Mount Keira Demonstration School  
Parents & Citizens Association  
2016 Annual General Meeting  
Minutes

Minutes: Tuesday 16th February 2016 - commenced at 7:30 pm

Agenda Item

1. Welcome
   Michelle Barnes (returning officer)

Apologies
   Deb Stewart, Miyako Matsui

Attendees
   Michelle Barnes, Jen Sutinen, Kelly Rewell, Angela Milic, Lisa Cooney, Peter Fragiacomo, Leanne Fragiacomo, Grant Ellmers, Kerry Sorensen, Holly Tootell, Lili Zlojuto, Jenna Macnab

2. Confirmation of last AGM Minutes
   Confirmed by Peter F  
   Seconded by Holly T  
   Minutes adopted.

3. President’s Annual Report
   Holly T presented the President’s Annual Report.  
   Thank you from the P&C to the MKDS school community, teachers and support staff. Our big achievements in 2015:
   - Grant for outdoor refurbishment – thank you to Lili and Kerry for a huge amount of hard work on the outdoor project. The outside environment has been transformed into an amazing space for MKDS children and others to share.
   - NSW P&C Association material has been canvassed and the P&C is slowly being aligned to meet legislative requirements. One point to consider for this meeting is the ability for the P&C to have 2 Vice President positions – perhaps one with a fundraising focus and one for community engagement.
   - Fundraising efforts such as the Progressive Dinner, BBQs and Mt Keira challenge fundraising were successful. Thank you to Meli, Kerry S, Deb and Trevor S, Jen S and many others who have contributed over the year.
   - Monday Munchies continued, which provides MKDS children with a ‘canteen’ every second Monday. Thank you to all who participated in organising this.
   - Ongoing uniform supplier and shop sourced, thank you to the long term efforts of Leanne F.
   Thank you to Jen S for stepping up to President’s role during maternity ‘leave’, and for carrying out the role of Vice President in 2015. Thank you to Peter F for again being Treasurer and to Sarah H and Jenna for undertaking the Secretary role.

As outgoing President I see the biggest 2016 challenge as assisting the school to purchase artificial turf for the outside grass area which
will not grow. The school will be applying for a matching grant from the Department of Education which requires 50% of funds to be put up by the school. The artificial grass will cost approx $50,000. The school will require $25,000 if they win the grant. The P&C needs to consider if they can assist in the purchase of the artificial grass. A target of $10,000 minimum would be good.

4. Treasurer’s Annual Report

Please see written reports

5. Principal’s Annual Report

Please see written report


Michelle B declared all positions open and requested nominations
- **President**
  Peter F nominated Holly T. Holly accepted and declared President by Returning Officer.
- **Vice President**
  Fundraising – Lili nominated Kerry S. Kerry accepted and declared Vice President by Returning Officer.
  Community Engagement - Jenna nominated Lili. Lili accepted and declared Vice President by Returning Officer.
- **Treasurer**
  Holly nominated Peter F. Peter accepted and declared Treasurer by Returning Officer.
- **Secretary**
  Lili nominated Jenna. Jenna accepted and declared Secretary by Returning Officer.

The meeting discussed succession planning and decided that each role should have a shadow who would learn the functions of the position with the aim of taking over the role the next year.
Shadows: Kelly for Secretary, Lisa for Treasurer

7. Nomination for other roles

- **Uniform Coordinator**
  Leanne F returned as uniform coordinator for 2016.


Meeting acknowledged that fees last year were $5.00 per family for financial membership to the P&C. Insurances for the P&C for 2016 are approx. $700.00 and the meeting discussed the idea that financial membership fees should cover the insurance amount. With approx. 60 families the financial membership fee would then be $10.00 per family.

**MOTION 1**: Jen S put forward raising the P&C financial membership fee to $10.00. This was unanimously passed.

**ACTION 1**: Jenna to write a note to families to be attached to envelopes collecting P&C financial membership fees. The note will explain the rise in fees given the need to cover P&C insurance and the aim of the P&C to utilize funds raised throughout the year to assist with the artificial turf. Envelopes need to be out by week 8 of term 1.

9. General Business

None

10. Close

Meeting closed at 8:00pm
### Motions from Tuesday 16th February 2016 AGM:

| **MOTION 1** | Jen S put forward raising the P&C financial membership fee to $10.00. This was unanimously passed. |

### Actions from Tuesday 16th February 2016 AGM:

| **ACTION 1** | Jenna to write a note to families to be attached to envelopes collecting P&C financial membership fees. The note will explain the rise in fees given the need to cover P&C insurance and the aim of the P&C to utilize funds raised throughout the year to assist with the artificial turf. Envelopes need to be out by week 8 of term 1. |