposed to hold them twice a term.  
    - Discussed whether canteen kitchen is registered with Council so that we can keep using it for occasional events. Would be beneficial to keep it registered so that we can use it throughout the year on an adhoc basis. Matoula to check with Marg.  
    - Karen happy to co-ordinate any events we run from canteen.

11. **Walkathon and Subway lunch day**  
    - Janelle checked with Council and they suggested that it is fine to have Subway lunches on Walkathon day as long as Miss Peppercorns is informed that there will be another lunch supplier being used on that day alongside them.  
    - Karen to co-ordinate Subway fundraiser.  
    - Andrea will talk to Tammy re helping co-ordinate PFA contribution to Walkathon.

12. **Woolworths Earn & Learn program**  
    - Program has finished – helpers are currently going through counting of completed sheets.  
    - Woolworths will send out mailing instructions in mid-July so that we can send sheets back.

13. **Father’s Day Stall and Pancake Breakfast**  
    - Held on Tuesday 27th August.  
    - Co-ordinators Andrea, Clara and Matoula.  
    - Approximate spend will be $1900-$2200; each child likely to spend $5-6.  
    - Pancake breakfast Friday 30th August.  
    - Suggested that we prepare pancake batter on Thursday during the day and set up hall on the Thursday evening, refrigerate batter overnight and cook on Friday morning.  
    - Need to get as many volunteers as we can.  
    - Next meeting need to prepare roster and confirm batter arrangements.

14. **Election day sausage sizzle and cake stall**  
    - 14th September. Need a co-ordinator – will be advertised in newsletter.  
    - Need to find out where polling booth will be held and how many people registered to vote at that booth.

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**Notes:**  
Marg  
Matoula  
Andrea
15. Planning ahead

June
Rolf’s Pies Fundraising Drive
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. Disadvantaged schools

- Is there any interest in sharing our good fortune, eg: earn & learn, with a more disadvantaged school? Matoula discussed with Marg – there is a preference to help out disadvantaged families in our own school community. Possibly Christmas tree or something similar. To be discussed later in the year.

17. Clothing/book swap

- Matoula discussed with Marg the idea of having a book swap for the children but need to make sure it doesn’t clash with book fair held in library during Literacy Week 29th July – 4th August.
- Sustainability. PFA would like to take a lead on sustainability issues – suggestions include resurrecting gardening club, book/toy swap, homeless week, bringing in coats etc. Look online to see calendar of events for the year so we can co-ordinate some of our events with outside events.
- Decided that calendar is pretty full for this year and that it would be a good idea to include this in plans for next year.

Date of next meeting
18. Tuesday 23rd July 8pm @ Karen’s house.