



Capalaba State College Parents & Citizens Association

P&C President: Cassandra Aldcroft
president@capalabascpandc.com.au

Annual General Meeting

Date: 28th March 2022

Time: 7:00pm

Where: In-person and Online

Chair: Cassandra Aldcroft & Lachlan Thatcher

Agenda Item	Discussion/Outcomes
<p>1. Meeting Opening</p> <p>Welcome</p> <p>Apologies</p>	<p>Quorum: Yes</p> <p>Meeting Opened: 7:08pm</p> <p>Attendees (in-person): Cassandra Aldcroft (chair), Desma Hsu, Michelle Martin, Cassie Wagstaff, Lachlan Thatcher, Rebecca Grugan, Cathy Howie, Karen Purdy, Cascie Kambouris,</p> <p>Attendees (teams report): Tina & Paul Stewart, Carlie Freeman, Lachlan Thatcher, Carrie Lee Hess, Lorraine Eggers, Lauren Phillips, Jill Burke (left 7:51pm), Trish Biggs, Brad Aldcroft, Carly Lougoon (logged in 7:22pm), Tristan Baskerville (logged in 7:29pm), Karensa Gock</p> <p>Apologies: Kass Carter, Nicole Nicholls, Stuart Houliston, Zoya Slavinskaya</p>
<p>2. Confirmation of minutes from previous Annual General Meeting</p> <p>2.1 22 March 2021 Minutes</p>	<p>Amendments: No amendments arising.</p> <p>Approved: Y</p>
<p>3. Matters arising from previous Annual General Meeting</p>	<p>Nil</p>
<p>4. Reports</p> <p>4.1 Treasurer's Annual Report</p> <p>4.2 Annual Financial Statements</p> <p>4.3 President's Annual Report</p> <p>4.4 Principal's Annual Report</p>	<p>Tabled - see Attachment 1</p> <p><u>SUMMARY</u></p> <ul style="list-style-type: none"> • Congratulations to the P&C, School, Volunteers and School Families for collectively achieving an enormous increase in net profit from -\$12,767 in 2020 to an amazing \$47,406 in 2021, through our fundraising efforts and grants success. • <u>2021 Profit and Loss</u> – Total income: \$80,097.00 less total expenditure: \$32,691.00 Net Profit: \$47,406.00. <p><u>2021 Balance Sheet</u> – Cash on hand: \$90,236.00, Assets: \$19,549.00, total assets: \$109,785.00, liabilities: \$0.00, net assets: \$109,785.00.</p> <p>Tabled – see Attachment 2</p> <p>Audited reports were prepared this year with no further investigations and with no issues raised.</p> <p>Tabled – see Attachment 3</p> <p>Tabled – see Attachment 4</p> <p>Motion: To accept all reports presented and approve payment of regular bills.</p> <p>Moved by: Desma Hsu</p>

	<p>Any objections: No Approved: Yes</p>																														
<p>5. Applications for Membership 2022</p>	<p><u>Applications received for new and renewing memberships:</u></p> <table border="0"> <tr> <td>Brad Aldcroft</td> <td>Karensa Gock</td> <td>Rebecca Grugan</td> </tr> <tr> <td>Cassandra Aldcroft</td> <td>Kassandra Carter</td> <td>Renee Pavlovic</td> </tr> <tr> <td>Cascie Kambouris</td> <td>Karen Purdy</td> <td>Tina Stewart</td> </tr> <tr> <td>Catherine Howie</td> <td>Lauren Phillips</td> <td>Stuart Houliston</td> </tr> <tr> <td>Christine Manzano</td> <td>Lorraine Eggers</td> <td>Suzanne Tafolo</td> </tr> <tr> <td>Cassie Wagstaff</td> <td>Elizabeth MacPherson</td> <td>Tristan Baskerville</td> </tr> <tr> <td>Desma Hsu</td> <td>Lukas Spielmann</td> <td>Trish Biggs</td> </tr> <tr> <td>Eliana Puczkowski</td> <td>Michelle Martin</td> <td>Vanessa Uscategui</td> </tr> <tr> <td>Jill Burke</td> <td>Nicole Nicholls</td> <td>Zoya Slavinskaya</td> </tr> <tr> <td>Jessica Thomson</td> <td>Paul Stewart</td> <td>Emma Duckering (Capalaba PCYC OSHC)</td> </tr> </table> <p>Consensus not to read all membership names out. Cassandra noted that there was one membership form outstanding that had issues being read which were not resolved before the AGM – this membership can be tabled at the next General Meeting.</p> <p>Motion: To accept all new applications for Membership Moved by: Desma Hsu Any objections: No Approved: Yes</p>	Brad Aldcroft	Karensa Gock	Rebecca Grugan	Cassandra Aldcroft	Kassandra Carter	Renee Pavlovic	Cascie Kambouris	Karen Purdy	Tina Stewart	Catherine Howie	Lauren Phillips	Stuart Houliston	Christine Manzano	Lorraine Eggers	Suzanne Tafolo	Cassie Wagstaff	Elizabeth MacPherson	Tristan Baskerville	Desma Hsu	Lukas Spielmann	Trish Biggs	Eliana Puczkowski	Michelle Martin	Vanessa Uscategui	Jill Burke	Nicole Nicholls	Zoya Slavinskaya	Jessica Thomson	Paul Stewart	Emma Duckering (Capalaba PCYC OSHC)
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<p>Hand over chair to College Principal Lachlan Thatcher</p>																															
<p>6. Election of Officers and Executive Committee</p>	<p>Executive Committee President: Cassandra Aldcroft, nominated by Desma Hsu. Vice-President: Desma Hsu, nominated by Cassandra Aldcroft. Treasurer: Michelle Martin, nominated by Cassandra Aldcroft. Secretary: Cassie Wagstaff, nominated by Cassandra Aldcroft. Assistant Secretary: Lauren Phillips, nominated by Cassandra Aldcroft.</p> <p>All nominations accepted by nominees. Call upon the group for each role for additional nominations. Nil additional nominations received.</p> <p>Motion: To accept those nominated to the Executive Committee be declared duly elected. Moved by: Lachlan Thatcher Seconded by: Rebecca Grugan Any objections: No Approved: Yes</p>																														
<p>Hand over chair to P&C President</p>																															
<p>7. Confirmation of P&C Sub-Committee 7.1 P&C Swim Club Sub-Committee</p>	<p>The P&C currently has one sub-committee – swim club. No nominations have been received for the swim club sub-committee for 2022.</p> <p>P&C Qld advises that, in the event these positions aren't filled, then all AGM meeting attendees can make the assessment whether the sub-committee is required moving forward. It can be voted to discontinue the sub-committee and absorb swim club-related operations and discussions as part of P&C operations.</p>																														

Discussion occurred between attendees – arriving upon that a feasibility study will be carried out to determine how the swim club can still operate without the sub-committee in charge. Cascie, Karen and Rebecca have volunteered to help with assistance from Lorraine.

Motion: To dissolve the swim club sub-committee and any associated bank accounts, CommBiz, and debit card access due to nil nominations received for sub-committee officers at the 2022 AGM.

Moved by: Michelle Martin

Seconded by: Lachlan Thatcher

Any objections: No

Approved: Yes

7.2 Working Groups

7.2.1 Grants Working Group

Nil changes to the Terms of Reference of the Grants Working Group as Tabled- see **Attachment 5**.

Confirmation of Members: Karensa Gock, Karen Purdy, Renee Pavlovic, Zoya Slanvinskaya, Catherine Howie, Rebecca Grugan, Lorraine Eggers, and members of the executive committee.

7.2.2 Fundraising Working Group

Nil changes to the Terms of Reference of the Fundraising Working Group as Tabled- see **Attachment 6**.

Confirmation of members: Members of the executive committee, Karensa Gock, Renee Pavlovic, Eliana Puczkowski, Rebecca Grugan, Nicole Nicholls, Kass Carter, Christine Manzano, Debra Benson, Melissa Bennett, Lorraine Eggers, Niki Henare and Jade Wotherspoon.

Motion: To support the continuation of the P&C Working Groups as per Section 7.2, confirm their respective Terms of Reference and accept the members as tabled.

Moved by: Desma Hsu

Any objections: No

Approved: Yes

7.3 Additional Roles

7.3.1 New Roles

The 2021 executive team suggested that the following additional roles be created:

Grants Working Group Coordinator

Fundraising Working Group Coordinator

2nd Hand Uniform Shop Convenor

Website Developer/Administrator

Motion: To create the additional roles as per Section 7.3.1.

Moved by: Desma Hsu

Any objections: No

Approved: Yes

7.3.2 Removal of role:
School Banking
Coordinator

Due to the cessation of the School Banking Program, we no longer need a coordinator.

Motion: To remove the role of Student Banking Coordinator

Moved by: Desma Hsu

Any objections: No

Approved: Yes

7.3.3 All Additional roles
open for nomination:

Nominations received:

Book Club Coordinator	Nicole Nicholls
Containers for Change Coordinator	Karensa Gock
Sponsorships and Fence Advertising Coordinator	Cascie Kambouris
Grants Working Group Coordinator	Karen Purdy
2 nd Hand Uniform Shop Convener	Nil received
Website Developer/Administrator	Brad Aldcroft
Fundraising Working Group Coordinator	Zoya Slavinskaya
Social Media Marketing Coordinator	Christine Manzano

Noting Suzie Tafolo will assist with Sponsorships and Fence Advertising, and Karensa Gock will assist with the 2nd Hand Uniform Shop until the position is filled.

Motion: To accept that those nominated to the additional roles as per Section 7.3 to be declared duly elected.

To be moved by: Michelle Martin

Any objections: No

Approved: Yes

8. Change of Bank Signatories (if applicable)

- 8.1** P&C Main Bank Account
- 8.2** P&C Debit Card Account
- 8.3** P&C Amateur Swimming Club Main Bank Account
- 8.4** P&C Amateur Swimming Club Debit Card Account
- 8.5** P&C President and Treasurer – additional signatories

No changes required. Cassie Wagstaff to eventually be added as a signatory as P&C Secretary. To be discussed at the next GM.

Swim Club accounts to be dissolved- see Agenda Item 7.1 for related motion.

9. Appointment of the Auditor for 2022

Graeme Whyte from Metro Audit Services was appointed as auditor for the 2021 financial year. It is recommended that we continue using his same service this year.

Motion: To appoint Graeme Whyte from Metro Audit Services as the auditor for the 2022 year.

Moved by: Michelle Martin

Any objections: No

Approved: Yes

<p>10. General Business</p> <p>10.1 Adoption of the Student Protection Risk Management Strategy</p> <p>10.2 Adoption of New Constitution</p> <p>10.3 Endorsement of the Code of Conduct – no change</p> <p>10.4 Honorary life memberships nomination(s)</p> <p>10.5 Review and confirmation of P&C Policies: 10.5.1 Debit Card Procedure 10.5.2 Video Conference Procedure 10.5.3 2nd Hand Uniform Shop Procedure 10.5.4 Honorary Life Membership Policy</p>	<p>Motion: To adopt the Student Protection Risk Management Strategy as presented. See Attachment 7. Moved by: Desma Hsu Any objections: No Approved: Yes</p> <p>Motion: To Adopt 2022 Constitution. See Attachment 8. Moved by: Desma Hsu Any objections: No Approved: Yes</p> <p>Motion: To Endorse the Code of Conduct. See Attachment 9. Moved by: Desma Hsu Any objections: No Approved: Yes</p> <p>One nomination for lifetime membership received, for Stuart Greenway. There was some discussion if Stuart was already a life member however current executive committee members reported that the records did not reflect this, perhaps this may have been the case when the school was “Capalaba State School”. A show of hands demonstrated that member consensus was that criteria was met.</p> <p>Motion: To award Stuart Greenway honorary lifetime membership to the P&C, in recognition of the 30 years he has contributed service. Moved by: Cassandra Aldcroft Seconded by: Rebecca Grugan Any objections: No Approved: Yes</p> <p>Motion: To Endorse the P&C Policies listed in 10.5. See Attachments 10, 11, 12 & 13 respectively. Moved by: Desma Hsu Any objections: No Approved: Yes</p>
<p>11. Close of Meeting</p>	<p>Meeting closed at 7:56pm thanking everyone for their attendance. Tentative date for 2023 AGM likely to be Monday 27th March 2023 (to be confirmed and set at the November 2022 General Meeting).</p>

Minutes prepared by

Lauren Phillips
P&C Assistant Secretary (incoming)

Certified true and correct by

Cassandra Aldcroft
P&C President

Note these minutes were written post AGM and utilising the General Meeting video recording