

Chapel Hill State Primary School

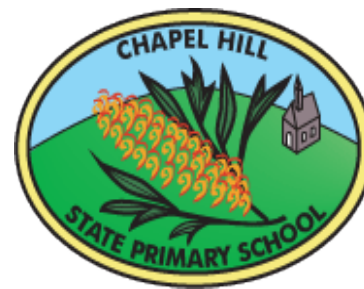
Parents & Citizens Association

www.chsspandc.org.au

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Meeting Record

Meeting/subject	Annual General Meeting	Recorded by	Ian Ruthenberg
Meeting date	23 February 2016	Total pages	4

Item	Topic	Action by
1	Welcome – meeting commenced at 7:06 pm. Apologies were received from Cr Julian Simmonds, Janet Hoek, & Rhonda Martin	
2	<u>Acceptance of previous annual general meeting minutes</u> Motion: That the minutes of the previous annual general meeting be accepted as a true and accurate record of the meeting. Moved: Kyla Bailey. Seconded: Jane Hallam. Passed.	
3	<u>Business arising from previous annual general meeting minutes</u> Nil	
4	<u>Receipt and adoption of the Association's audited annual financial statement and Treasurer's report</u> Motion: That the audited annual financial statement and Treasurer's report, as presented, be accepted. Moved: Jane Hallam. Seconded: Ian Ruthenberg. Passed.	
5	<u>Receipt and adoption of the President's annual report</u> Motion: That the President's annual report, as presented, be accepted. Moved: Kyla Bailey. Seconded: Ian Ruthenberg. Passed.	
6	<u>Membership applications</u> All previous P&C memberships lapse. Membership applications were received from: Ken Allen, Nissa Venton, Ian Ruthenberg, Lia Gartner, Cara Roach, Andrew Roach, Roxanne Ewing, Sally Warren, Jenny Strodl, Carmen Spry, Nicole McFarlane, Annelyse Strong, Leah Woodward, Kyla Bailey, Jade McCleave, Jess Hamilton, Sally Bryant, Anne Crozier, Melissa Braun, Val Balnave, Karen Anderson, Nancy Eluigwe, Mary-Anne Quilter, Guy Johnson, Robyn Neill, Viktoria Rice-Allen, Kerrie Glascott, Sarah Hart, Jane Hallam, Cass Agar-Wilson, Belinda Fox, Anita Williamson, Rosalind Hall, Angela Roff, Ruth Stegeman, Jody Stephens Motion: That the applications received for renewal of membership and for new membership be accepted. Moved: Kyla Bailey. Seconded: Ian Ruthenberg. Passed.	

Election of Officers/Executive Committee

Position	Person Nominated	Nominator	Seconded	Accepted
President	Ken Allen	Ken Allen	Jess Hamilton	Yes
Vice-President	Jade McCleave & Jody Stephens (shared role)	Jade McCleave Jody Stephens	Annelyse Strong Jade McCleave	Yes
Treasurer	Leah Woodward & Nancy Eluigwe (shared role)	Leah Woodward Nancy Eluigwe	Nancy Eluigwe Leah Woodward	Yes
Secretary	Jess Hamilton	Jess Hamilton	Jane Hallam	Yes

Election of Additional P&C Roles

Position	Person Nominated	Nominator	Seconded	Accepted
Buildings and Grounds subcommittee				
Fundraising subcommittee	Sally Warren Jade McCleave Robyn Neill			Yes
Tuckshop subcommittee	Jess Hamilton Viktoria Rice-Allen Robyn Neill Kerrie Glascott Anita Williamson			Yes
Fete subcommittee	Andrew Roach (treasurer)			Yes
Grants coordinator				
Hall hire convenor	Val Balnave			Yes
Crockery hire convenor				
Tennis court liaison				
Uniform shop convenor	Robyn Neill			Yes
Band & choir uniform convenor	Robyn Neill Rosalind Hall			Yes
Sports uniform convenor				
OSHC liaison	Jody Stephens			Yes
Class rep facilitator	Viktoria Rice-Allen			Yes
Book keeper	Leah Woodward & Nancy Eluigwe			Yes
Banking officer (P&C)				

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Item	Topic				Action by
	School banking officer	Jane Hallam			Yes
	Digital community connection convenor	Viktoria Rice-Allen Anne Crozier Jess Hamilton			Yes
	Flexi-schools convenor				
8	<u>Change of Bank Signatories</u> Motion: That the approved signatories for all CHSS P&C accounts be changed to the following newly elected executive committee: Ken Allen, Jade McCleave, Jody Stephens, Leah Woodward, Nancy Eluigwe, Jess Hamilton. Moved: Rosalind Hall. Seconded: Viktoria Rice-Allen. Passed.				
9	<u>Confirmation of Continuing Subcommittees of the Association</u> The following subcommittees were confirmed for 2016: <ul style="list-style-type: none"> ▪ Buildings & Grounds ▪ Fundraising ▪ Tuckshop ▪ Fete 				
10	<u>Appointment of the Association's Auditor</u> Motion: That the P&C appoint SMSF Auditors as the auditor of the association. Moved: Nicole McFarlane. Seconded: Annelise Strong. Passed.				
11	<u>Adoption of the Student Protection Risk Management Strategy</u> Motion: That the P&C adopt the Student Protection Risk Management Strategy as presented to the members. Moved: Ian Ruthenberg. Seconded: Kyla Bailey. Passed.				
12	<u>Adoption of the P&C Constitution</u> Motion: That the P&C adopt the CHSS P&C constitution as presented to the members. Moved: Ian Ruthenberg. Seconded: Carmen Spry. Passed.				
13	<u>General Business</u> Nil				
14	Meeting concluded at 8:05 pm				

Next meeting: Tuesday, 14 February 2017

