

Marist College North Shore

P&F GENERAL MEETING

P&F Meeting Minutes – Term 1, 2018

Date	Wednesday 28 th February	Time	7:00pm
Attendees	Tony Duncan, Veronica Rios, Fiona Lucas, June McFadyen, Colin Lynch, Lyndal Jenney, Illya Shackell, Linda Hogan, Dana Goennemann, Jenny Lowe		
Apologies	-		
Guests	-		

Item No.	Order of Business	Who
1	Opening Prayer	Tony Duncan
2	Table and approve Minutes from Previous Meeting Copies of minutes were distributed electronically to attendees prior to the meeting, with a reference copy tabled in the meeting. Minutes were proposed by Veronica Rios and seconded by all present. Minutes of P&F AGM held on 5 th December 2017 were adopted and signed by Veronica Rios	Veronica Rios
3	Business arising from previous minutes - Nil.	Veronica Rios

4	Correspondence <ul style="list-style-type: none"> • Nil. <i>ACTION:</i> Colin to share the g-drive with everyone on the committee	Colin Lynch
5	Principal's Report <ul style="list-style-type: none"> • 5 new teachers: Gabe Rudefski, solidarity; Joh Talware, Library (literacy); Sam, Drama; Lee Liao, Science (Chemistry); Mark Brooks, (made art rooms from dark room). • Thanks to P&F for air conditioning. Now completed throughout the school. • Good parent engagement meetings held with years 7-9-11. • Study skills sessions going well. Organisation in Yr 8, Notes in Yr 10, Collab. in Yr 12. 	Tony Duncan
6	Treasurer's Report <ul style="list-style-type: none"> • Current balance not available yet due to some unreceived bank statements. • Important to submit all expense claims promptly • Welcome drinks estimated result: \$966 ticket sales + ~\$800 cash = ~\$1800 income. Expense still being finalised. Expecting lose to break-even, perhaps \$100 or so down. <i>ACTION:</i> sit down with Mark & June about how to manage/align finances between school & P&F	June McFadyen
7	Class Parent Update <ul style="list-style-type: none"> • There is now at least one class parent in each year being a class co-ordinator • In future, class co-ordinators will contact their year group directly to do all activities and communications. Right now Lyndal is still coordinating directly too. 	Lyndal Jenney

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8	<p>Events Review:</p> <ul style="list-style-type: none"> • Welcome drinks wrap-up. • Many new parents commented that it was great to have older boys involved (band, wait staff, etc.) • There were approx. 290 attendees, a good increase on last year. • The format of one free drink ticket for each Year 7 parent, with all other drinks for sale at the bar seemed to be well accepted. Event was vibrant, but with clean-up all finished by 9.30pm. • We should perhaps consider a change in the marketing message for next year, so that is not so focused on Year 7. • The large round tables were under-used by the parents, but the bar tables were very popular. • We should review the best way to measure the success of this event. Level of parent engagement? Number of total attendees? Number of new parent (ie: Year 7) attendees? <p>ACTION: Update procedures for Welcome Drinks - Colin. (include questions)</p>	Veronica Rios
9	<p>Upcoming Events:</p> <ul style="list-style-type: none"> • <u>Open Day</u>: various planning details were finalised. • <u>Movie Night</u>: a proposed new event <p>ACTION: Colin to research and table a proposal for this event.</p> <ul style="list-style-type: none"> • <u>Trivia night</u>: discussion of advanced actions for this event, specifically the importance of asking for prize donations early, and starting the outbound communications early. <p>ACTION: Lyndal to develop email for class parents to distribute asking for donations ACTION: Colin to review g-drive folder regarding process for mystery envelopes</p> <ul style="list-style-type: none"> • <u>Mother's night</u>: <p>ACTION: Fiona to develop a marketing email to highlight this event</p>	Committee
10	<p>Wish List Review:</p> <ul style="list-style-type: none"> • To be further refined during the year 	Veronica Rios
11	<p>Other Business:</p> <ul style="list-style-type: none"> • Nil 	Veronica Rios

This is a true and correct record of matters discussed.

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Veronica Rios - P&F President

Date: