

AGM Minutes - Wednesday 20 March 2024
Mullumbimby Public School P&C Association Inc

Meeting opened 6.07pm, MPS School Library

1. AGM Procedures

1.1 Welcome address and Acknowledgment of Country

We pay our respects to traditional owners of these lands, past, present and emerging. We recognize their ancestral, cultural and spiritual connections to Country and acknowledge their sovereignty was never ceded.

1.2 Attendance and Apologies

Attendance: David Lees, Carla Boyle, Sarah Neeves, Eleni Pappas, Leah Molenaar, Charlotte Hayes, Charity Nichols, Jo Black, Tandi Palmer Williams, Danielle Ross, Elle Meredith (arrived 6.17pm,) Keishia Thompson (arrived 7.26pm)

Apologies:

Edwina Hart, Cara Gallagher, Janette Brittain, Helen Jones, Keishia Thompson (late), Holly Ceglinski, Allison Bligh, Tandi (left at 8pm)

1.3 All membership fees paid up to date

2023 financial members - Lhasa Morgan, Evie Graham, Janette Tilgner, Charity Nichols, Sharon McGrath, Edwina Hart, Danielle Ross, Leah Molenaar, Holly Ceglinski, Carla Boyle, Anna Coelho, Angie Wilton, Tshala Jenkins, Charlotte Hayes, Cara Gallagher, Eleni Pappas, Tandi Plamer-Williams, Abelia Hissink, Keishia Thompson, Helen Jones, Sally Boyd, Sarah Neeves, Greg Wilton, Sarah Christian, Michelle Browning, Allison Bligh.

1.4 Confirmation of previous AGM minutes

Motion to accept previous minutes dated 15 March 2023 circulated via email.

Motioned by Carla Seconded by Eleni

All in favour? Carried all in favour

2. Reports

2.1 President's Annual Report – Carla Boyle

Motion to accept President's Report.

Motioned by Carla Seconded by Leah

Heartfelt thank you and acknowledgment to Carla for all she does and being a fabulous President!

All in favour? Carried all in favour

2.2 Treasurer's Annual Report – Charity Nichols - Auditor's report tabled & signed

Motion to accept the Auditor's report dated 12 March 2023 tabled and circulated via email.

Motioned by Carla Seconded by Eleni

All in favour? Carried all in favour

2.3 Canteen Treasurer's Annual Report – Keishia Thompson

Motion to accept the Canteen Treasurer's Report 2023 and Canteen Financial Report 2023 circulated via email.

Motioned by Carla Seconded by Charity

All in favour? Carried all in favour

2.4 Appointment of 2024 auditor

Motion to appoint John Robinson Accounting as auditors for 2024:

Motioned by Carla Seconded by Charity

All in favour? Carried all in favour

Thanks to the team at JR Accounting, particularly Nathan, for auditing our books free of charge this year and their help throughout the year. We discussed and will consider their offer of moving away from the excel cash book and to a software based bookkeeping system like Xero. JRA can offer that to us at cost which is currently \$24per month being the starter subscription, this would just be an upgrade of current payroll only subscription.

2.5 Returning Officer

Motion that David Lees, Principal, act as returning officer of the AGM:

Motioned by Carla Seconded by Leah

All in favour? Carried all in favour

All positions declared vacant and nominations called for.

3. Election of Office Bearers – Mr David Lees

3.1 President

Nominations called for President.

Carla Boyle was nominated by Leah Molenaar seconded by Sarah Neeves.

No further nominations called. **CARLA BOYLE DECLARED PRESIDENT.**

3.2 Vice President One

Correspondence received 27 February 2024 from Edwina Hart:

"I'd like to not be re-elected for fundraising coordinator. As my VP role is stand alone, if there is no one else who wants to be nominated for VP, I'm happy to continue in that role. However, if it makes more sense for a new coordinator to be in that role this year, then by all means please elect someone else. "

Nominations called for the **first Vice President**.

Edwina Hart was self nominated, seconded by Danielle Ross.

No further nominations. **EDWINA HART WAS DECLARED FIRST VICE PRESIDENT.**

3.3 Secretary

Nominations called for **Secretary**.

Leah Molenaar was nominated by Danielle Ross, seconded by Carla Boyle.

No further nominations. **LEAH MOLENAAR WAS DECLARED SECRETARY.**

3.4 Treasurer

Nominations called for **Treasurer**.

Charity Nichols was nominated by Carla Boyle, seconded by Leah Molenaar.

Elle Meredith was nominated by Eleni Pappas, seconded by Sarah Neeves.

Charity Nichols removed herself from the nomination of Treasurer.

No further nominations. **ELLE MEREDITH WAS DECLARED TREASURER.**

3.5 Canteen Treasurer and Vice President Two

Correspondence received 20 March 2024 from Keishia Thompson:

"If no other volunteer for this role, I will continue."

Keishia Thompson was self nominated, seconded by Charity Nichols.

No further nominations.

KEISHIA THOMPSON WAS DECLARED CANTEEN TREASURER AND SECOND VICE PRESIDENT.

3.6 Vice President Two

As per 3.5.

4. Election of Coordinators

4.1 Uniforms Coordinator

Danielle Ross was nominated by Sarah Neeves, seconded by Charity Nichols.

No further nominations. **DANIELLE ROSS WAS DECLARED UNIFORMS COORDINATOR.**

4.2 Canteen Coordinator

Eleni Pappas was self nominated, seconded by Carla Boyle.

No further nominations. **ELENI PAPPAS WAS DECLARED CANTEEN COORDINATOR.**

4.3 Fundraising Coordinator

Correspondence received 27 February 2024 from Edwina Hart:

"I'd like to not be re-elected for fundraising coordinator. As my VP role is stand alone, if there is no one else who wants to be nominated for VP, I'm happy to continue in that role. However, if it makes more sense for a new coordinator to be in that role this year, then by all means please elect someone else. "

Sarah Neeves was nominated by Danielle Ross, seconded by Eleni Pappas.

No further nominations. **SARAH NEEVES WAS DECLARED FUNDRAISING COORDINATOR.**

4.4 Event Coordinator

The vacant *Catering Coordinator* role has left a big hole over the last two years, and we are keen to separate it from the Fundraising work. We would like to utilise our employed Canteen Manager to assist in catering management for big events. This then calls for more of an "Events Coordinator" - managing calendar of events, advertising, volunteers, menu/pricing/equipment, rather than catering focused.

JO BLACK and CHARLOTTE HAYES were nominated by Carla Boyle, seconded by Sarah Neeves.

No further nominations. **JO BLACK AND CHARLOTTE HAYES WERE DECLARED EVENT COORDINATORS.**

4.5 Grants Coordinator

Tandi Palmer Williams was nominated by Sarah Neeves, seconded by Danielle Ross.

No further nominations. **TANDI PALMER WILLAIMS WAS DECLARED GRANTS COORDINATOR.**

4.6 Gardening Coordinator

Position held over. We acknowledge the wonderful initiative and energy Lisa Edwards, one of the learning and support officers at the school is doing to involve the children in the garden. The feedback and excitement from the children involved is beautiful.

4.7 Communications/Marketing Coordinator

Correspondence received 20 March 2024 from Holly Ceglinski:

"Happy to take the position of communications/Marketing coordinator. "

Holly Ceglinski was self nominated, seconded by Carla Boyle.

No further nominations.

HOLLY CEGLINSKI WAS DECLARED COMMUNICATIONS/MARKETING COORDINATOR.

We acknowledge and thank all the Executives and Coordinators in taking on these roles and look forward to again working together and having fun this year!

Meeting closed 6.31pm.