St Joseph’s Catholic Primary School – P & F
Annual General Meeting Minutes - 25 February 2014

Welcome
John Hinton welcomed everyone to the AGM. Meeting opened at 7:05pm

Opening Prayer
John Hinton prayed for the meeting.

Attendance
John Hinton, Tania Tarda, Deanne Krieger, Candice Wilkin, Susanne Chung, Jeff Freeman, Ellie White, Katie Ryan

Apologies
Rachelle Brighton, Erica Russo

Acceptance of Previous Minutes
The Minutes of the AGM held on 5th March 2014, were accepted as true and correct by Deanne Krieger and accepted by Candice Wilkin. Passed.

Business Arising from Previous Minutes
NIL

Reports
- President – Tania presented a report on 2013 (attached) Report was 2nd by Susanne Chung
- Principal – NIL
- Treasurer – Susanne Chung presented the Audited books and report and a summary on our finances for 2013. (attached) Report was 2nd by Candice Wilkin
- Tuckshop – NIL
- Uniform Committee - NIL

Election of office bearers for 2014
A discussion was had regarding all positions and their responsibilities. The treasurer’s job is to be taken over by the school office and all finances to be entered through the school computerised books. This will enable all P&F monies to be maintained separately but audited with the school books. All members present agreed. John Hinton will ensure this is possible through Cath Ed, and move this forward. John Hinton declared all positions vacant.

Executive Committee
- President - Susanne Chung nominated Tania Tarda, Tania accepted.
- Vice President – Tania Tarda nominated Candice Wilkin, Candice accepted
- Treasurer - Tania Tarda nominated Ellie White. After some discussion and the new role was clarified Ellie accepted.
- Secretary - Tania nominated Jeff Freeman. Jeff accepted with the understanding that he may miss a meeting or two being on call.
Sub Committees
- Uniform Shop – Erica and Deanne have both asked that new people be found to fill this role. John Hinton will ask the office to take over in the short term, as we look for new people to take over this role.
  The committee expressed their thanks to Deanne and Erica for their tireless effort over many years spent in the Uniform Shop. Well Done and Thank You, Deanne and Erica.

All positions were filled and nominations accepted and passed with all in agreement.

General Business
- Appointment of Financial Auditor – Although the recommendation is to not use our Auditores again, if the books need to be redone to finalise the accounts at transfer, we appoint David Habermann and Co to do this audit. Moved John Hinton, 2nd Susanne Chung. Passed.
- Review and distribution of Parental Code of Conduct. Accepted by all at meeting. Passed.

Meeting close
John Hinton declared the AGM closed at 7:55pm

John Hinton   Susanne Chung
Chairperson   Secretary