

**Varsity College P&C Association
Annual General Meeting Minutes
Wednesday 21 March, 2018**

“Everybody’s voice is equal”

Meeting to be opened and chaired by Steve McLuckie , Executive Principal

Minutes

<u>Item</u>	<u>What</u>	<u>Business</u>																				
1	Welcome to Members and introduction of any special guests	<ul style="list-style-type: none"> Welcome to all parents and guests Any items to be included in General Business 																				
2	Apologies	<ul style="list-style-type: none"> tba 																				
3	Confirmation of minutes of the previous Annual General Meeting	<ul style="list-style-type: none"> The minutes of the previous Annual General Meeting held on Wednesday 17 March 2017 are a true and accurate record of the meeting. 																				
	<i>Proposed Motion</i>	<p><i>Motion proposed to accept the minutes of the previous Annual General Meeting – Wednesday 15 March 2017, as a true and accurate record of the meeting.</i></p> <p><i>PROPOSED: Emma Stawicki SECONDED: Anna Stacey PASSED: Yes</i></p>																				
4	Business arising from previous Annual General Meeting Minutes	<ul style="list-style-type: none"> <i>The P&C Association agrees to donate \$10,000 to the 2017 Varsity College Rewards and Recognition program. The donation will include events but not limited to: World Teachers Day, Leadership Dinner, New parents welcome, Prep Orientation events, Volunteers Thank you event, Cultural and Arts Festivals</i> <ul style="list-style-type: none"> The table below is a summary of the expenditure for 2017 Rewards and Recognition program at Varsty College. The \$10k donated was used to help with the expenditure for this program. <table border="1" style="margin-left: 40px;"> <tbody> <tr> <td style="text-align: center;">NAPLAN student breakfasts 2017</td> <td style="text-align: right;">\$4,140.00</td> </tr> <tr> <td style="text-align: center;">Student Badges (other than included in awards ceremonies listed below)</td> <td style="text-align: right;">\$5,720.00</td> </tr> <tr> <td style="text-align: center;">Academic Awards</td> <td style="text-align: right;">\$4262.00</td> </tr> <tr> <td style="text-align: center;">Sports Awards</td> <td style="text-align: right;">\$3813.00</td> </tr> <tr> <td style="text-align: center;">Year 6 Graduation</td> <td style="text-align: right;">\$1663.00</td> </tr> <tr> <td style="text-align: center;">Year 12 Graduation</td> <td style="text-align: right;">\$400.00</td> </tr> <tr> <td style="text-align: center;">Cultural Awards</td> <td style="text-align: right;">\$2738.00</td> </tr> <tr> <td style="text-align: center;">Leadership Dinner</td> <td style="text-align: right;">\$1789.00</td> </tr> <tr> <td style="text-align: center;">Secondary Pillar Assembly</td> <td style="text-align: right;">\$738.00</td> </tr> <tr> <td></td> <td style="text-align: right;">\$25,263.00</td> </tr> </tbody> </table> 	NAPLAN student breakfasts 2017	\$4,140.00	Student Badges (other than included in awards ceremonies listed below)	\$5,720.00	Academic Awards	\$4262.00	Sports Awards	\$3813.00	Year 6 Graduation	\$1663.00	Year 12 Graduation	\$400.00	Cultural Awards	\$2738.00	Leadership Dinner	\$1789.00	Secondary Pillar Assembly	\$738.00		\$25,263.00
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	<i>Proposed Motion</i>	<p><i>Motion proposed to confirm and accept the Business Arising from the previous General Meeting.</i></p> <p><i>PROPOSED: Anna Stacey SECONDED: Catherine Fitzsimmons PASSED: Yes</i></p>																				
5	Receipt and adoption of the P&C Association audited annual financial statement & Treasurers Report	<ul style="list-style-type: none"> Gibson and Associates has finalised the 2017 audit and this has been signed off by the current P&C Executive Officers. See attached. 2017 Treasurer’s report tabled. 																				
	<i>Proposed Motion</i>	<p><i>Motion proposed that the annual financial statements for 2016 and Treasurer’s report be accepted.</i></p> <p><i>PROPOSED: Emma Stawicki SECONDED: Catherine Fitzsimmons PASSED: Yes</i></p>																				

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6	Receipt and adoption of the Presidents annual report	<ul style="list-style-type: none"> • See attached
	<i>Proposed Motion</i>	<p><i>Motion proposed that the Presidents Report be accepted</i></p> <p><i>PROPOSED: Emma Stawicki SECONDED: Anna Stacey PASSED: Yes</i></p>
7	Receive applications for membership (to include renewal of existing membership and new memberships)	<ul style="list-style-type: none"> • All memberships lapse at this time (except P&C Life Members). • All attendees should complete a P&C membership application. On completing the application voting rights are then eligible from this meeting. • Collect all new membership forms.
	<i>Proposed Motion</i>	<p><i>Motion proposed to consider all applications to renew existing memberships and new memberships</i></p> <p><i>PROPOSED: Michelle Davis SECONDED: Anna Stacey PASSED: Yes</i></p> <p><i>Motion proposed to accept all applications to renew existing memberships and new memberships</i></p> <p><i>PROPOSED: Michelle Davis SECONDED: Anna Stacey PASSED: Yes</i></p>
8	Election of Executive Officers	<p>Call for nominations for the following Executive Officer positions. Officers vacate seats while election is progressed.</p> <ul style="list-style-type: none"> • President • Vice Presidents (3x) • Secretary • Treasurer
	<i>Proposed Motion</i>	<p><i>President: Michelle Davis</i></p> <p><i>PROPOSED: Anna Stacey SECONDED: Catherine Fitzsimmons</i> <i>PASSED: Yes</i></p> <p><i>Vice Presidents: Anna Stacey & Catherine Fitzsimmons</i></p> <p><i>PROPOSED: Michelle Davis SECONDED: Emma Stawicki PASSED: Yes</i></p> <p><i>Secretary: Sharon Fong</i></p> <p><i>PROPOSED: Anna Stacey SECONDED: Catherine Fitzsimmons</i> <i>PASSED: Yes</i></p> <p><i>Treasurer: Nicola Cliff</i></p> <p><i>PROPOSED: Michelle Davis SECONDED: Emma Stawicki PASSED: Yes</i></p>
		<i>Welcome new Officers to their positions and the Principal hands the chair to the new President to continue the meeting.</i>
	QCPCA Officer	<ul style="list-style-type: none"> • Nomination of a Queensland Council Parents & Citizen Association Representative Catherine Fitzsimmons
	<i>Proposed Motion</i>	<p><i>Motion proposed that Catherine Fitzsimmons be accepted as QCPCA representative</i></p> <p><i>PROPOSED: Michelle Davis SECONDED: Anna Stacey PASSED: Yes</i></p>

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9	Honorary Life Membership (if any)	<ul style="list-style-type: none"> Nomination for Honorary Life Membership Awards?
	<i>Proposed Motion</i>	<p><i>Motion proposed that Greg and Helen Ewart be accepted as Honorary Life Member of the Varsity College P&C Association.</i></p> <p><i>PROPOSED: Anna Stacey SECONDED: Emma Stawicki PASSED: Yes</i></p>
10	Adoption of the P&C Constitution	<ul style="list-style-type: none"> See attached
	<i>Proposed Motion</i>	<p><i>Motion proposed to adopt the Varsity College P&C Association 2017 Constitution.</i></p> <p><i>PROPOSED: Anna Stacey SECONDED: Emma Stawicki PASSED: Yes</i></p>
11	Adoption of the P&C Strategic and Operational Plan 2018	<ul style="list-style-type: none"> See attached
	<i>Proposed Motion</i>	<p><i>Motion proposed to adopt the Varsity College P&C Association 2018 Strategic and Operational Plan.</i></p> <p><i>PROPOSED: Anna Stacey SECONDED: Steve McLuckie PASSED: Yes</i></p>
12	Adoption of Student Protection Risk Management Strategy	<ul style="list-style-type: none"> See attached
	<i>Proposed Motion</i>	<p><i>Motion proposed to adopt the Student Protection Risk Management Strategy</i></p> <p><i>PROPOSED: Steve McLuckie SECONDED: Emma Stawicki PASSED: Yes</i></p>
13	Bank Signatories	<ul style="list-style-type: none"> The P&C Association authorises that all Executive Officers as named above, be granted access to all P&C bank accounts (Bendigo and CBA), be registered as signatories and have online banking access for transfer of funds and payment of invoices. The P&C Association will change ATO authorised persons and update with all new Executive Officers details and remove those persons no longer occupying Executive Officer positions.
	<i>Proposed Motion</i>	<p><i>Motion proposed to change bank signatories at Bendigo Bank and the CBA to the newly elected Executive Officers</i></p> <p><i>PROPOSED: Anna Stacey SECONDED: Nicola Cliff PASSED: Yes</i></p> <p><i>Motion proposed to change ATO authorised persons to the newly elected Executive Officers</i></p> <p><i>PROPOSED: Steve McLuckie SECONDED: Anna Stacey PASSED: Yes</i></p>
14	Appointment of Associations Auditor	<ul style="list-style-type: none"> Nomination of an Auditor for the Association
	<i>Proposed Motion</i>	<p><i>Motion proposed that the P&C accept and endorse the use of Gibson and Associates as their preferred Auditor for the 2018 audit.</i></p> <p><i>PROPOSED: Emma Stawicki SECONDED: Anna Stacey PASSED: Yes</i></p>
15	Confirmation of continuing subcommittees of the Association (including appointment of	<ul style="list-style-type: none"> Retain the School Building Fund Subcommittee Appoint subcommittee members

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	members of each subcommittee)	
	Proposed Motions	<p><i>Motion proposed to retain the School Building Fund Subcommittee</i></p> <p>PROPOSED: Michelle Davis SECONDED: Steve McLuckie PASSED: Yes</p> <p><i>Motion proposed Subcommittee member – Chairperson Sharon Fong</i></p> <p>PROPOSED: Anna Stacey SECONDED: Michelle Davis PASSED: Yes</p> <p><i>Motion proposed Subcommittee member – Nicole Cliff</i></p> <p>PROPOSED: Steve McLuckie SECONDED: Michelle Davis PASSED: Yes</p>
16	General Business	<ul style="list-style-type: none"> • Approval of payments to be made as per below for 2017 operational, administrative and fundraising activities. <p style="text-align: center;"><i>Proposed Motions</i></p> <ul style="list-style-type: none"> ✓ <i>To pass a payment of \$2245 to Gibson & Associates for 2017 Audit</i> PROPOSED: Anna Stacey SECONDED: Steve McLuckie PASSED: Yes ✓ <i>To allocate a budget of \$ 2,200.00 to pay for Gibson & Associates to complete the 2018 Audit.</i> PROPOSED: Michelle Davis SECONDED: Nicola Cliff PASSED: Yes ✓ <i>The P&C Association agree to donate \$1000 to the College for the 2017 Varsity College Dux award & VET award.</i> PROPOSED: Steve McLuckie SECONDED: Anna Stacey PASSED: Yes ✓ <i>The P&C Association agrees to pay the cost of General Property, Personal Accident and Combined General Products Liability for the 2018/2019 period (premium estimated at \$3600.00).</i> PROPOSED: Anna Stacey SECONDED: Catherine Fitzsimmons PASSED: Yes ✓ <i>That the P&C sponsors the use of volunteers in school activities</i> PROPOSED: Anna Stacey SECONDED: Steve McLuckie PASSED: Yes

Meeting closed at: 8.30 pm

These are the official minutes and I, as President, acknowledge they are a true and accurate record of the annual general meeting on the **15 March, 2018**. I further acknowledge that this has been voted on by members at the _____ **2019 AGM**.

Signed _____ (President) Date _____