# Minutes of the Meeting held Tuesday 21 May 2013 at 8pm

## 1. Present
- Matoula Romeo (President), Karen Dearden (Vice President), Andrea Belmonte (Co-Secretary), Ellen Swansson (Co-Secretary), Chris Rosicka (Treasurer), Janelle Pandit (School Council liaison)
- Members – Robyn Fripp, Martine Woodmason.

## 2. Apologies
- Jo Townsend (Assistant Treasurer), Kerrie Murphy, Rachel Fleetwood, Cathy Jones, Sue Truscott

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

## 3. Confirmation of Minutes of the Previous Meeting
- Minutes of 15<sup>th</sup> April 2013 confirmed Chris Rosicka, seconded Andrea Belmonte.

## 4. Treasurers Report
- Handover of Treasurer role has now happened.
- Treasurer’s report for February, March & April – see attached.

## 5. PFA membership form and volunteer form
- 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.
- 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.
- Action: to handover volunteer contact information to co-ordinators. Done.

## 6. Morning teas
- Will hold a morning tea every Monday after assembly for Term 2. Martine Woodmason has offered to co-ordinate, has set up a roster for food preparation, a few gaps that still need to be filled.
7. **Welcome Social – Fri 22 March 2013**  
- 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 later in the year.

8. **Mother’s Day Stall – Fri 10th May**  
- Coordinating team Karen, Andrea and Matoula.  
- $959 raised (after $331 taken off for craft group).  
- $330 of stock left.  
- Feedback that it may be a good idea next year to have more $1 and $2 items.

9. **Women’s Night**  
- Women’s Night 31st May  
- Co-ordinators Martine Woodmason (food) and Lucy Guthrie (raffle and liquor License). Matoula to liaise with both and coordinate remaining tasks with Robin Fripp.  
- Tarot card reader, make-up artist and masseur already booked.  
- Raffle will still be held ($2 per ticket or $5 for 3).  
- PFA voted to keep tickets at $20.  
- Meeting held a vote held on inclusion of winery tour stall at Women’s Night – majority voted in favour of having the stall so it will be included.  
- Budget breakdown for the night in Appendix 1 below.

10. **Pie Drive**  
- Co-ordinators Sue Truscott and Jo Townsend.  
- 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  
- Flyers to go out 27th May. Three weeks to respond, forms due back on 14th June.  
  Booking dates given out on Monday 17th.

12. **Trivia Night**  
- Co-ordinator Dana Branda-Pawlaczyk.  
- Door charge has increased from last year to $35. Discussed why charge has gone up by $5 since last year – those present at meeting happy to not have complimentary drink and for cost to go back to $30. Matoula to ask Dana why charge has increased and if it is possible to go back to $30.  
- 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. 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.).  
- Matoula to liaise with Marg over dates.  
- Proposed to hold them twice a term.
### 14. Disadvantaged schools
- Is there any interest in sharing our good fortune, eg: earn & learn, with a more disadvantaged school? Preference to help out disadvantaged families in our own school community. Possibly Christmas tree or something similar. To be discussed later in the year.

### 15. 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 0.5c 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.
- **Action:** Janelle Pandit to bring to Council meeting

### 16. Woolworths Earn & Learn program
- Program has started – PFA to collect completed sticker cards and send in at the end of program (7th June). 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.

### 17. 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 show-case their wares.
- General discussion around when to hold such a market – eg Friday afternoon (book & clothes swap). Might want to hold swap during Sustainability Week as it ties in with sustainability idea.
- 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.
- 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.

### 18. 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.

### 19. Committee roles and descriptions
- Discussion postponed to next meeting.
- Want to develop money-handling procedures.
### 20. Planning ahead

#### May
- Women’s Night Friday 31st May

#### 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

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**Date of next meeting**
- Monday 17th June 10am @ school.