



SACRED HEART PARENTS & FRIENDS ASSOCIATION

MEETING MINUTES FOR 12TH DECEMBER 2017

1. **MEETING OPEN** 6:50pm
2. **PRESENT**
Mary Webb (LM), Carlene McKenna (LM), Sharon Deane, Claire Kelly, Clare Dobbie, Karen Armstrong, Michelle Wootton, Shauna Hingston, Prue McCulloch, Kylie Dobson.
3. **APOLOGIES**
Joy Wools-Cobb, Rebecca Priest, Erin Delpizzo, Christine O'Halloran.
4. **CONFIRMATION OF PREVIOUS AGM MINUTES** – 16th November 2016
Moved by Karen Armstrong and Seconded by Carlene McKenna.

All executive positions declared vacant by Sharon Deane

President - vacant

Vice President – Kylie Dobson nominated, moved by Debbie Butcher, seconded by Sharon Deane, elected unopposed

Secretary - vacant

Treasurer – Debbie Butcher appointed as Treasurer

Uniform Shop Co-ordinator – Roxanne Bonney supported by committee

Vice Presidents Report – Presented by Shauna Hingston

5. **AGM CLOSED** 7:05pm
6. **CONFIRMATION OF PREVIOUS MINUTES** – 16th October 2017
Moved by Sharon Deane and Seconded by Mary Webb.
7. **BUSINESS ARISING FROM PREVIOUS MINUTES**
 - a) Fair;
 - Fair debrief 18.8k profit, discussed feedback including bottom gate attended needed on the day with gate clicker & walkie talkie, re lucky jars some broke on the day and some residue in jar lids was reported – look at moving to brown paper bags next year as a sustainable alternative. Discussed raffle ticketing options-affle preparations can start as early as May, Apex Wheel preparations can start earlier, dividing list into groups of 15 businesses to approach each worked well. A fair committee of at least 6 key co-ordinator roles to be sought term 1 2018.
 - Spreadsheet discussed detailing suggestions submitted prior to fair. School to investigate options and revert with pricing/info early next year on the following; a quiet place in the playground, top playground equipment replacement, soccer nets, ga-ga ball, P&F Life Members board.

8. CORRESPONDENCE IN

- a) Any P&F mail received? A letter from Christine O'Halloran was read.
- b) Any P&F emails of interest? no

9. CORRESPONDENCE OUT

- a) Invitations to Life Members for AGM
- b) Certificates of Appreciation to fair sponsors, community groups

10. PRINCIPALS REPORT

Please see attached.

11. TREASURER REPORT

Please see attached.

12. CANTEEN REPORT

Claire Kelly reports it was her last canteen last Friday. It has run smoothly and a big thank you to all the volunteers that make the canteen service possible. Thank you Claire for running the canteen for the last few years.

13. UNIFORM REPORT

Thank you to Roxanne Bonney and her team of volunteers for running the uniform shop again this year, it ran very smoothly and was well stocked.

14. GENERAL BUSINESS

- Life member awards to occur early in the new year

2017 Funding Approved

- **\$3500 for Little Joeys 2017, \$1500 new freezer for canteen, \$2250 dishwasher & installation.**

2018 Funding Approved

- **Kitchen Garden \$2000, Little Joeys \$3500, Canteen Salary \$6500**

Moved by Sharon Deane, Seconded by Shauna Hingston.

15. NEXT MEETING

19th February 2018 at 6.45pm
Christmas Dinner at Spice House Ulverstone Fri 15-Dec
6:30pm RSVP to Claire Kelly

16. MEETING CLOSED 8:35pm