CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

SECRETARY'S REPORT - FEBRUARY 2025

Date: 11 February 2025
Time: 6:30pm
Location: CHSS Conference Room 2

Table 1. ACTION ITEMS WITH PROGRESS NOTES

ASSIGNED TO	ITEM	PROGRESS
	Starting 2025 afresh!	

Table 2. URGENT EXECUTIVE ACTIONS REPORT - SINCE LAST GENERAL MEETING

DATE	MATTER	TYPE	FOR	AGAINST	DECISION
7 November 2024	Urgent executive motion to fund up to $1900 towards new bubblers, with the school contributing to the cost also as discussed.	Exec	Oriel Morrison-Higgins Amanda Merrick Greer Bystrycki Eve Jenkins	Nil	Carried
13 December 2024	Urgent executive motion that the P&C spends up to $1500 on containers for the 2025 Trash & Treasure fundraiser.	Exec	Oriel Morrison-Higgins Amanda Merrick Greer Bystrycki Eve Jenkins	Nil	Carried
14 January 2025	Urgent Executive Motion that the P&C funds up to $20,000 to start organising our major fundraiser, the 2025 Festival on the Hill.	Exec	Oriel Morrison-Higgins Amanda Merrick Greer Bystrycki Eve Jenkins	Nil	Carried
30 January 2025	Urgent executive motion to fund up to $500 for a new water heater for the tuckshop.	Exec	Oriel Morrison-Higgins Amanda Merrick Greer Bystrycki Eve Jenkins	Nil	Carried

Table 3. EMAIL AND MAIL CORRESPONDENCE REGISTER – SEE CHSSPANDC EMAIL ADDRESSES AS NEEDED

INCOMING				
DATE	**EMAIL/POST**	**FROM**	**DESCRIPTION**	**ACTION**
December – February	Email / Mail	P&Cs Queensland	Newsletters	Distributed as appropriate
December – February	Emails	Politicians	Newsletters	Distributed as appropriate

December – February	Email / Mail	Various suppliers	Product brochures	Distributed as appropriate
OUTGOING				
DATE	**EMAIL/POST**	**TO**	**DESCRIPTION**	**ACTION**
December – February	Email / Mail	Various	Subcommittee correspondence	Catalogued by subcommittees