

Marist College North Shore

P&F ANNUAL GENERAL MEETING

P&F Meeting Minutes – AGM, 2018

Date	Wednesday 7th November	Time	6:30pm
Attendees	Tony Duncan, Veronica Rios, Fiona Lucas, June McFadyen, Colin Lynch, Lyndal Jenney, Linda Hogan, Dana Goennemann, Catherine James, Gabrielle O'Carroll		
Apologies	Illya Shackell		
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 Fiona Lucas. Minutes of P&F general meeting held on 1st August 2018 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"> Bank and financial statements received, and hard copies provided to JM. 	Colin Lynch
5	Principal's Report <ul style="list-style-type: none"> Forward enrolments are strong. Have conducted around 200 interviews. Over 60 have been girls, which is roughly the desired trend. Proposed uniforms are being re-worked, using a professional designer. Has very happy memories of the P&F events during 2018. 	Tony Duncan
6	P&F President's Report <ul style="list-style-type: none"> See attached. 	Veronica Rios
7	Treasurer's Report <ul style="list-style-type: none"> See attached. P&F is still being charged for its own (now unused) POS machine ["Albert"] <p><i>ACTION: TD to arrange for P&F's Albert to be terminated.</i></p>	June McFadyen
8	Class Parent Update <ul style="list-style-type: none"> All year groups set up and operational (except for year 7, 2019). Class parents now take lead in running events, so that work is better shared and it is not always the same people running multiple events. 	Lyndal Jenney

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9	<p>2019 P&F Committee Election</p> <ul style="list-style-type: none"> • All positions were declared vacant. I. Election for President: <ul style="list-style-type: none"> ○ Nominated: Veronica Rios. Seconded by: Fiona Lucas ○ Veronica Rios elected unopposed. II. Election for Vice President: <ul style="list-style-type: none"> ○ Nominated: Fiona Lucas. Seconded by: Veronica Rios ○ Fiona Lucas elected unopposed. III. Election for Treasurer: <ul style="list-style-type: none"> ○ Nominated: Linda Hogan. Seconded by: Veronica Rios ○ Linda Hogan elected unopposed. IV. Election for Secretary: <ul style="list-style-type: none"> ○ Nominated: Lyndal Jenney. Seconded by: Fiona Lucas ○ Lyndal Jenney elected unopposed. V. Election for Class Parent Coordinator: <ul style="list-style-type: none"> ○ Nominated: Lyndal Jenney. Seconded by: Fiona Lucas ○ Lyndal Jenney elected unopposed. 	Tony Duncan
9	<p>2019 P&F Event Dates & Planning:</p> <ul style="list-style-type: none"> • Dates for 2019 events will be confirmed before end 2018. • Important to identify a leader for each event early. • All event run sheets need updating • TD advises there will be no open day in 2019. Next open day will be in 2021. <p><i>ACTION: VR book in time with Rick Grech and TD to go through calendar and lock in dates for 2019 P&F events.</i></p> <p><i>ACTION: LJ to identify and confirm event leader for each event before end of this year.</i></p> <p><i>ACTION: CL to update run sheets for Welcome Drinks and Movie Night.</i></p> <p><i>ACTION: FL to update run sheet for Mother's Day.</i></p> <p><i>ACTION: LH to update run sheet for Father's Day.</i></p> <p><i>ACTION: LJ & VR to update run sheet for Trivia Night.</i></p>	Committee
10	<p>Other Business:</p> <ul style="list-style-type: none"> • P&F will purchase a trolley for use at events. Approx cost: \$300-\$500 <p><i>ACTION: TD to ask Mark to farrange the purchase of a trolley similar to the school's existing trolley</i></p> <ul style="list-style-type: none"> • Upcoming event: Christmas Drinks: <ul style="list-style-type: none"> ○ Need to get class parents to assist in pushing participation ○ Catering, drinks and decorations discussion <p><i>ACTION: LJ to engage with class parents to promote and the event</i></p> <p><i>ACTION: LH to co-ordinate catering inputs and suppliers</i></p>	Committee
11.	<p>Next Meeting:</p> <ul style="list-style-type: none"> • Dates for 2019 meetings are not yet set. <p><i>ACTION: VR to schedule dates for P&F General Meetings in 2019 and publicise.</i></p>	Committee

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This is a true and correct record of matters discussed.

..... Date:

Veronica Rios - P&F President



Founded 1888
Sydney

MARIST COLLEGE NORTH SHORE

PARENTS' AND FRIENDS' ASSOCIATION

270 MILLER STREET, NORTH SYDNEY, NSW 2060
Tel: (02) 9957 5000 Fax: (02) 9954 9087 e-mail: pnf@maristns.catholic.edu.au

P&F President's Report 2018

We welcomed a new Executive Committee to the P&F in 2018 and were pleased to introduce new ideas and energy to the Committee and our events. It is a privilege to be able to be part of the P&F Committee and Marist community surrounded by other parents and friends committed to driving a sense of community, openness and supporting the College. This year we focused on continuing to bring more of the school community together and engaging with all parents.

The committee hosted our annual events for the school including the Welcome Evening, Trivia Night, Father's Day Breakfast and Christmas Celebration. As always, we were pleased to support school events such as Expo Day. We also trialled some new ideas including a Movie and Pizza Night and several year-based gatherings. Our approach to these events was to assign year groups to each event to assist with organising, volunteer coordination and overall event management. This approach worked well and encouraged more parent volunteers and built new networks and relationships. We are grateful to our Class Parents for their efforts this year.

As outlined in the Treasurer's Report, we saw some great success in fundraising this year through increased funds raised at Expo Day and a significant increase in this year's Trivia Night which was extremely well attended. Many new ideas were implemented, and lessons learnt for next year, and overall our financial position remains comparable to the previous year with a small increase driven also from the new movie night. The Committee continues to work with the College to support plans to provide new science labs following the completion of the air conditioning installation.

We were very pleased to see several new parents volunteering and stepping in to take on roles, either on the committee or as volunteers and supporters at events. We appreciated the time and willingness of those parents who donate their time and effort to support the P&F.

I would also like to take this opportunity to thank June McFadyen, the outgoing P&F Treasurer for her dedication and contribution over the past 3 years and to outgoing P&F Secretary Colin Lynch for his energy and willingness to get involved and drive new ideas through the P&F Committee. As always, thank you to Tony Duncan, Richard Grech, Julie Pacifique and the entire Marist College staff for their continued support. We look forward to another fruitful year and remain committed to the Marist school community.

Veronica Rios

P&F Association President 2018

Marist College North Shore Parent & Friends

Treasurer's Report for the 2018 Year

The following table summarises the fundraising activities for the period 1 January 2018 to 31 October 2018 (Note 2017 comparative updated from 2017 AGM report to reflect final actual amounts):

Function	2018 Net	2017 Net
Welcome Drinks	(184.39)	383.81
Open Day	3,542.49	2,608.73
Mother's Night Out	-	720.60
Movie Night	581.98	-
Trivia Night	23,840.37	17,510.61
Father's Day Breakfast	(2,178.06)	2,617.58
Christmas Drinks	-	1,128.81
Other miscellaneous	(514.55)	(443.69)
TOTAL	25,087.84	24,526.45

Total net revenue from fund raising activities is fairly consistent with last year at \$25k. This is subject to receipt of further expense claims and the Christmas Drinks event still to be held.

Whilst there was a small loss on the Welcome Drinks there were significant changes to the event – no charge for Year 7 Parents, reducing ticket sales from over \$7k to \$1k, but this was offset by reduced catering costs and allowing only one free drink per person.

The Open Day was again a successful and busy day. Net revenue was up nearly \$1k on last year. We introduced a coffee cart this year at a net cost of \$880. The hot weather resulted in lower sales than expected so this needs to be reconsidered next year.

It was decided not to hold the Mother's Night Out event due to conflicting priorities however a new event was introduced this year, Movie and Pizza Night. The event was organised as a community event to primarily bring the year 7's together rather than as a fund raiser. A small profit was earned.

The Trivia Night was a huge success and net revenue is up \$6k on last year. Expenses for this event are quite low, therefore the increase is attributable to increased sales (up \$1.5k) and the balance from auction items.

New external caterers were engaged for the Father's Day Breakfast with a full breakfast provided. The event sustained a loss however due to over-estimation of attendance. We can learn from this for next year. It should be noted that the 2017 comparative does not include the cost of the speakers (paid by school) therefore year on year, the overall loss is comparable. No external speakers were engaged in 2018.

At the start of 2018 we had a small bank balance of \$329.79 and adding the net revenue for 2018 to date, we now have funds of \$25,417.63. \$18,498.48 is held in the school contra account therefore it is proposed that the committee distributes a further \$5,000 to the school from the P&F account.

This is my final meeting as Treasurer and I would like to thank the Committee, Mark Brooks and Tony Duncan for their support over the past 3 years and wish the incoming Committee the very best for 2019 and beyond.

June McFadyen
MCNS P&F Treasurer

Marist P&F Cash Book 2018

Date	Chq #	Details	Debit	Credit	Balance	Int	Misc	Welcome Drinks	Allocation Open Day	Movie Night	Trivia	Fathers Day Breakfast	Christmas Drinks			
1/1/18		Opening Balance			329.79											
3/1/18		Merchant facility maintenance fee	- 49.50		280.29		- 49.50									
3/2/18		Merchant facility maintenance fee	- 49.50		230.79		- 49.50									
5/2/18		Transfer EFTPOS - Welcome Drinks		35.00	265.79			35.00								
21/2/18		Transfer from TryBooking - Welcome Drinks		966.45	1,232.24			966.45								
5/3/18		Merchant facility maintenance fee	- 49.50		1,182.74		- 49.50									
31/3/18		Bank interest		0.19	1,182.93	0.19										
3/4/18		Merchant facility maintenance fee	- 49.50		1,133.43		- 49.50									
16/4/18		Credit transfer ??		29.50	1,162.93		29.50									
30/4/18	5883	June McFadyen - reimburse Open Day expenses - BBQ Food	- 1,068.04		94.89				- 1,068.04							
30/4/18	5884	Lyndal Jenny - reimburse Open Day expenses - Bread, choc, sundries	- 378.62		283.73				- 378.62							
5/5/18		Merchant facility maintenance fee	- 49.50		333.23		- 49.50									
6/5/18		Transfer from TryBooking - Welcome Drinks & Movie Night		1,055.96	722.73			144.84		911.12						
30/6/18		Bank interest		0.26	722.99	0.26										
7/5/18	5885	Colin Lynch - reimburse Movie Night expenses - pizza, drinks, sundries	- 329.14		393.85					- 329.14						
5/6/18		Merchant facility maintenance fee	- 49.50		344.35		- 49.50									
5/7/18		Merchant facility maintenance fee	- 49.50		294.85		- 49.50									
1/8/18		Transfer from TryBooking - Trivia		9,000.36	9,295.21						9,000.36					
5/8/18		Merchant facility maintenance fee	- 49.50		9,245.71		- 49.50									
30/8/18		Transfer from TryBooking - Father's Day Breakfast		8,206.15	17,451.86							8,206.15				
5/9/18		Merchant facility maintenance fee	- 49.50		17,402.36		- 49.50					-				
12/9/18	5886	Linda Hogan - FDB expenses	- 10,437.93		6,964.43						-	10,437.93				
5/10/18		Merchant facility maintenance fee	- 49.50		6,914.93		- 49.50									
6/11/18		Transfer from TryBooking - Father's Day Breakfast		53.72	6,968.65							53.72				
6/11/18		Merchant facility maintenance fee	- 49.50		6,919.15		- 49.50									
						0.45	- 515.00	1,146.29	- 1,446.66	581.98	9,000.36	-	2,178.06	-		
Cash Deposited and Expenses Paid by School																
Cash receipts - Open Day (and receipts from welcome drinks used for float)				6,484.05	6,484.05			614.90	5,869.15							
Coffee Cart - Open Day				- 880.00	5,604.05				- 880.00							
Food Platters - Welcome Drinks				- 900.00	4,704.05			900.00								
Manly Freezers - Welcome Drinks				- 402.04	4,302.01				402.04							
Shindigs - Welcome drinks				- 208.22	4,093.79			208.22								
S Kemsley - Welcome drinks				- 8.40	4,085.39			8.40								
Tsounis (food) - Welcome Drinks				- 226.80	3,858.59			226.80								
Young & Radleigh - Welcome Drinks				- 200.12	3,658.47			200.12								
Cash receipts for Trivia Night					16,148.55	19,807.02					16,148.55					
Table hire - Trivia Night				- 414.00	19,393.02						- 414.00					
Trivia Host				- 500.00	18,893.02						- 500.00					
T Ukrainetz - Trivia expenses (Decorations)				- 269.86	18,623.16						- 269.86					
L Jenney - Trivia expenses (Sundries and decorations)				- 124.68	18,498.48						- 124.68					
Net					25,417.63		0.45	- 515.00	-	184.39	3,542.49	581.98	23,840.37	-	2,178.06	-

2018 Summary

Opening cash 1/1/18	329.79
Net cash inflow 2018	25,087.84
Distribution to school	
Closing cash 6/11/18	<u>25,417.63</u>