



CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION

P&C President: Desma Hsu

president@capalabascpandc.com.au

Minutes – Annual General Meeting

Date & time: 22nd March 2021 7pm

Location: Online (due to weather conditions)

Chair: Desma Hsu

A/Minute Taker: Cass Aldcroft

Agenda Item	Discussion / Outcomes
1. Meeting Opening Welcome Apologies	Quorum: Yes Meeting Opened: 7.04pm Attendees: Desma Hsu (chair), Michelle Martin, Cassandra Aldcroft, Brad Aldcroft, Carly Lougoon, Cathy Howie, Chris Webster, Debra Sims, Jane Dyson, Jill Burke, Julia Delaforce, Karen Purdy, Karenza Gock, Lorraine Eggers, Rebecca Grugan, Ruth Dyer, Shae Stewart, Lachlan Thatcher, Trish Biggs, Zoya Slavinskaya Apologies: Don Brown, Carlie Freeman, Stuart Greenway.
2. Confirmation of minutes from previous Annual General Meeting	Amendment: Page 5 – “No nominations received. Decision to put out notice to College community with a view to have a Treasurer by April meeting. Any nominations for Treasurer must be brought to a meeting for voting, or a Special Meeting called with 7 days’ notice advertising the position.” Nil objections. Approved
3. Matters arising from previous Annual General Meeting	Tabled – see Attachment 1. No matters arising.
4. Reports 4.1 Treasurer’s Annual Report	Tabled with highlights of Profit Loss data – see Attachment 2 <u>SUMMARY</u> <ul style="list-style-type: none"> 2020 was a year like no other... One with many challenges. A positive is that it showed how resilient and supportive our community was. Capalaba State College P&C did not achieve its budget forecast for 2020 due to its inability to carry out most of the fundraising opportunities and events. 2020 Audit was completed by Graeme Whyte from Metro Auditors, which was found satisfactory, with NO material errors affecting the financial statements. The only query raised was regarding an ATO credit, which was from 2017 when PAYG was applicable. This credit has now been released to the P&C. <u>2020 Cash Position</u> - The P&C bank accounts as at 31/12/2020 were: Main Account \$29,741, Fete Subcommittee \$100, Swim Club \$14,331, Total \$44,172.00 <u>2020 Balance Sheet</u> - Cash on hand \$44,172, assets \$18,207, total assets \$62,379, liabilities \$0.00, net assets \$62,379 <u>2020 Profit and Loss:</u> Total Income: \$33,441 less total expenditure \$46,520, Net loss \$13,079. This net loss was a result of the distributed funds to the College for the Softfall project equating to \$21,242.23 that was approved in 2019. List of regular payments, to be included in the motion - Coles, Woolworths, Commonwealth Bank, CommBiz, Marsh Advantage Insurance, Mt Cotton Road News, MYOB, Officeworks, P&C Qld, Graeme Whyte – Metro Audit Services, Scholastic Australia, 2nd hand Uniform Consignments

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<p>4.2 Annual Financial Statements</p> <p>4.3 President’s Annual Report</p> <p>4.4 Principal’s Report</p>	<ul style="list-style-type: none"> Michelle thanked the Executive team, members, volunteers, and our school community for all their support. <p>Tabled – see Attachment 3</p> <p>Tabled – see Attachment 4</p> <p><u>SUMMARY:</u></p> <ul style="list-style-type: none"> Desma thanked college staff, Nicole, and Sam, who stepped up to the Secretary role for part of the year and fellow Executive Committee Members, Cass, and Michelle. A significant change for 2020 was the move to online meetings. Thank you to our members who have continued to attend, contribute, and help us navigate a new way of doing things. Many of the P&C’s usual fundraising events were unable to go ahead, we were forced to embrace innovation and introduce less volunteer intensive alternatives to traditional fundraising. These have proven to be highly successful, and we were able to close the year with a wonderful partnership with the Year 12 students to run a Bunnings BBQ to contribute towards their formal. The first discretionary funding round in August was very well received and supported by the College. 2021 is already shaping up to be an exciting year, returning to some of our favourite events, such as Junior disco and grant funding already awarded for soft-fall projects. The newly formed Fundraising group is hard at work planning the upcoming Mother’s Day stall and many more fantastic events. Desma acknowledged the dedication of the P&C volunteers and members' and their contribution that helped make 2020 a successful year despite the challenges. <p>Tabled – see Attachment 5</p> <p>Lachlan thanked the outgoing executive committee for their service to the P&C and College.</p> <p>Motion: To accept all reports presented and approve payment of regular bills. Moved by Cass Aldcroft Objections: N Approved: Y</p>																																	
<p>5. Applications for Membership 2021</p>	<p><u>Applications received for new and renewing memberships:</u></p> <table border="0"> <tr> <td>Nicole Nicholls</td> <td>Aliya Penny</td> <td>Brad Aldcroft</td> </tr> <tr> <td>Cassandra Aldcroft</td> <td>Carlie Freeman</td> <td>Casey Humphries</td> </tr> <tr> <td>Kass Carter</td> <td>Cathy Howie</td> <td>Carly Lougoon</td> </tr> <tr> <td>Carolyn Philp</td> <td>Ema Geyer</td> <td>Celena Stephen</td> </tr> <tr> <td>Chris Webster</td> <td>Karen Purdy</td> <td>Stuart Greenway</td> </tr> <tr> <td>Desma Hsu</td> <td>Debra Sims</td> <td>Eliana Puczkowski</td> </tr> <tr> <td>Jane Dyson</td> <td>Karensa Gock</td> <td>Lorraine Eggers</td> </tr> <tr> <td>Liz MacPherson</td> <td>Lukas Spielmann</td> <td>Michelle Martin</td> </tr> <tr> <td>Ruth Dyer</td> <td>Rebecca Grugan</td> <td>Sophie Hopkins</td> </tr> <tr> <td>Samantha Browne</td> <td>Shae Stewart</td> <td>Trish Biggs</td> </tr> <tr> <td>Wanda Sprenger</td> <td>Zoya Slavinskaya</td> <td>Tina Davey</td> </tr> </table> <p>Motion: To accept all new applications for Membership Moved by: Lachlan Thatcher Any objections: N Approved: Y</p>	Nicole Nicholls	Aliya Penny	Brad Aldcroft	Cassandra Aldcroft	Carlie Freeman	Casey Humphries	Kass Carter	Cathy Howie	Carly Lougoon	Carolyn Philp	Ema Geyer	Celena Stephen	Chris Webster	Karen Purdy	Stuart Greenway	Desma Hsu	Debra Sims	Eliana Puczkowski	Jane Dyson	Karensa Gock	Lorraine Eggers	Liz MacPherson	Lukas Spielmann	Michelle Martin	Ruth Dyer	Rebecca Grugan	Sophie Hopkins	Samantha Browne	Shae Stewart	Trish Biggs	Wanda Sprenger	Zoya Slavinskaya	Tina Davey
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<p data-bbox="129 763 344 790">7.3 Additional roles</p> <p data-bbox="236 797 440 824">7.3.1 New roles</p> <p data-bbox="236 1088 536 1182">7.3.2 All additional roles open for nomination</p>	<table border="0" data-bbox="596 98 1501 533"> <tr><td>Belinda Dowel</td><td>Christine Manzano</td><td>Eliana Puczkowski</td></tr> <tr><td>Beth Fishpool</td><td>Clara Ahn</td><td>Helen Rameka</td></tr> <tr><td>Breanna Hall</td><td>Dan Bradley</td><td>Jane Dyson</td></tr> <tr><td>Casey Humphries</td><td>Danielle Gummerson</td><td>Karen Purdy</td></tr> <tr><td>Cassandra Aldcroft</td><td>Deb Benson</td><td>Karen Silva</td></tr> <tr><td>Karensa Gock</td><td>Klarissa Ruhe</td><td>Lorraine Eggers</td></tr> <tr><td>Kass Carter</td><td>Kylie Thomas</td><td>Louise West</td></tr> <tr><td>Katelyn Lebreton</td><td>Lana Surnina</td><td>Mel Bennett</td></tr> <tr><td>Kelly West</td><td>Lisa Hibbitt</td><td>Michelle Martin</td></tr> <tr><td>Nicole Johnson</td><td>Rory Stewart</td><td>Sarah Watson</td></tr> <tr><td>Prue Lucas</td><td>Ruth Dyer</td><td>Shae Stewart</td></tr> <tr><td>Raeliene Falkingham</td><td>Samantha Browne</td><td>Shirona Lowe</td></tr> <tr><td>Rebecca Grugan</td><td>Sarah Gibson</td><td>Spencer Waterman</td></tr> <tr><td>Rebecca Waterman</td><td>Tanika Nolan</td><td>Zoya Slavinskaya</td></tr> <tr><td>Jade Wotherspoon</td><td></td><td></td></tr> </table> <p data-bbox="584 568 1501 629">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.</p> <p data-bbox="584 636 831 663">Moved by: Desma Hsu</p> <p data-bbox="584 669 740 696">Objections: N</p> <p data-bbox="584 703 727 730">Approved: Y</p> <p data-bbox="584 797 1110 891">Social Media Marketing Coordinator Containers for Change Coordinator Sponsorships and Fence Advertising Coordinator</p> <p data-bbox="584 927 1222 954">Motion: To create the additional roles as per Section 7.3.1.</p> <p data-bbox="584 960 855 987">Moved by: Karensa Gock</p> <p data-bbox="584 994 740 1021">Objections: N</p> <p data-bbox="584 1028 727 1055">Approved: Y</p> <p data-bbox="584 1088 831 1115"><u>Nominations received:</u></p> <table border="1" data-bbox="584 1122 1501 1317"> <tr><td>Book Club Coordinator</td><td>Nicole Nicholls</td></tr> <tr><td>Student Banking Coordinator</td><td>Aliya Penny</td></tr> <tr><td>Social Media Marketing Coordinator</td><td>Jane Dyson</td></tr> <tr><td>Containers for Change Coordinator</td><td>Karensa Gock</td></tr> <tr><td>Sponsorships and Fence Advertising Coordinator</td><td>Shae Stewart</td></tr> </table> <p data-bbox="584 1352 1358 1379">Noting Nicole Nicholls will be assisted by Kass Carter and Sarah Gibson.</p> <p data-bbox="584 1420 1501 1480">Motion: To accept that those nominated to the additional roles as per Section 7.3 to be declared duly elected.</p> <p data-bbox="584 1487 879 1514">Moved by: Lorraine Eggers</p> <p data-bbox="584 1520 740 1547">Objections: N</p> <p data-bbox="584 1554 727 1581">Approved: Y</p>	Belinda Dowel	Christine Manzano	Eliana Puczkowski	Beth Fishpool	Clara Ahn	Helen Rameka	Breanna Hall	Dan Bradley	Jane Dyson	Casey Humphries	Danielle Gummerson	Karen Purdy	Cassandra Aldcroft	Deb Benson	Karen Silva	Karensa Gock	Klarissa Ruhe	Lorraine Eggers	Kass Carter	Kylie Thomas	Louise West	Katelyn Lebreton	Lana Surnina	Mel Bennett	Kelly West	Lisa Hibbitt	Michelle Martin	Nicole Johnson	Rory Stewart	Sarah Watson	Prue Lucas	Ruth Dyer	Shae Stewart	Raeliene Falkingham	Samantha Browne	Shirona Lowe	Rebecca Grugan	Sarah Gibson	Spencer Waterman	Rebecca Waterman	Tanika Nolan	Zoya Slavinskaya	Jade Wotherspoon			Book Club Coordinator	Nicole Nicholls	Student Banking Coordinator	Aliya Penny	Social Media Marketing Coordinator	Jane Dyson	Containers for Change Coordinator	Karensa Gock	Sponsorships and Fence Advertising Coordinator	Shae Stewart
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<p data-bbox="81 1621 464 1682">8. Change of Bank Signatories (if applicable)</p> <p data-bbox="165 1697 480 1724">8.1 P&C Main Bank Account</p> <p data-bbox="165 1794 480 1821">8.2 P&C Debit Card Account</p> <p data-bbox="165 1845 536 1906">8.3 P&C Amateur Swimming Club Main Bank Account</p>	<p data-bbox="584 1697 1453 1758">No changes required. Michelle Martin to notify bank of change in position titles only.</p> <p data-bbox="584 1794 815 1821">No changes required.</p> <p data-bbox="584 1845 1501 1939">Motion: To change signatories and CommBiz access on the P&C Amateur Swimming Club Main Bank Account as per Section 7.1 as from 1st June 2021 (excluding Brad Aldcroft)</p> <p data-bbox="584 1946 887 1973">Moved by: Rebecca Grugan</p> <p data-bbox="584 1980 740 2007">Objections: N</p> <p data-bbox="584 2013 727 2040">Approved: Y</p>																																																							

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<p>8.4 P&C Amateur Swimming Club Debit Card Account</p> <p>8.5 P&C President and Treasurer – additional signatories</p> <p>8.6 P&C Fete Bank Account – change of signatories vs closure</p>	<p>Motion: To remove Brad Aldcroft as a signatory on the P&C Amateur Swimming Club Main Bank Account effectively immediately. Moved by: Lorraine Eggers Objections: N Approved: Y</p> <p>Group confirmed that no motion required to add Cassandra Aldcroft as a signatory as this should occur automatically as the President of the P&C has automatic access.</p> <p>Motion: To add Chris Webster as a signatory on the P&C Amateur Swimming Club Debit Card as from 1st June 2021. Moved by: Lorraine Eggers Objections: N Approved: Y</p> <p>Motion: To confirm that the P&C President, P&C Vice-President, and Treasurer in Section 6.1 be signatories and have and CommBiz access on the P&C Amateur Swimming Club Main Bank and Debit Card Accounts. Moved by: Rebecca Grugan Objections: N Approved: Y</p> <p>Motion: To remove Celena Stephen and Brian Gleeson as signatories and CommBiz access to the P&C Amateur Swimming Main Bank and Debit Card Accounts from 1st June 2021. Moved by: Lorraine Eggers Objections: N Approved: Y</p> <p>Michelle Martin explained that the Fete bank account can remain open with a \$0 balance for 7 years, however closing the bank account would mean that the account can be excluded from monthly reporting. The P&C Fete Sub-Committee was dissolved 27 July 2020.</p> <p>Motion: To close the P&C Fete Bank account. Moved by: Chris Webster Objections: N Approved: Y</p>
<p>9. Appointment of the Auditor for 2021</p>	<p>Michelle Martin reported that the previous accountant advised as per changes Audit Independence requirements legislation they were no longer able to conduct the P&C 2020 audit and recommended Graeme Whyte Principal Auditor Metro Audit Services.</p> <p>Motion: To appoint Graeme Whyte from Metro Audit Services as the auditor for the 2021 year. Moved by: Michelle Martin Objections: N Approved: Y</p>
<p>10. General Business</p> <p>10.1 Adoption of the Student Protection Risk Management Strategy</p> <p>10.2 No requirement to endorse the Constitution – no change from 27th March 2018</p>	<p>Motion: To adopt the Student Protection Risk Management Strategy as presented. Attachment 9 Moved by: Desma Hsu Objections: N Approved: Y</p> <p>Attachment 10. Cass Aldcroft advised that there will be a new constitution coming from the Department of Education which can be reviewed and endorsed once it is available.</p>

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<p>10.3 Endorsement of the Code of Conduct – no change</p>	<p>Motion: To endorse the Code of Conduct. Attachment 11. Moved by: Desma Hsu Objections: N Approved: Y</p>
<p>10.4 Honorary life memberships (if any)</p>	<p>Nil nominations.</p>
<p>10.5 Review and confirmation of P&C Policies</p>	<p>P&C implemented 3 P&C Policies and Procedures in 2020. Cass clarified that the policies and procedures can be reviewed at any time during the year and members can bring them up at any point at a General Meeting during the year to discuss any proposed changes.</p>
<p>10.5.1 Debit Card Procedure</p>	<p>Motion: To confirm the continuation of the current Debit Card Procedure and Video Conference Procedure. Attachment 12 & 13 respectively.</p>
<p>10.5.2 Video Conference Procedure</p>	<p>Moved by: Desma Hsu Objections: N Approved: Y</p>
<p>10.5.3 2nd Hand Uniform Shop Procedure</p>	<p>Families have requested consignment period from 6 months to 12 months, reason being for example if a family puts something on consignment now it would cover the back-to-school period.</p> <p>Motion: To accept the 2nd Hand Uniform Shop Procedure with the amendment to extend the consignment period from 6 months to 12 months. Attachment 14. Moved by: Desma Hsu Objections: N Approved: Y</p>
<p>11. Close of Meeting</p>	<p>Meeting closed at 8.01pm thanking everyone for their attendance.</p>

Minutes prepared by
Cassandra Aldcroft
P&C Vice-President (outgoing)
P&C President (incoming)

Certified true and correct by
Desma Hsu
P&C President (outgoing)
P&C Vice-President (incoming)

Ratified: TO BE RATIFIED AGM 2022 (28th MARCH 2022)