**Agenda of the meeting held Tuesday 10\textsuperscript{th} September 2013 at 8pm at Ellen’s home.**

<table>
<thead>
<tr>
<th>1. <strong>Present</strong></th>
<th>Action By</th>
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<tbody>
<tr>
<td>Matoula Romeo (President), Ellen Swansson (Co-Secretary), Janelle Pandit (School Council liaison)</td>
<td>Matoula</td>
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<td>Members –</td>
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| 2. **Apologies** | |
| Karen Dearden (Vice President), Chris Rosika (Treasurer), Andrea Belmonte (Co-Secretary), 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), Cathy Jones, Robyn Fripp, Rachel Fleetwood, Gianna Chaffey, Clara Rubera, , Mel McLeod | |

| 3. **Confirmation of Minutes of the Previous Meeting** | |
| Minutes of 23\textsuperscript{rd} July 2013: confirmed by Matoula, seconded by Ellen. **Meeting not held previous month of August.** | |

| 4. **Committee roles and descriptions** | Matoula |
| Templates for events – want to start developing these. Decided to send templates to all coordinators (Matoula will check headings first) and ask them to fill them in by a deadline. Ongoing. | |
| Agreed that we need to add into the templates the details of money counting and all finance-related matters for each template. | |

| 5. **Feedback on PFA membership form and volunteer form** | Matoula |
| Council have confirmed that PFA membership can go onto the volunteer fee form (as in the past). | |
| However it has been requested that people fill in their name and address details after they have ticked PFA membership box so that we can keep a record of who has paid (for voting purposes). | |
| Discussion around whether people would not be keen to fill their details onto the form – Matoula suggested wording ‘For office use only, please add your name and address’ or words to that effect. | |
| Happy to go ahead with this but need to discuss detail with Suzy. | |

| 6. **Lunchtime Sausage Sizzle Debrief** | |
| Not sure of final takings as costs not yet confirmed but takings were over $800. | |
| Generally well-received, kids were happy to have the sausages. Lots of people helped out on the day – thank you. | |
| Something to consider for next time is to use class list to record who wants to order. | |
### 7. Trivia Night Debrief

- Very successful social event, lots of positive feedback, good balance of trivia and entertainment. Theme was popular and most people dressed up.
- Made just over $3500 – higher expenses this year compared to previous years. Some paid for items can be used for years to come.
- Numbers were down on last year but still a good turnout – all had a good time, had very positive feedback form regulars and new families that had attended. Hosts were funny and well received.
- We had a great range of prizes donated from local businesses and families from school for the raffle and were quite valuable. Thank you to all our sponsors for their generosity.
- Thank you to Andre Branda-Pawlaczky for donating equipment for the night.
- Huge thank you to Dana Branda-Pawlaczky, for organising the event and to Jacqui Bakker for her decorating expertise and Jo Amiet for being part of a great team and working together to make the night a great success and to Kath deGroen. Thank you to all the extra helpers who helped set up Chris Rosicka, Suzie Calaki, Kerrie Murphy, Andre BP and Steve A and to Sue Truscott and Patti Boggia for staying back to help pack with the team.

### 8. Canteen

- Canteen closed but PFA can use it for ad hoc sausage sizzle/hot chocolate & soup days etc. Canteen is now registered with the Council so we can use it whenever we would like to.

### 9. Walkathon and Subway lunch day

- Karen is co-ordinating Subway fundraiser – will report back at next meeting but has had over 300 orders.
- Walkathon is tomorrow. Robin Fripp is organised for walkathon and has helpers for the day as required – thank you Robin.

### 10. Athletes Foot Cashback program

- Matoula will find out from PE teachers how they will spend any monies received from Athletes Foot.

### 11. Father's Day Stall and Pancake Breakfast debrief

- Stall raised over $1200. Children enjoyed the stall, had enough helpers (thank you to all). IOU's will be added in to total as they come in.
- Well done and thank you to Clara Rubera and Andrea Andrea Belmonte for organising.
- Need to let Chris know the value of leftover stock.
- $248 taking were from craft cards and wheat bags sales – thank you to Rachel Hibbins
- Over $1400 raised by pancake breakfast – 483 people attended. 3 pancakes for dads worked well, as did ticket system. Thank you to Sue Truscott for organising with Matoula and to Jo Townsend for support in all aspects. And to all the helpers who whipped up all the batter and cut up all the strawberries.

### 12. Election day sausage sizzle and cake stall debrief

- Both successful – sausage sizzle raised just over $1000, cake stall just over $800.
- Thank you to Ellen Swansson and Karen Dearden for organising stalls.
- Thank you to all helpers and cake-makers.
- Have some sausages and drinks left over from sausage sizzle – Izzy will buy back these for the fair.
- Suggested starting an hour earlier due to queues forming well before 8am. Possibly could even do bacon and egg rolls for the first couple of hours.
### 13. Could Class Rep Co-ordinator be represented on PFA?
- General discussion around whether this would be useful so that PFA matters can be effectively publicised around the classes.
- Helping hands – need some basic guidelines to go out to people at the start of the year.
- Matoula to discuss with Helping Hands Co-ordinator.

### 14. Mango Drive
- Flyers going out next week. Orders will be due back in October.
- Ruth Kernerbone is co-ordinating.

### 15. World Teacher’s Day
- PFA co-ordinating morning tea – Andrea Belmonte and Zoe Ferdowsian have volunteered to co-ordinate on PFA volunteers form.

### 16. Planning ahead

**September**
- Walkathon - Wednesday 11th 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

**December**
- School disco – Friday 13th December

**February**
- Prep orientation and welcome morning teas
- School picnic

**March**
- Welcome Social Night
- Chocolate Easter Egg Raffle – TBC

### 17. Farmers Market (In Season Farmers Markets)
- Andrea followed up with the farmers market after they approached us about potentially holding a market at the school. Discovered that their contact with us was part of a general canvas of all schools and they were not targeting us specifically. However, the meeting keen on the idea of a local farmers market and we may like to discuss with Council the possibility of pursuing the idea with In Season Farmers Market.

### 18. School disco
- Sandy McGiver has offered to co-ordinate. Being held on Friday 13th December so theme will be linked to Friday 13th.
- Need to get a couple of quotes for DJ.

### 19. Fundraising with Box Hill South Chemist
- Pearly Loh owner and manager of Box Hill South Pharmacy has offered a fundraising opportunity with the school with quality Cheekii brand aluminium wattle bottles. 20% returned to school from every purchase. To be discussed further at next meeting.

### 20. Date of next meeting
- Monday 14th October 10am in the hall.