

ALBANY SENIOR HIGH SCHOOL P&C ASSOCIATION
General Meeting
7.00 pm Monday 24 June 2019
ASHS Staff Room

Minutes

1. MEETING OPEN 7.03 pm.

2. ATTENDANCE

Present: Jenny Firth (Principal), Julie Brooks (Vice President), Cheryl Ward (Treasurer), Nevanne Castellaro (Secretary), Sarah Hilder, Linda Taylor, Julie Radford, Peter Bockman, Belinda Shaylor, Laura Bird, Michelle Gust, Catherine Mc Dougall, Kristy Harken, Vicki Doak
Apologies: Aileen Collins, Louise Gardner, Naomi Boccamazzo.

3. MINUTES FROM PREVIOUS MEETING

14/5/2019

Motion: Minutes are accepted with an amendment of the motions 7.2 and 8.2 need to be noted as carried.

Moved: M.Gust Seconded: C.Ward Carried

Executive Meeting 14/6/2019

Motion: Minutes are accepted with an amendment of MYOB to **preferred** option for accounting software.

Moved: M.Gust Seconded: C.Ward Carried

4. BUSINESS ARISING

4.1 Recycle Bins Art designs have been finished, and appropriate paint needs to be purchased for spray painting.

Motion: That paint is purchased at the cost of \$250.00.

Moved: M.Gust Seconded: B.Shaylor Carried

4.2 Instagram Concerns about controlling the content were raised. ASHS staff are about to attend a workshop which will cover this.

Action: M. Gust to liaise with staff to gain information.

4.3 WACCSO Conference WACCSO cannot provide funding for a student representative. However a video link could be arranged. It was suggested community groups such as Soroptimists or Rotary may donate funds.

Action: J.Brooks to write a letter to community groups asking for funding.

4.4 School Tours Volunteers called for the two remaining tours around 10.30 am on Tuesday 13 August and Friday 23 August.

4.5 Gazebos. The PE department resubmitted their application with more information.

Motion: P&C fund purchase of folding gazebos at the cost of \$2600.00.

Moved M.Gust Seconded C. McDougall Carried

5. CORRESPONDENCE

IN	OUT
WACSSO - affiliation invoice	
Albany Insurance brokers- invoice	
Canteen staff details request from ASHS	Canteen staff details to ASHS
Invoice from J. Biglan Auditor	Apology to J.Biglan
ATO - Payment Summary information	
ASHS – Funding request Gazebos	
Woolworths - account notification	
WACCSO - e newsletter, Magazine	Query on WACCSO conference sponsorship
Telstra - authorised representative update	
ASHS - Catering request	Invoice - ASHS catering
Canteen volunteer	Reply to volunteer
Qickckiq remittance advice	

6. TREASURERS REPORT As attached

MYOB for Canteen Payroll has been set up.

Motion: Minutes are accepted as tabled. Moved: C.Ward Seconded: M.Gust Carried
Motion: That the President N.Boccamazzo be registered as an administrator of the MYOB for access and security purposes. Moved: M.Gust Seconded: B.Shaylor Carried
Motion: Invoice from Albany District Insurance Brokers for Canteen insurance be paid for the amount of \$829.77. Moved: C.Ward Seconded: B.Shaylor Carried

7. REPORTS

7.1 **Principal:** As attached.

Half of the funding for the carpark upgrade has come through. P&C Day morning tea to be held Thursday 25 July. This year Year 12 Awards night to be held at AEC.

7.2 **Canteen Committee:** Replacement oven is close to being resolved. Discussion on ceasing bottled water sales at the canteen and installing water refill stations and using Water Corp.Trailer at large events.

Motion: That bottled water no longer be purchased for sale at the canteen. Moved: M.Gust Seconded: L.Bird Carried
Motion: That an application be made to the COA for a Waste and Sustainability grant to install water refill stations. Moved: M.Gust Seconded: L.Bird Carried

Discussion on using recyclable/ biodegradable packaging in the canteen. This will increase costs but fit with efforts towards sustainability. The most useful quote was from Albany Office Products.

Motion: That sustainable packaging be ordered from Albany Office Products Depot as needed by the canteen. Moved: B.Shaylor Seconded: C.McDougall Carried

Discussion on catering supplies covered reusing second-hand crockery for its sustainability or new items for their professional look. It was decided that new items would be purchased. The amount of \$300.00 has already been passed at the executive meeting held 14/6.

Motion: That up to \$100.00 be spent on storage tubs and food canisters for catering. Moved: M.Gust Seconded: B.Shaylor Carried
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Students have requested Hot Chicken Rolls be returned to the menu. This can be done two days per week.

Motion: That Hot Chicken Rolls be returned to the canteen menu.
Moved: P.Bockman Seconded: B.Shaylor Carried

7.3 **Hong Kong Trip:** The recent movie night raised \$852.00. Early Term 3 there will be a Bunnings Sausage Sizzle. The chosen students Kensley, Jacques, Patrick and Zac are very excited. Concerns were raised by the treasurer that there was no accountability noted for the counting of the money raised and it was left for the P&C to take to the bank. It is proposed that the TOR is reviewed to explicitly state that money should be counted by two people and deposited by the Hong Kong committee in a timely manner. A bank deposit book will be left at the front office to facilitate this.

7.4 **Music Committee:** A steering committee has been set up to work towards turning the Youth Centre into a Music and performance area. Contact J.Firth with any ideas on how to generate interest and funding.

8.1 Fundraising Letters – It is not appropriate for the P&C to give commercial advantage to particular businesses.

8.2 Sustainability committee - M.Gust and L.Bird are willing to represent the P&C on this committee.

8.3 WACCSO Conference - We missed application for sponsorship to attend conference due to lack of notice. The P&C were annoyed that country members have been discriminated against. We would like to send a representative this year, especially as we have a student attending also.

Motion: A letter of concern to be sent to WACCSO by M.Gust.
Moved: J.Firth Seconded: P.Bockman Carried

Motion: That J.Brooks be funded up to \$500.00 to represent the P&C at the WACCSO conference.
Moved: L.Bird Seconded: M.Gust Carried

8.4 Workwise membership renewal was received.

Action: Secretary to reply in the negative.
Moved: C.Ward Seconded: M.Gust Carried

9. NEXT MEETING – Monday 5 August 2019 7.00 pm Week 3

10. MEETING CLOSED 8.28pm