

MINUTES

Pimpama State Primary College – P&C Association



SPECIAL GENERAL MEETING

Tuesday 24 August 2021 – 3:15pm

Start 3:16pm

Chairperson	Acknowledgement of Country	Minutes
Dave	Dave	Mandy

Attendees: Dave Hartley, Belinda Wright, Matt Weir, Stu MacKenzie, Mandy Otto, Chrissy Romeyn, Melinda Turner, Rebecca Scott, Margaret Richards, Nicole Brandon, Marama Pale, Cassie Stirling, Moana Sampson

Apologies: Sharon Laverty, Cassie Hicks, Nick Stewart

Agenda Item	Speaker	Notes								
Acknowledgment of Country										
Purpose of meeting	Dave	Purpose of meeting to elect members to the vacant executive positions of President, 2 nd Vice President, Treasurer & Secretary. 1 st Vice President position is already filled by Chrissy Romeyn.								
New General Members	Dave	<p>P&C Membership applications received from:</p> <ul style="list-style-type: none"> • Belinda Wright • Margaret Richards • Marama Pale • Rebecca Scott • Melinda Turner <p>Margaret Richards is Rebecca’s mother/grandmother of student; and will be required to submit a copy of her Working with Children blue card before undertaking any volunteer work on the school grounds.</p> <p>ACTION: Margaret to provide copy of Blue Card to Mandy Otto ASAP</p> <table border="1"> <tr> <td>MOTION</td> <td>Dave put forward motion that all new members applications be accepted</td> </tr> <tr> <td>DISCUSSION</td> <td>Agreed and put to vote ‘ all in favour’</td> </tr> <tr> <td>VOTE</td> <td>Unanimously endorsed</td> </tr> <tr> <td>RESULT</td> <td>Motion carried. New members welcomed</td> </tr> </table>	MOTION	Dave put forward motion that all new members applications be accepted	DISCUSSION	Agreed and put to vote ‘ all in favour’	VOTE	Unanimously endorsed	RESULT	Motion carried. New members welcomed
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Nominations for Executive Positions	Dave	<p>Due to the vacancy in positions of President, 2nd Vice President, Treasurer & Secretary; we sought nominations for these positions and have received the following nominations:</p> <p>President: Marama Pale, Moana Sampson Rebecca Scott, Margaret Richards</p> <p>2nd VP: Moana Sampson</p> <p>Treasurer: Rebecca Scott, Margaret Richards</p> <p>Secretary: Melinda Turner, Rebecca Scott</p> <p>Each nominee was asked to confirm they accepted the nomination. Each nominee confirmed. Around the table introduction of each nominee, with bio/background provided.</p>								
Vote Executive Positions	Dave	As there are multiple persons nominating for positions, we will need to use vote cards. Mandy provided overview of how the cards will be used (circle the person you want in the position, if you don’t endorse anyone in that position, leave blank). All vote cards returned to ballot box for Mandy to Count out of the room. Count supervised by Nicole Brandon.								



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Role of P&C	Dave	While count undertaken, Dave provided overview of expectation with regard to P&C conduct and other matters. General discussion regarding P&C moving forward and ideas. Discussion that the focus for incoming committee to be on fundraising of major things, instead of lots of little fundraising such as Subway etc.														
Time of meetings	Dave	<p>Discussion on which days & times suits majority. Preference from P&C leadership was during office hours if possible.</p> <table border="1" data-bbox="651 421 1506 857"> <tr> <td>MOTION</td> <td>Dave put forward motion that monthly P&C meetings held at 3:15pm on Tuesdays (which Tuesday to be established by incoming committee etc 1st Tuesday of month etc)</td> </tr> <tr> <td>DISCUSSION</td> <td>If ad-hoc changes required due to classes with major events etc, that this could be put forward at P&C meeting and voted on at that time. General agreement that Tuesdays at 3:15pm is favourite. Voted ' all in favour'</td> </tr> <tr> <td>VOTE</td> <td>Unanimously endorsed</td> </tr> <tr> <td>RESULT</td> <td>Motion carried. Meetings to be held monthly on a Tuesday at 3:15pm.</td> </tr> </table>	MOTION	Dave put forward motion that monthly P&C meetings held at 3:15pm on Tuesdays (which Tuesday to be established by incoming committee etc 1 st Tuesday of month etc)	DISCUSSION	If ad-hoc changes required due to classes with major events etc, that this could be put forward at P&C meeting and voted on at that time. General agreement that Tuesdays at 3:15pm is favourite. Voted ' all in favour'	VOTE	Unanimously endorsed	RESULT	Motion carried. Meetings to be held monthly on a Tuesday at 3:15pm.						
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Results of Count	Mandy & Dave	<p>Count has been completed and checked. Results are:</p> <p>President Marama Pale 2nd Vice President Moana Sampson Treasurer Margaret Richards Secretary Melinda Turner</p> <table border="1" data-bbox="651 1137 1506 1395"> <tr> <td>MOTION</td> <td>Dave put forward a motion that the ballot outcomes be accepted and adopted</td> </tr> <tr> <td>SECONDED</td> <td>Nicole Brandon</td> </tr> <tr> <td>RESULT</td> <td>Motion carried. New committee welcomed and everyone who nominated thanked for their support. Acknowledged existing VP Chrissy Romeyn who carries forward as 1st VP.</td> </tr> </table> <p>Discussion that the bank account authorities and related bank cards/cheques needing to be changed in line with the new committee.</p> <table border="1" data-bbox="651 1541 1506 2045"> <tr> <td>MOTION</td> <td> Dave put forward a motion that the new executive of: President Marama Pale 1st Vice President Chrissy Romeyn (existing) 2nd Vice President Moana Sampson Treasurer Margaret Richards Secretary Melinda Turner all be placed on the P&C bank accounts as authorities. </td> </tr> <tr> <td>SECONDED</td> <td>Nicole Brandon</td> </tr> <tr> <td>VOTE</td> <td>All in favour. Carried.</td> </tr> <tr> <td>RESULT</td> <td>Motion carried. All new committee members are to be placed on the P&C bank accounts and any new EFTPOS cards ordered as required.</td> </tr> </table>	MOTION	Dave put forward a motion that the ballot outcomes be accepted and adopted	SECONDED	Nicole Brandon	RESULT	Motion carried. New committee welcomed and everyone who nominated thanked for their support. Acknowledged existing VP Chrissy Romeyn who carries forward as 1 st VP.	MOTION	Dave put forward a motion that the new executive of: President Marama Pale 1 st Vice President Chrissy Romeyn (existing) 2 nd Vice President Moana Sampson Treasurer Margaret Richards Secretary Melinda Turner all be placed on the P&C bank accounts as authorities.	SECONDED	Nicole Brandon	VOTE	All in favour. Carried.	RESULT	Motion carried. All new committee members are to be placed on the P&C bank accounts and any new EFTPOS cards ordered as required.
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Handover & Next meeting	Mandy	<p>Mandy will arrange a handover meeting with new executive. Discussion to hold meeting next Tuesday 31 August at 3:15pm in conference room. Discussion regarding P&C email distribution list. Discussion regarding getting forms from bank etc ready for exec meeting. Discussion regarding Facebook pages (should there be a P&C FB Page). Preference from Dave & Mandy to utilise P&C FB page for P&C matters and keep other 'parent' pages as informal chat groups. P&C will be able to provide content/photos to Mandy to post on FB and also fortnightly newsletter content.</p> <p>ACTION: Mandy to arrange bank forms ACTION: Mandy to arrange all new execs to be added to P&C distribution email, with expired names removed.</p>
Meeting closed		Meeting closed at 4:10pm.

ACTIONS CARRIED FORWARD			
SUMMARY	OFFICER	DETAIL	STATUS/UPDATE
Blue Card	Melinda	Provide copy of Blue Card to Mandy ASAP	
Bank Authority	Mandy	Mandy to arrange bank forms	
P&C Email	Mandy	Arrange for all new execs to be added to the pandc@pimpamaspc.eq.edu.au	

Minutes endorsed as true & correct:


Dave Hartley
 Principal & Chairperson

Signed:  Date: 31 / 8 / 21

Mandy Otto
 Community Liaison & Minute Taker

Signed:  Date: 25 / 8 / 21

Nicole Brandon
 Teacher Aide & P&C Member

Signed:  Date: 26 / 8 / 21



