



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, Karensa 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.	4.1 Treasurer's Annual Report	 Tabled with highlights of Profit Loss data – see Attachment 2 SUMARRY 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. 2020 Cash Position - 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 2020 Balance Sheet - Cash on hand \$44,172, assets \$18,207, total assets \$62,379, liabilities \$0.00, net assets \$62,379 2020 Profit and Loss: 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 		

 Michelle thanke 	d the Everytive team men		
	·	nbers, volunteers, and our school	
community for a	all their support.		
Tabled – see Attachment	:3		
Tabled – see Attachment	4		
 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. 			
Tabled – see Attachment 5 Lachlan thanked the outgoing executive committee for their service to the P&C and College. Motion: To accept all reports presented and approve payment of regular bills.			
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Approved: Y			
Applications received for	Applications received for new and renewing memberships:		
-		Brad Aldcroft Casey Humphries Carly Lougoon Celena Stephen Stuart Greenway Eliana Puczkowski Lorraine Eggers Michelle Martin Sophie Hopkins Trish Biggs Tina Davey	
	Tabled – see Attachment SUMMARY: Desma thanked Secretary role for Members, Cass, A significant charto our members navigate a new were forced to alternatives to the successful, and partnership with towards their form. The first discretification of the property of the p	 Desma thanked college staff, Nicole, and Secretary role for part of the year and fello Members, Cass, and Michelle. A significant change for 2020 was the move to our members who have continued to att navigate a new way of doing things. Many of the P&C's usual fundraising events were forced to embrace innovation and int alternatives to traditional fundraising. Thes successful, and we were able to close the y partnership with the Year 12 students to ru towards their formal. The first discretionary funding round in Augusupported by the College. 2021 is already shaping up to be an exciting favourite events, such as Junior disco and g for soft-fall projects. The newly formed Fur planning the upcoming Mother's Day stall and their contribution that helped make 20 challenges. Tabled – see Attachment 5 Lachlan thanked the outgoing executive committee College. Motion: To accept all reports presented and approved by Cass Aldcroft Objections: N Approved: Y Applications received for new and renewing members Nicole Nicholls Aliya Penny Cassandra Aldcroft Carlie Freeman Kass Carter Cathy Howie Carolyn Philp Ema Geyer Chris Webster Karen Purdy Desma Hsu Debra Sims Jane Dyson Karensa Gock Liz MacPherson Lukas Spielmann Ruth Dyer Rebecca Grugan Samantha Browne Shae Stewart Wanda Sprenger Zoya Slavinskaya Motion: To accept all new applications for Members Moved by: Lachlan Thatcher 	

Agen	da Item	Discussion / Outcomes
	lection of Officers and Executive	President: Cassandra Aldcroft was nominated by Desma Hsu, Motion to appoint
C	ommittee	Cassandra Aldcroft as President moved by Lachlan Thatcher, seconded by Rebecca
6	.1 Executive Committee	Grugan.
		Vice-President: Desma Hsu was nominated by Rebecca Grugan, nomination accepted, moved to appoint by Rebecca Grugan, seconded by Cathy Howie. Second Motion (as requested by Carly Lougoon) to appoint Desma Hsu to Vice-President moved by Lachlan Thatcher, seconded Cathy Howie.
		Treasurer: Michelle Martin nominated by Desma Hsu, nomination accepted, moved to appoint by Desma Hsu, seconded by Lorraine Eggers. Second Motion (as requested by Carly Lougoon) to appoint Michelle Martin as treasurer moved by Lachlan Thatcher, seconded by Lorraine Eggers.
		Secretary: no nominations received. Acknowledgement that the position has been vacant for some time, if appointed outside General Meeting this may be done at a Special Meeting.
		Assistant Secretary: no nominations received.
		There was acknowledgement that there may need to be further discussions at a later date as to how the P&C will continue to operate without the secretary positions filled with comments around the extra workload that it creates for the executive committee.
	onfirmation of P&C Sub-Committees	Nominations received:
8	Working Groups	Chair: Stuart Greenway
7	.1 P&C Swim Club Sub-Committee	Vice-Chair: Lorraine Eggers Secretary: Brad Aldcroft
		Treasurer: Chris Webster
		There was discussion that the changes to the sub-committee officers do not take effect until 1st June 2021 to allow for the close of season and completion of the Trophy night. P&C committee in support and Michelle Martin as treasurer supported the changeover date 1st June 2021 and will be available to review the financial books between treasurer handovers.
		Motion: To accept that those nominated to the P&C Sub-Committees be declared duly elected as from 1 st June 2021 to coincide with close of season and completion of the Trophy night. Moved by: Michelle Martin Objections: N Approved: Y
		Motion: To approve the Sub-Committee guidelines as submitted. Attachment 6. Moved by: Michelle Martin Objections: N Approved: Y
		Confirmation of Swim Club Sub-Committee members: Stuart Greenway, Brad Aldcroft, Lorraine Eggers, Chris Webster, Cathy Howie, Cass Aldcroft, and Sophie Hopkins.
7	.2 Working Groups	
	7.2.1 Grants	Nil changes to the Terms of Reference of the Grants Working Group as tabled attachment 7. <u>Confirmation of members</u> : Karen Purdy, Cathy Howie, Cass Aldcroft, Desma Hsu, Karensa Gock, Lorraine Eggers, Michelle Martin, Rebecca Grugan.
	7.2.2 Fundraising	Nil changes to the Terms of Reference of the Fundraising Working Group as tabled attachment 8. Confirmation of members:
		Alex Biling Charina Laurel Desma Hsu Andrew Hsu Cherise Mortimer Eileen Miller

Item	Discussion / Outcomes Belinda Dowel	Christine Manza	ano Eliana Puczkowski
	Beth Fishpool	Clara Ahn	Helen Rameka
	Breanna Hall	Dan Bradley	Jane Dyson
	Casey Humphries	Danielle Gumm	erson 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 Brow	ne Shirona Lowe
		Sarah Gibson	Spencer Waterman
		Tanika Nolan	Zoya Slavinskaya
	Jade Wotherspoon		
	I		
7.3.1 New roles	<u> </u>		
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	Sponsorships and Fence Adv	vertising Coordin	nator
		ional roles as pe	er Section 7.3.1.
	Moved by: Karensa Gock		
	Objections: N		
	Approved: Y		
737 All additional roles	Nominations received:		
		T	Nicole Nicholls
			Aliya Penny
			Jane Dyson
			Karensa Gock
	Sponsorships and Fence Ad Coordinator	dvertising	Shae Stewart
	Noting Nicole Nicholls will b	e assisted by Ka	ss Carter and Sarah Gibson.
	be declared duly elected.	se nominated to	the additional roles as per Section 7.3 to
	Approved: Y		
nge of Bank Signatories (if icable)			
.1 P&C Main Bank Account	No changes required. Miche only.	elle Martin to no	otify bank of change in position titles
2.2 P&C Debit Card Account	No changes required.		
Main Bank Account		per Section 7.1 a	_
	icable).1 P&C Main Bank Account.2 P&C Debit Card Account.3 P&C Amateur Swimming Club	Casey Humphries Cassandra Aldcroft Karensa Gock Kass Carter Katelyn Lebreton Kelly West Nicole Johnson Prue Lucas Raeliene Falkingham Rebecca Grugan Rebecca Grugan Rebecca Waterman Jade Wotherspoon Motion: To support the con confirm their respective Ter Moved by: Desma Hsu Objections: N Approved: Y Approved: Y 7.3.1 New roles Social Media Marketing Coc Containers for Change Coor Sponsorships and Fence Add Motion: To create the addit Moved by: Karensa Gock Objections: N Approved: Y Nominations received: Book Club Coordinator Student Banking Coordinat Social Media Marketing Coc Containers for Change Coc Sponsorships and Fence Ad Coordinator Noting Nicole Nicholls will b Motion: To accept that thos be declared duly elected. Moved by: Lorraine Eggers Objections: N Approved: Y Noting Nicole Nicholls will b Motion: To accept that thos be declared duly elected. Moved by: Lorraine Eggers Objections: N Approved: Y No changes required. Mich only. P&C Main Bank Account No changes required. Motion: To change signator Club Main Bank Account as Aldcroft) Moved by: Rebecca Grugan	Casey Humphries Danielle Gumm Cassandra Aldcroft Deb Benson Karensa Gock Klarissa Ruhe Kass Carter Kylie Thomas Katelyn Lebreton Lana Surnina Kelly West Lisa Hibbitt Nicole Johnson Rory Stewart Prue Lucas Ruth Dyer Raeliene Falkingham Samantha Brow Rebecca Grugan Sarah Gibson Rebecca Waterman Tanika Nolan Jade Wotherspoon Motion: To support the continuation of the confirm their respective Terms of Reference Moved by: Desma Hsu Objections: N Approved: Y Additional roles 7.3.1 New roles Social Media Marketing Coordinator Containers for Change Coordinator Sponsorships and Fence Advertising Coordin Motion: To create the additional roles as per Moved by: Karensa Gock Objections: N Approved: Y Nominations received: Book Club Coordinator Social Media Marketing Coordinator Social

Agenda Item	Discussion / Outcomes
	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
	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.
8.4 P&C Amateur Swimming Club Debit Card Account	Motion: To add Chris Webster as a signatory on the P&C Amateur Swimming Club Debit Card as from 1 st June 2021. Moved by: Lorraine Eggers Objections: N Approved: Y
8.5 P&C President and Treasurer – additional signatories	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
	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 1 st June 2021. Moved by: Lorraine Eggers Objections: N Approved: Y
8.6 P&C Fete Bank Account – change of signatories vs closure	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.
	Motion: To close the P&C Fete Bank account. Moved by: Chris Webster Objections: N Approved: Y
9. Appointment of the Auditor for 2021	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.
	Motion: To appoint Graeme Whyte from Metro Audit Services as the auditor for the 2021 year. Moved by: Michelle Martin Objections: N Approved: Y
10. General Business	
10.1 Adoption of the Student Protection Risk Management Strategy	Motion: To adopt the Student Protection Risk Management Strategy as presented. Attachment 9 Moved by: Desma Hsu Objections: N Approved: Y
10.2 No requirement to endorse the Constitution – no change from 27th March 2018	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.

Agenda Item		Discussion / Outcomes
10.3 Endorsement of the Code of		Motion: To endorse the Code of Conduct. Attachment 11.
Conduct – no change		Moved by: Desma Hsu
		Objections: N
		Approved: Y
10.4 Honorary any)	life memberships (if	Nil nominations.
10.5 Review an	d confirmation of	P&C implemented 3 P&C Policies and Procedures in 2020. Cass clarified that the
P&C Polici	es	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.
10.5.1	Debit Card	Motion: To confirm the continuation of the current Debit Card Procedure and Video
	Procedure	Conference Procedure. Attachment 12 & 13 respectively.
10.5.2	Video Conference	Moved by: Desma Hsu
	Procedure	Objections: N
		Approved: Y
10.5.3	2 nd Hand Uniform	Families have requested consignment period from 6 months to 12 months, reason
	Shop Procedure	being for example if a family puts something on consignment now it would cover
		the back-to-school period.
		Motion: To accept the 2 nd 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
11. Close of Meeting		Meeting closed at 8.01pm thanking everyone for their attendance.

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)