**Action Items from 8 November 2022 General Meeting**

| Type | Assigned to | Description | Status |
|---|---|---|---|
| **Existing** | Annalyse Strong | Consider options and implement a safe and sightly option to rectify the cutouts near the front entrance of the school (Ironbark Rd entrance). | In progress – Tony to complete before start Term 1 2023. |
| **Existing** | An Tong, Mel Venz | Coordinate with Building & Grounds to provide list of project and priorities. List to be circulated to Comms as well. | In progress |
| **Existing** | Emma Doolan/ Mel Venz | Emma to check whether packaging is home compostable and let Mel know as we may be able to compost via the Environmental Club which has recently received a Junior Landcare Grant. | In progress |
| **Existing** | Oriel | Check P&Cs Qld's position on air-conditioning. | In progress |
| **Existing** | Mel Wheaton | Obtain advice from Emma Lanigan for having over 65s as volunteers. | In progress – Peach to remind Emma. |
| **New** | Tal Mitchell | Come back on 2023 cross country and colour run dates. | In progress |
| **New** | Tal Mitchell | Provide free dress dates from School Council so that the P&C can coordinate P&C free dress days by the end of Term 1. | In progress |
| **New** | Stewart | Provide mould and leak inspection report to P&C. | In progress |
| **New** | Emma Doolan, B&G Committee | Emma to progress grant and B&G to obtain quote for fit out. | In progress |
| **New** | Oriel, Bec, Stewart, Annalyse | Progress locations and final options for noticeboards. | In progress |
| **New** | Peach | Modify P&C sign up form to remove data gathering and limit to Jotform. | In progress |
| **New** | Annalyse | Follow up on Gambling Fund works to get them locked in asap. | In progress |

**Email and Postal Correspondence Register**

| Incoming | | | | |
|---|---|---|---|---|
| **Date** | **Email/Post** | **From** | **Description** | **Action** |
| 15/11/2022 | Email | Pullenvale Post | 15 November 2022 Newsletter | For information only |
| 15/11/2022 | Email | P&Cs Qld | QCPCA/P&Cs Qld 2022 AGM update | For information only |
| 18/11/2022 | Email | Elizabeth Watson-Brown (Federal Member for Ryan) | 2022-23 Volunteer Grants Application update | Circulated between Executive Committee and Grants Convenor |
| 21/11/2022 | Email | Moggill Electorate Office | Confirmation of successful Chapel Hill State School P&C application for a Gambling Community Benefit Fund Grant. | Received by President on behalf of the P&C |
| 24/11/2022 | Email | Comedy for a Cause | Comedy for a Cause Fundraising | Sent to President, Events |
| 30/11/2022 | Email | Carene Hogg | Suggestion to implement Stationery Aid | Executive Committee indicated support |
| 05/12/2022 | Email | Elizabeth Watson-Brown (Federal Member for Ryan) | Director ID applications | Circulated between Exec - not applicable |
| 15/01/2023 | Email | Tastebuds Fundraising | Tastebuds fundraising 2023 | Sent to Events |
| 19/01/2023 | Email | My School Adventure | Adventure novel fundraiser | Sent to Events |
| 30/01/2023 | Email | Christine Fraser | 2022 Year 6 video download issue | Response sent by President |
| 01/02/2023 | Email | Anthony Corbett | Secretary of Clearview Christian Collage request for advice on successful grants application | Reponse sent by Grants Convenor |
| 01/02/2023 | Email | Comedy for a Cause | Comedy for a Cause Fundraising | Sent to Events |
| 08/02/2023 | Email | Landcare Australia | Grants of up to $1,000 available for environmental projects | Sent to President for new Grants Convenor |

**Outgoing Email and Postal Correspondence Register**

| Outgoing | | | | |
|---|---|---|---|---|
| **Date** | **Email/Post** | **To** | **Description** | **Action** |
| Nil | | | | |

**Urgent Executive Actions Report**

| Date | Matter | Type | For | Against | Decision |
|---|---|---|---|---|---|
| 11/11/2022 | Decision to pay DJ Bex Studios deposit in the amount of $290 and balance payments due in 2023 to the amount of $600. | Exec | Oriel Morrison<br>Penelope Jessup<br>Jacquelyne Cope | - | Passed |
| 11/11/2022 | Decision to approve expenditure of $200 for Uniform Shop sundries (stationery, donations basket, etc) | Exec | Oriel Morrison<br>Penelope Jessup<br>Jacquelyne Cope | - | Passed |
| 21/11/2022 | Decision to permit the Year 6 Graduation Committee to run a fundraiser for the purpose of covering unanticipated graduation expenses. | Exec | Oriel Morrison<br>Penelope Jessup<br>Jacquelyne Cope | - | Passed |
| 23/11/2022 | Decision to employ an additional person in the Tuckshop on a casual basis for approximately 3 hours per day to support the Tuckshop, including making coffee for the first hour of each day. | Exec | Oriel Morrison<br>Penelope Jessup<br>Jacquelyne Cope | - | Passed |
| 6/12/2022 | Decision to approve expenditure of $150 for a thank-you gift for the teachers and staff of CHSS. | Exec | Oriel Morrison<br>Penelope Jessup<br>Jacquelyne Cope | - | Passed |
| 6/12/2022 | Decision to approve that the Uniform Shop purchase uniform inventory to the value of $40,000. | Exec | Oriel Morrison<br>Penelope Jessup<br>Jacquelyne Cope | - | Passed |
| 6/12/2022 | Decisions to approve various Christmas Concert and Festival On the Hill expenses: 1. $250 for filming a rehearsal of the Christmas concert in case the live concert is canceled due to rain; $350 for toilets for the Christmas concert; up to $700 for the hire of a bobcat and purchase of sand to fix divots in the oval drom the Festival on the Hill. | Exec | Oriel Morrison<br>Penelope Jessup<br>Jacquelyne Cope | - | Passed |
| 24/01/2023 | Decision to provide catering at the AGM up to the value of $100. | Exec | Oriel Morrison<br>Penelope Jessup<br>Jacquelyne Cope | - | Passed |
| 30/01/2023 | Decision to approve payment of an invoice for payment of Davelle Airconditioning for a new capacitor originally quoted at $275 but increased by $99 due to inability to replace the capacity from spare parts. | Exec | Oriel Morrison<br>Penelope Jessup<br>Jacquelyne Cope | - | Passed |