

**AGM Minutes – Wednesday, 15 March 2023**  
**Mullumbimby Public School P&C Association Inc**

*Meeting opened 6.02pm, Mullumbimby Public School, Stage 3 Classroom*

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1. AGM Procedures

**1.1 Welcome address and Acknowledgment of Country**

On behalf of the Mullumbimby Public School P & C, I would like to acknowledge the traditional owners of the land on which we meet today. We pay our respects to Elders past, present and emerging.

**1.2 Attendance and Apologies**

**Attendance:** David, Leah, Danielle, Carla, Abelia, Edwina, Charlotte, Angie, Holly, Cara, Sarah, Charity

**Apologies:** Keishia Thompson, Elani Pappas, Evie Graham, Lhasa Morgan

**1.3 All membership fees paid up to date**

*2022 financial members* - Lhasa Morgan, Evie Graham, Janette Tilgner, Charity Nichols, Sharon McGrath, Richard Kowalski, Bria Sydney, Sarah Christian, Edwina Hart, Danielle Ross, Leah Molenaar, Holly Ceglinski, Carla Boyle, Anna Coelho, Angie Wilton, Janneke Lade, Tshala Jenkins, Amy Austin, Charlotte Hayes, Cara Gallagher, Eleni Pappas and Tandi Plamer-Williams.

**1.4 Confirmation of previous AGM minutes**

**Motion** to accept previous minutes dated 11 May 2022 circulated via email.

**Motioned by Danielle Seconded by Carla**

***All in favour?                      Carried all in favour***

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2. Reports

**2.1 President's Annual Report – Danielle Ross**

It has been an honour and pleasure to be President this past year. I am grateful to be part of such a diverse and enthusiastic P&C team. The students learning and wellbeing always being top priority. Thank you all.

We've faced many challenges this year, 2022 didn't go to plan – it started off with restrictions being eased and families were finally allowed back onsite for the first time since early 2020, But the impacts of the floods created many obstacles when it came to fundraising and events for the school. Each and every member remained positive and proactive and together many events were able to go ahead.

I would like to thank Evie for her hard work with the insurance claims, it was a long process but she managed to get our claim a payout – thank you Evie!

This year, we were very fortunate to receive a couple of grants. I would like to thank Sharon McGrath for her huge amount of work on the Community Building Partnership Grant to repair and extend our canteen. Sharon went above and beyond and the grant was successful for the amount of \$42,619. We were also successful for the Mayoral Fund. This went towards purchase our new P&C BBQ kit.

We were approached in September by Our Inner Wheel District to see if we had any P&C equipment that needed replacing post floods. We were so lucky to be donated \$2,200 by Inner Wheel towards the purchase of our new P&C BBQ.

Our Uniform Shop continues to run successfully with online orders only. Uniforms are delivered to the student's class or to the front office for collection. Uniforms are still stored in the industrial estate until further notice. We look forward to the uniform shop coming back onsite and opening face to face when repairs are finished.

While our canteen is currently non-existent, we have still been able to have special lunch days. All of these days have been a success with huge thanks to the womanpower that planned, organised and delivered the days with ease.

Our fundraising came in many forms. The handmade mother's day stall was a success and the creativity of the school community was just beautiful. Our first catering event as a "New" committee was the athletics carnival – it was wonderful to see how well we can all work together and get it done. A big thanks to Brunswick Byron Netball for lending us their BBQ and Mullum High for lending us their BBQ Kit. This was also our first "slushy day". Thank you to Keisha who investigated the costs, organised the hire, picked up and took back the machine to Mullum Hire, and also organised a slushy day for the Netball the same weekend. The father's day photobooth was a great day for the kids and loved by the parents. The art show set up and execution was flawless and the Carols by candlelight too. Our total profit for the year was \$20,167.97. I look forward to seeing what new and exciting fundraising opportunities we continue to roll out from our fundraising events calendar.

To further support our school, we funded the purchase of Stage 2 Decodable readers in Term 3, 2022, A total of \$7,230. We also funded \$20,000 towards the renovation of the school canteen. Complimentary catering was also put on for the Kindy 2023 Orientation night, Kindy Parents 2022 welcome morning tea and the class information night 2023.

In addition to all the work done by our specialist coordinators and financial members to make these activities happen, our executive team play an equally important role behind-the-scenes in the successful functioning of our P&C. Our secretary Leah with her tremendous organisational skills and attention to detail ensures all our regulatory paperwork is up-to-date and each meeting is meticulously organised and minuted. Our treasurer Charity makes sure that all our fundraising and spending are carefully recorded in a clear and transparent way so that our team, the wider school community and our auditors have comprehensive and accessible picture of our financial operations. Our Vice President's Lhasa and Carla provide continuous functional support and ensure we have access to invaluable opportunities to continue to build our community relations. Our school Principal David offers ongoing opportunity, encouragement, and support as our team try to ensure that we are all doing the best we can for our students and our school.

In addition, I want to acknowledge all our other P&C members, friends and contributors, who gave their time and energy at any stage throughout the year. This includes association members, parents, community and school staff.

We have enjoyed great success thanks to the sacrifices you have made and efforts you have contributed. We also have a very strong what I would call 'Sub executive committee' – who are key people that are doing as much as the executive team without being formally recognised. We notice you, we appreciate you and all that you do.

I genuinely believe that we are so lucky to have such a great school community. I look forward to the year ahead.

Please accept this as my annual report. Dani.

**Motion** to accept President's Report.

**Motioned by Danielle Secoded by Carla**

*All in favour?                      Carried all in favour*

**2.2 Treasurer's Annual Report - Charity Nichols - Auditor's report tabled & signed**  
BIG thank you Charity for all your hard work.

**Motion** to accept the Auditor's report dated 2 March 2023 tabled and circulated via email.

**Motioned by Carla Secoded by David**

*All in favour?                      Carried all in favour*

**2.3 Canteen Treasurer's Annual Report – Carla Boyle**

**Motion** to accept the Canteen Treasurer's report dated February 2023 circulated via email.

**Motioned by Carla Secoded by Leah**

*All in favour?                      Carried all in favour*

**2.4 Appointment of 2022 auditor**

**Motion** to appoint John Robinson Accounting as auditors for 2023:

**Motioned by Leah Secoded by Carla**

*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. It was agreed we will buy them a gift and deliver with Certificate of Appreciation.

**2.5 Returning Officer**

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

**Motioned by Danielle Secoded by Leah**

*All in favour?                      Carried all in favour*

All positions declared vacant and nominations called for.

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### 3. Election of Office Bearers

#### 3.1 President

Nominations called for **President**.

**CARLA BOYLE** was nominated by **Edwina**, seconded by **Leah**.

No further nominations called. **CARLA BOYLE** declared **President**.

#### 3.2 Vice President One

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

**EDWINA HART** was nominated by **Carla**, seconded by **Leah**.

No further nominations. **EDWINA HART** was declared **Vice President**.

#### 3.3 Secretary

Nominations called for **Secretary**.

**LEAH MOLENAAR** was nominated by **Cara**, seconded by **Danielle**.

No further nominations. **LEAH MOLENAAR** was declared **Secretary**.

#### 3.4 Treasurer

**CHARITY NICHOLS** was nominated by **Edwina**, seconded by **Cara**.

No further nominations. **CHARITY NICHOLS** was declared **Treasurer**.

#### 3.5 Canteen Treasurer and Vice President Two

Nominations called for the **Canteen Treasurer and Vice President Two**.

Correspondence received 14 March 2023 from Keishia Thompson:

*"Please put forward my apologies for the AGM tomorrow night.*

*I would also like to accept and validate nomination for myself for the Vice president/canteen treasurer role. "*

**KEISHIA THOMPSON** was nominated by **Edwina**, seconded by **Angie**.

No further nominations. **KEISHIA THOMPSON** was declared **Canteen Treasurer and Vice President Two**.

#### 3.6 Vice President Two

As per 3.5.

We acknowledge the hard work and commitment from the executives leaving, Lhasa and Danielle. We sincerely thank you both. Congratulations to the new team.

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#### 4. Election of Coordinators

##### 4.1 Uniforms Coordinator

Nominations called for **Uniform Coordinator**

**DANIELLE ROSS** nominated by **Cara**, seconded by **Carla**.

No further nominations. **DANIELLE ROSS was declared Uniforms Coordinator.**

##### 4.2 Canteen Coordinator

Vacant for now, held over.

##### 4.3 Fundraising Coordinator

Nominations called for **Fundraiser Coordinator**

**Edwina Hart** was nominated by **Leah**, seconded by **Carla**.

No further nominations. **EDWINA HART was declared Fundraising Coordinator.**

##### 4.4 Catering Coordinator

Held over. Discussed recruiting a team or pair to take this role on.

##### 4.5 Grants Coordinator

Nominations called for **Grants Coordinator**

**TANDI PALMER WILLIAMS** was nominated by **Carla**, seconded by **Cara**.

No further nominations. **TANDI PALMER WILLIAMS was declared Grants Coordinator.**

##### 4.6 Gardening Coordinator

Vacant for now, held over.

*Meeting closed 6.28pm.*