

# **Capalaba State College Parents & Citizens Association**

**P&C President:** Cassandra Aldcroft <a href="mailto:president@capalabascpandc.com.au">president@capalabascpandc.com.au</a>

### **Annual General Meeting**

Date: 28<sup>th</sup> March 2022

**Time:** 7:00pm

Where: In-person and Online

Chair: Cassandra Aldcroft & Lachlan Thatcher

Agenda Item		Discussion/Outcomes	
1.	Meeting Opening Welcome Apologies	Quorum: Yes Meeting Opened: 7:08pm Attendees (in-person): Cassandra Aldcroft (chair), Desma Hsu, Michelle Martin, Cassie Wagstaff, Lachlan Thatcher, Rebecca Grugan, Cathy Howie, Karen Purdy, Cascie Kambouris, Attendees (teams report): Tina & Paul Stewart, Carlie Freeman, Lachlan Thatcher, Carrie Lee Hess, Lorraine Eggers, Lauren Phillips, Jill Burke (left 7:51pm), Trish Biggs, Brad Aldcroft, Carly Lougoon (logged in 7:22pm), Tristan Baskerville (logged in 7:29pm), Karensa Gock Apologies: Kass Carter, Nicole Nicholls, Stuart Houliston, Zoya Slavinskaya	
2.	Confirmation of minutes from previous Annual General Meeting 2.1 22 March 2021 Minutes	Amendments: No amendments arising. Approved: Y	
3.	Matters arising from previous Annual General Meeting	Nil	
4.	<b>4.1</b> Treasurer's Annual Report	<ul> <li>Tabled - see Attachment 1</li> <li>SUMMARY</li> <li>Congratulations to the P&amp;C, School, Volunteers and School Families for collectively achieving an enormous increase in net profit from -\$12,767 in 2020 to an amazing \$47,406 in 2021, through our fundraising efforts and grants success.</li> <li>2021 Profit and Loss – Total income: \$80,097.00 less total expenditure: \$32,691.00 Net Profit: \$47,406.00.</li> <li>2021 Balance Sheet – Cash on hand: \$90,236.00, Assets: \$19,549.00, total assets: \$109,785.00, liabilities: \$0.00, net assets: \$109,785.00.</li> </ul>	
	<b>4.2</b> Annual Financial Statements	Tabled – see <i>Attachment 2</i> Audited reports were prepared this year with no further investigations and with no issues raised.	
	<b>4.3</b> President's Annual Report	Tabled – see <i>Attachment 3</i>	
	<b>4.4</b> Principal's Annual Report	Tabled – see <i>Attachment 4</i> Motion: To accept all reports presented and approve payment of regular bills.  Moved by: Desma Hsu	

	Any objections: No Approved: Yes		
5. Applications for Membership 2022	Applications received for new and renewing memberships:		
	Brad Aldcroft Cassandra Aldcroft Cascie Kambouris Catherine Howie Christine Manzano Cassie Wagstaff Desma Hsu Eliana Puczkowski Jill Burke Jessica Thomson	Karensa Gock Kassandra Carter Karen Purdy Lauren Phillips Lorraine Eggers Elizabeth MacPherson Lukas Spielmann Michelle Martin Nicole Nicholls Paul Stewart	Rebecca Grugan Renee Pavlovic Tina Stewart Stuart Houliston Suzanne Tafolo Tristan Baskerville Trish Biggs Vanessa Uscategui Zoya Slavinskaya Emma Duckering (Capalaba PCYC OSHC)
	Consensus not to read all membership names out. Cassandra noted that there was one membership form outstanding that had issues being read which were not resolved before the AGM – this membership can be tabled at the next General Meeting.		

Motion: To accept all new applications for Membership

Moved by: Desma Hsu Any objections: No Approved: Yes

#### Hand over chair to College Principal Lachlan Thatcher

## 6. Election of Officers and Executive Committee

#### **Executive Committee**

**President:** Cassandra Aldcroft, nominated by Desma Hsu. **Vice-President:** Desma Hsu, nominated by Cassandra Aldcroft. **Treasurer:** Michelle Martin, nominated by Cassandra Aldcroft. **Secretary:** Cassie Wagstaff, nominated by Cassandra Aldcroft.

Assistant Secretary: Lauren Phillips, nominated by Cassandra Aldcroft.

All nominations accepted by nominees. Call upon the group for each role for additional nominations. Nil additional nominations received.

**Motion:** To accept those nominated to the Executive Committee be

declared duly elected.

Moved by: Lachlan Thatcher
Seconded by: Rebecca Grugan

Any objections: No Approved: Yes

#### Hand over chair to P&C President

## Confirmation of P&C Sub-Committee P&C Swim Club Sub-Committee

The P&C currently has one sub-committee – swim club. No nominations have been received for the swim club sub-committee for 2022.

P&C Qld advises that, in the event these positions aren't filled, then all AGM meeting attendees can make the assessment whether the subcommittee is required moving forward. It can be voted to discontinue the sub-committee and absorb swim club-related operations and discussions as part of P&C operations.

Discussion occurred between attendees – arriving upon that a feasibility study will be carried out to determine how the swim club can still operate without the sub-committee in charge. Cascie, Karen and Rebecca have volunteered to help with assistance from Lorraine.

**Motion:** To dissolve the swim club sub-committee and any associated bank accounts, CommBiz, and debit card access due to nil nominations

received for sub-committee officers at the 2022 AGM.

Moved by: Michelle Martin Seconded by: Lachlan Thatcher

Any objections: No Approved: Yes

#### 7.2 Working Groups

7.2.1 Grants Working Group

Nil changes to the Terms of Reference of the Grants Working Group as Tabled- see **Attachment 5**.

<u>Confirmation of Members:</u> Karensa Gock, Karen Purdy, Renee Pavlovic, Zoya Slanvinskaya, Catherine Howie, Rebecca Grugan, Lorraine Eggers, and members of the executive committee.

**7.2.2** Fundraising Working Group

Nil changes to the Terms of Reference of the Fundraising Working Group as Tabled- see **Attachment 6**.

<u>Confirmation of members:</u> Members of the executive committee, Karensa Gock, Renee Pavlovic, Eliana Puczkowski, Rebecca Grugan, Nicole Nicholls, Kass Carter, Christine Manzano, Debra Benson, Melissa Bennett, Lorraine Eggers, Niki Henare and Jade Wotherspoon.

**Motion:** To support the continuation of the P&C Working Groups as per Section 7.2, confirm their respective Terms of Reference and accept the members as tabled.

Moved by: Desma Hsu Any objections: No Approved: Yes

#### 7.3 Additional Roles

**7.3.1** New Roles

The 2021 executive team suggested that the following additional roles

be created:

Grants Working Group Coordinator Fundraising Working Group Coordinator 2<sup>nd</sup> Hand Uniform Shop Convenor Website Developer/Administrator

**Motion:** To create the additional roles as per Section 7.3.1.

Moved by: Desma Hsu Any objections: No Approved: Yes

# **7.3.2** Removal of role: School Banking Coordinator

Due to the cessation of the School Banking Program, we no longer need a coordinator.

Motion: To remove the role of Student Banking Coordinator

Moved by: Desma Hsu Any objections: No Approved: Yes

## **7.3.3** All Additional roles open for nomination:

#### Nominations received:

Book Club Coordinator	Nicole Nicholls	
Containers for Change Coordinator	Karensa Gock	
Sponsorships and Fence Advertising	Cascie Kambouris	
Coordinator		
Grants Working Group Coordinator	Karen Purdy	
2 <sup>nd</sup> Hand Uniform Shop Convener	Nil received	
Website Developer/Administrator	Brad Aldcroft	
Fundraising Working Group	Zoya Slavinskaya	
Coordinator		
Social Media Marketing Coordinator	Christine Manzano	

Noting Suzie Tafolo will assist with Sponsorships and Fence Advertising, and Karensa Gock will assist with the 2<sup>nd</sup> Hand Uniform Shop until the position is filled.

**Motion:** To accept that those nominated to the additional roles as per Section 7.3 to be declared duly elected.

To be moved by: Michelle Martin

Any objections: No Approved: Yes

## 8. Change of Bank Signatories (if applicable)

- 8.1 P&C Main Bank Account
- 8.2 P&C Debit Card Account
- **8.3** P&C Amateur Swimming Club Main Bank Account
- **8.4** P&C Amateur Swimming Club Debit Card Account
- **8.5** P&C President and Treasurer additional signatories

No changes required. Cassie Wagstaff to eventually be added as a signatory as P&C Secretary. To be discussed at the next GM.

Swim Club accounts to be dissolved- see Agenda Item 7.1 for related motion.

#### 9. Appointment of the Auditor for 2022

Graeme Whyte from Metro Audit Services was appointed as auditor for the 2021 financial year. It is recommended that we continue using his same service this year.

**Motion:** To appoint Graeme Whyte from Metro Audit Services as the

auditor for the 2022 year.

Moved by: Michelle Martin

Any objections: No Approved: Yes

10. General Business					
10.1	Adoption of the Student Protection Risk Management Strategy	Motion: To adopt the Student Protection Risk Management Strategy as presented. See Attachment 7.  Moved by: Desma Hsu Any objections: No Approved: Yes			
10.2	Adoption of New Constitution	Motion: To Adopt 2022 Constitution. See Attachment 8.  Moved by: Desma Hsu Any objections: No Approved: Yes			
10.3	Endorsement of the Code of Conduct – no change	Motion: To Endorse the Code of Conduct. See Attachment 9.  Moved by: Desma Hsu Any objections: No Approved: Yes			
10.4	Honorary life memberships nomination(s)	One nomination for lifetime membership received, for Stuart Greenway. There was some discussion if Stuart was already a life member however current executive committee members reported that the records did not reflect this, perhaps this may have been the case when the school was "Capalaba State School". A show of hands demonstrated that member consensus was that criteria was met.			
		Motion: To award Stuart Greenway honorary lifetime membership to the P&C, in recognition of the 30 years he has contributed service.  Moved by: Cassandra Aldcroft Seconded by: Rebecca Grugan Any objections: No Approved: Yes			
10.5	Review and confirmation of P&C Policies:	Motion: To Endorse the P&C Policies listed in 10.5. See Attachments			
	<b>10.5.1</b> Debit Card Procedure	10, 11, 12 & 13 respectively.			
	<b>10.5.2</b> Video Conference	Moved by: Desma Hsu Any objections: No			
	Procedure  10.5.3 2 <sup>nd</sup> Hand Uniform Shop Procedure	Approved: Yes			
	<b>10.5.4</b> Honorary Life Membership Policy				
11. Close o		Meeting closed at 7:56pm thanking everyone for their attendance.  Tentative date for 2023 AGM likely to be Monday 27 <sup>th</sup> March 2023 (to be confirmed and set at the November 2022 General Meeting).			

Minutes prepared by

Lauren Phillips

P&C Assistant Secretary (incoming)

Note these minutes were written post AGM and utilising the General Meeting video recording

Certified true and correct by

Cassandra Aldcroft P&C President