

Annual General Meeting Minutes

Date	Wednesday 15 March, 2023	Minutes Taken by: Melinda Hanrahan
Location	Gainsborough State School	
Meeting Opened	Time: 6:07pm	Name: Sara Sullivan
1a. Attendance:	<p>Numbers: 19 Sara Sullivan, Clay McCann, Craig Tulczyn, Kat Tylczyn, Kasi Hurley, Sallyanne Ladd, Rhiane Sherriff, Rachael Blond, Kelly Ready, Kylie Haselam, Leah Stanger, Katye Crompton, Gaylene Oppermann, Melinda Hanrahan, Carmen Ellard, Aleshia Voevodin, Shannon O’Hearn, Kaylie Mason, Caitlin Smith</p> <p>Teams Online Attendees: 1 Joshua Hurley</p>	
1b. Apologies:	Nat Young Nicky McKee	
2. Opening & Welcome by the Chair	<p>Greeting by President with acknowledgment of the Land</p> <p><i>I would like to recognize the traditional owners of the land that we meet on today - the Bullongin People. I would like to pay my respects to the elder’s past, present and emerging and recognize that the land is, was and always will be, Indigenous Land.</i></p>	
3. Presidents Report	<p>Sara Sullivan moved the motion that Mel Hanrahan take the minutes for the entirety of the meeting, seconded by Gaylene Oppermann.</p> <p>Minutes from previous meeting on 30 March 2022 were read, moved by Sara Sullivan, seconded by Kasi Hurley. All in favour.</p> <p>President’s report was presented by Sara Sullivan (see copy attached).</p> <p>Highlights: Acknowledgment of 2022 P&C Executive team for collaborative work throughout 2022. Summary of P&C achievements throughout 2022. Note of thanks and appreciation to all P&C members and volunteers. Special note of thanks made to Kasi Hurley and the contribution she made engaging with local businesses and the community.</p>	

	<p>Sara also gave a heartfelt thanks to the GSS team/community for the role played during a tough family time. President's report moved by Sara Sullivan; seconded by Gaylene Oppermann. All in favour.</p>						
<p>4. Treasurer's Report</p>	<p>Gaylene Oppermann presented the Treasurer's report beginning with a note of thanks to the outgoing members of the P&C, acknowledging how strongly everyone worked as a team throughout 2022.</p> <p>See attached copy of Treasurer's Report.</p> <p>Gaylene submitted the Annual Financial Statements as prepared, audited and certified by Chartered Accountants, Ferrari Warner (see copy attached).</p> <p>Gaylene motioned that Ferrari Warner Chartered Accountants be used again in 2023 by the P&C.</p> <p>Gaylene Oppermann moved that the Treasurer's report be accepted as a true and accurate report; seconded by Sara Sullivan. All in favour.</p>						
<p>5. Election of Executive Committee</p>	<p>Clay McCann announced that all positions are vacant:</p> <p>a. President:</p> <table border="1" data-bbox="629 1171 2051 1428"> <tr> <td data-bbox="629 1171 1341 1353"> <p>Nomination 1: Sara Sullivan Nominated By: Gaylene Oppermann Seconded By: Kasi Hurley Nominated Party Accepted Position: YES/NO</p> </td> <td data-bbox="1341 1171 2051 1353"> <p>Nomination 2: Nominated By: Seconded By: Nominated Party Accepted Position: YES/NO</p> </td> </tr> <tr> <td data-bbox="629 1353 1341 1390"> <p>Vote Required: YES</p> </td> <td data-bbox="1341 1353 2051 1390"> <p>Vote Won By: Sara Sullivan</p> </td> </tr> <tr> <td data-bbox="629 1390 1341 1428"></td> <td data-bbox="1341 1390 2051 1428"></td> </tr> </table>	<p>Nomination 1: Sara Sullivan Nominated By: Gaylene Oppermann Seconded By: Kasi Hurley Nominated Party Accepted Position: YES/NO</p>	<p>Nomination 2: Nominated By: Seconded By: Nominated Party Accepted Position: YES/NO</p>	<p>Vote Required: YES</p>	<p>Vote Won By: Sara Sullivan</p>		
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<p>Vote Required: YES</p>	<p>Vote Won By: Sara Sullivan</p>						

b. Vice President:

Nomination 1: Rhiane Sherriff Nominated By: Carmen Ellard Seconded By: Sara Sullivan Nominated Party Accepted Position: YES/NO	Nomination 2: Kasi Hurley Nominated By: Carmen Ellard Seconded By: Rhiane Sherriff Nominated Party Accepted Position: YES/NO
Vote Required: YES	Vote Won By: Kasi Hurley

c. Secretary:

Nomination 1: Rhiane Sherriff Nominated By: Carmen Ellard Seconded By: Kasi Hurley Nominated Party Accepted Position: YES/NO	Nomination 2: Nominated By: Seconded By: Nominated Party Accepted Position: YES/NO
Vote Required: YES	Vote Won By: Rhiane Sherriff

d. Treasurer

Nomination 1: Gaylene Oppermann Nominated By: Rhiane Sherriff Seconded By: Sally Ladd Nominated Party Accepted Position: YES/NO	Nomination 2: Nominated By: Seconded By: Nominated Party Accepted Position: YES/NO
Vote Required: YES	Vote Won By: Gaylene Oppermann

	<p>e. Fundraising Co-Ordinator</p> <table border="1" data-bbox="629 442 2049 917"> <tr> <td data-bbox="629 442 1341 624"> <p>Nomination 1: Kasi Hurley Nominated By: Sally Ladd Seconded By: Gaylene Oppermann Nominated Party Accepted Position: YES/NO</p> </td> <td data-bbox="1341 442 2049 624"> <p>Nomination 2: Leah Stanger Nominated By: Sara Sullivan Seconded By: Mel Hanrahan Nominated Party Accepted Position: YES/NO</p> </td> </tr> <tr> <td data-bbox="629 624 1341 699"></td> <td data-bbox="1341 624 2049 699"></td> </tr> <tr> <td data-bbox="629 699 1341 880"> <p>Nomination 3: Katy Crompton Nominated By: Sara Sullivan Seconded By: Gaylene Oppermann Nominated Party Accepted Position: YES/NO</p> </td> <td data-bbox="1341 699 2049 880"></td> </tr> <tr> <td data-bbox="629 880 1341 917"> <p>Vote Required: YES</p> </td> <td data-bbox="1341 880 2049 917"> <p>Vote Won By: Leah Stanger</p> </td> </tr> </table> <p>Sara Sullivan put forward the motion that 3 positions be open for Fundraising Coordinator for the parties to form a group for fundraising. On further discussion, due to sub-committee policies only one Fundraising Co-Ordinator is to be voted on. All roles were accepted. Fundraising Coordinator – Leah Stanger.</p> <p>Vote Sent via Survey Monkey to Attendees on Teams. All members Received and Participated in Vote: YES/NO Count for online Parties was completed by: Rachael Blond and Clay McCann</p> <p>In person vote completed and received by all members: YES/NO Count for votes in person was completed by: Kelly Ready and Aleshia Voevodin</p>	<p>Nomination 1: Kasi Hurley Nominated By: Sally Ladd Seconded By: Gaylene Oppermann Nominated Party Accepted Position: YES/NO</p>	<p>Nomination 2: Leah Stanger Nominated By: Sara Sullivan Seconded By: Mel Hanrahan Nominated Party Accepted Position: YES/NO</p>			<p>Nomination 3: Katy Crompton Nominated By: Sara Sullivan Seconded By: Gaylene Oppermann Nominated Party Accepted Position: YES/NO</p>		<p>Vote Required: YES</p>	<p>Vote Won By: Leah Stanger</p>
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<p>Vote Required: YES</p>	<p>Vote Won By: Leah Stanger</p>								
<p>6. 2023/2024 Student Resources Scheme and Refund/Credit Policy</p>	<p>Discussion: Gaylene tabled SRS for the year to be approved by the P&C. Gaylene raised that there be adjustments made in particular with regards to the Year 3 SRS scheme. These changes will revolve around the timing of the SRS, a possible increase</p>								

	<p>in the fee (possible \$25 increase – to be confirmed) for Yr 3, the ratio of Ipads will possibly change to 1 to 1 for Yr 3 in Semester 2. These topics will be further discussed at the next general meeting.</p> <p>Resolution: that the 2023/2024 Student Resources Scheme and Refund/Credit Policy tabled and adopted. Moved By: Gaylene Oppermann Seconded By: Clay McCann</p> <p>All in Favour - YES / NO</p>
<p>7. 2023 Student Risk Management</p>	<p>Discussion: Clay McCann discussed and outlined the Student Protection Risk Management Strategy.</p> <p>Resolution: Clay McCann moved that the P&C adopt the 2023 Student Protection Risk Management Strategy. Moved By: Clay McCann Seconded By: Kasi Hurley</p> <p>All in Favour - YES / NO</p>
<p>8. 2023 P&C Model Constitution</p>	<p>Discussion: Clay McCann discussed and outlined the P&C’s Constitution for Gainsborough State School. This is the operating bible for the P&C. It covers processes; elections; fundraising; applicable laws; and so on.</p> <p>Resolution: Clay McCann moved that the 2023 P&C Model Constitution be tabled and adopted. Moved By: Clay McCann Seconded By: Sara Sullivan</p> <p>All in Favour - YES / NO</p>
<p>9. Adopting Auditor for 2023 Financial Year</p>	<p>Discussion: Gaylene Oppermann moved that Ferrari Warner Chartered Accountants be used as the auditors for the 2023 P&C finances.</p>

	<p>Resolution: The notion be tabled and adopted that the 2023 Auditor for the P&C be Ferrari & Warner Chartered Accountants. Moved By: Gaylene Oppermann Seconded By: Clay McCann</p> <p>All in Favour - YES / NO</p>
<p>10. Meeting Times and Dates for 2023</p>	<p>Discussion: Sara Sullivan will compile a schedule of days and times for upcoming meetings. A poll was conducted for the parent community via Facebook with the outcome being that Monday or Wednesday were the preferred days for P&C meetings and the majority of parents showed preference for a 5pm start time. Sara will schedule the meetings for Wednesdays (first of the month) at 5pm (a minimum of 6 meetings for the year). If the first Wednesday of the month falls in school holiday period the meeting will be held in the first week back after holidays.</p> <p>Resolution: that the 2023 Meeting Times and Dates for 2023 as listed above be tabled and adopted. Moved By: Sara Sullivan Seconded By: Clay McCann</p> <p>All in Favour - YES / NO</p>
<p>11. Application for Membership & Recording of New Members</p>	<p>I Melinda Hanrahan motion that:</p> <p>the 22 membership applications be received and be recorded in the membership register. Seconded By: Kasi Hurley</p> <p>All in Favour - YES / NO</p>
<p>Date of the Next Meeting</p>	<p>Day: Wednesday Date: 19 April 2023 <i>(to be confirmed)</i> Time: 5pm</p>

Meeting Closed:	Time: 7:12pm
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CONFIRMATION OF MINUTES

Chair Name: Sara Sullivan
Signature: *SSL*

Date: 30/03/2023
Position: President