

## **MINUTES OF THE FAHAN PARENTS AND FRIENDS ASSOCIATION**

### **MEETING HELD ON TUESDAY 15 MAY 2012**

#### **Attendees:**

Carl Cazaly (President), Gillian Vosper (Deputy President ), Karen Baddiley (Treasurer), Nicole Spence (Secretary), Susan Hodgman (Deputy Secretary), Tony Freeman (Principal), , Edwina Cummings (Communications Officer), Simon Barker, Clare McCulloch, Ian Hamilton, Louise

#### **Apologies:**

Birgitta Browning, Kathy Foster (Deputy Principal), Andrew Mitchell,

Quorum achieved

Item 1	<b>R</b>	<p><b><u>Minutes of the last meeting</u></b> The Minutes of the meeting of 21 February 2012 were amended to note that Claire McCulloch was an apology.</p> <p><b>Resolution</b> The Minutes, as amended, were confirmed to be an accurate record of the meeting.</p> <p>Moved: Karen Baddiley    Seconded: Susan Hodgman.</p>
Item 2		<p><b>Correspondence In/Out</b> Nil</p>
Item 3		<p><b>Matters arising from the minutes</b></p> <ul style="list-style-type: none"> <li>• Carl forwarded the handbook to members for comment</li> <li>• Carl submitted P&amp;F report for Fahan in Focus to the communications unit</li> <li>• Ian met with Fahan Business manager, Duncan McGill. Report deferred to other business.</li> <li>• Nicole forwarded electronic copy of Constitution to Carl</li> </ul>
Item 4		<p><b>Thanks to Outgoing Executive Committee members</b></p> <ul style="list-style-type: none"> <li>• Carl thanked Simon Barker (past President), Birgitta Browning (past treasurer) and Ian Hamilton (past Secretary) for their dedicated contributions to the P&amp;F executive and presented them with certificates of appreciation and a gift.</li> </ul>
Item 5		<p><b>Principal's Report</b>      Tony Freeman</p> <ul style="list-style-type: none"> <li>• Current school promotions have a strong focus on academic results</li> <li>• Fahan had an AGFEST stand supported by some of our senior girls</li> <li>• Scholarship day was well attended and senior girls conducted school tours</li> <li>• Capital appeal fundraising continues to go well with \$105,000 raised</li> <li>• Alumni presented Inaugural Pride of Fahan awards to Freya Heather and Nikki Goddard. Four awards of \$500 each will be presented each year.</li> <li>• Three Fahan teams played in soccer grand finals</li> <li>• Upcoming events include the cross country, opening of the Early Learning centre (formerly known as the Octagon), House Music Competition, Choral Showcase and Music Ensemble (with the Hutchins School).</li> </ul>

Item 6	T T T T	<p><b>Treasurer's Report</b> Karen Baddiley</p> <ul style="list-style-type: none"> <li>• Karen has reviewed past P&amp;F and clothing pool accounts</li> <li>• Handover of accounts etc will not occur until bank signatories are in place</li> <li>• The following reports were tabled <ul style="list-style-type: none"> <li>○ April Clothing Pool report (from Sally Fergusson)</li> <li>○ April Clothing Pool bank Account report</li> <li>○ May bank Account Report for P&amp;F</li> <li>○ P&amp;F Annual Report for AGM</li> </ul> </li> <li>• Karen will set up P&amp;F accounting on MYOB software she has at home which will enable easier reporting</li> <li>• After reviewing Clothing Pool records management, Karen recommends that the manual records and payments system currently in use be maintained. Clothing received and sold is recorded manually in an efficient register. Cheques for sales are issued twice a year (including donations to P&amp;F) for a \$20 minimum. Transferring records to a database (such as Excel) has few benefits, as set-up would be very time consuming and there are no existing computer facilities for clothing pool. The current system operates efficiently and allows Sally to do most of the records maintenance during quiet periods in the shop. Electronic payment to recipient's bank accounts is possible, but parents are satisfied with the current payment system and there is no need to change it. Incomings will be reported to P&amp;F monthly, and outgoings will be reported to P&amp;F twice a year, in line with the twice yearly payment to recipients.</li> <li>• The \$45,000 draw down to the Capital Appeal will occur once bank signatories have been set up.</li> <li>• The P&amp;F donation to the Capital Appeal supported by the April meeting at which quorum was not achieved was re-put to the meeting.</li> </ul> <p><b>R Resolution</b> The meeting unanimously resolved to contribute \$45,000 from the association's accumulated funds to the Fahan Capital Appeal 2012 for refurbishment of the main building Moved: Carl Cazaly Seconded: Gillian Vosper</p> <p><b>R Resolution</b> The meeting agreed to change the signatories to the association bank accounts in line with the changes of executive committee members and the new signatories shall be Carl Cazaly (President), Gillian Vosper (Deputy president), Nicole Spence (Secretary) and Karen Baddiley (Treasurer). Moved: Ian Hamilton Seconded: Clare McCulloch</p> <p><b>A</b> Carl, Gillian, Nicole and Karen to sign required forms, and Karen will lodge them.</p> <p><b>A</b> Nicole to do a separate minute to note the resolution to enable the transfer to occur as soon as possible. The President needs to sign and date the minute to confirm it is an accurate record.</p>
Item 7		<p><b>Communications Report</b> Edwina Cummings</p> <ul style="list-style-type: none"> <li>• New high quality magazine format Fahan in Focus is being progressed. Sales advertising has been secured to cover the cost of the magazine.</li> <li>• Business Directory promoting Fahan family businesses within the school. Alumni have expressed a particular wish to support Fahan businesses.</li> <li>• Capital Appeal promotion has been sent to families</li> <li>• Survey reports are coming in which will advise future communications</li> </ul>

		<ul style="list-style-type: none"> <li>Radio advertising has proved a cost effective way to promote events and may have broader application for future promotions</li> <li>The website is being updated and training and investment in smart communications continues</li> </ul>
Item 8	<p><b>T</b></p> <p><b>A</b></p> <p><b>A</b></p> <p><b>A</b></p> <p><b>R</b></p>	<p><b>Fair Sub-Committee Report</b> Gillian Vosper</p> <ul style="list-style-type: none"> <li>Date changed to 14 October 2012, 11 - 3pm (extended if demand is there)</li> <li>Alumni is pleased the Fair and Alumni day coincide and are committed to making set-up arrangements work</li> <li>Report tabled with details of the Fair Committee, Food and Drink Stalls, Activities/Entertainment, Other stalls and Infrastructure requirements</li> <li>Gillian updated the written report <ul style="list-style-type: none"> <li>Stage – Located in front of steps to main office. Will need to be built. Likely activities include Fashion Show by Esther Boutique, displays (interest from dance school, school groups, karate group), dance band</li> <li>Fair boundaries – oval to tuckshop. Stall locations will be driven by the need to locate stalls requiring power at the limited powered site locations. This limits flexibility but is the reality. Proposed to approach Fair Brothers re: borrowing portable generator and paying usage costs</li> <li>Considering using sails and surrounding area to extend fair towards tuckshop, enabling use of existing seating, as providing sufficient seating is always problematic.</li> <li>Information stall will operate providing addition marketing opportunity for school. Investigating manning the staff with recent Alumni.</li> </ul> </li> <li>Infrastructure update <ul style="list-style-type: none"> <li>Investigating potential for some cash facilities</li> <li>Toilets. Using middle school facilities alone is not adequate e.g. no disabled access. Hire options discussed –\$190 per day. Duncan to approach Fair Brothers re: borrowing portable toilet already on site</li> <li>Tents/Gazebos. Have 3 with sides. 1 without sides. Hire booking made for 5 more.</li> <li>Trestle tables - have 10 fixed, 4 folding. Need to borrow/hire more. Hutchins? Where are Fahan ones stored as problem locating them last fair?</li> <li>Storage container to be located next to grounds building (near barn) for books etc. Where can we borrow one from?</li> <li>P&amp;F members help will be needed to <ul style="list-style-type: none"> <li>Police car parking and vehicle access to fair area to ensure a danger free zone. Half an hour each.</li> <li>Set up and pack up</li> </ul> </li> <li>Gillian noted that some fair supplies need to be pre-purchased e.g. face paints, fairy stall products</li> </ul> </li> </ul> <p><b>Resolution</b></p> <p>The meeting approved Gillian Vosper's purchase of basic items needed for the fair, including equipment and stall products, with Gillian to be reimbursed for those purchases.</p> <p>Moved: Gillian Vosper      Seconded: Clare McCulloch</p> <p>Parking issues were discussed. Suggested use of the Fahan bus to shuttle people</p>

		from a designated parking area to alleviate parking pressures. Homes in immediate vicinity will receive advance notice of Fair.
Item 9	<div>A</div> <div>R</div>	<p><b>Activities Update</b></p> <ul style="list-style-type: none"> <li>• <b>Gala ball</b> Hannah Bale and Bec Clifford are surveying parents re: type, location and cost of desired social functions (survey cleared through Publicity and Communications). Aim is to ensure demand fits events.</li> <li>• <b>Raffle launch</b> <ul style="list-style-type: none"> <li>○ Summary: Single prize of \$2500 towards term 3 fees. \$45 per ticket. Sales capped at 250 tickets (approximately one per current student family). Drawn 24 August 2012.</li> <li>○ Flier going out with term fees notice. Flier designed by Jenny Langmaid and “Fahanified” by Edwina.</li> <li>○ Ticket sales are separate to fees payment. Ticket outlets are front office and clothing pool. Edwina will arrange printing of tickets.</li> <li>○ Breakeven point = 55 ticket sales. If all tickets are sold, \$8750 funds will be raised.</li> </ul> </li> <li>• <b>P&amp;F handbook</b> <ul style="list-style-type: none"> <li>○ Electronic copies distributed to members for feedback by Carl.</li> <li>○ Feedback to Carl directly, small sub-committee to review?</li> <li>○ Noted different in aims and objectives in handbook vs. website. Simon recommended Board input be sought to help set P&amp;F objectives to ensure consistency with agreed directions.</li> </ul> </li> <li>• <b>Constitution</b> Discussion about need to update constitution (Approval at General Meeting required). Small working group to consider it initially and report back.</li> </ul> <p><b>Resolution</b> The meeting agreed that an initial review of the Constitution be undertaken by Carl Cazaly, Nicole Spence and Andrew Mitchell in 2012, reporting back to the committee.</p> <p>Moved: Nicole Spence    Seconded: Carl Cazaly</p>
	<div>A</div> <div>A</div>	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>• <b>P&amp;F Meetings for 2012</b> Future Meeting dates were agreed to be 26 June, 17 July, 21 August, 25 September (clashes with Alumni – alternative venue required), 16 October and 20 November. Dates to be advertised on P&amp;F website and in Fahan online calendar</li> <li>• <b>P&amp;F minutes</b> to be uploaded to the P&amp;F segment on the Fahan website. Nicole/Communications to action.</li> </ul>
		Meeting closed.

N. Spence

## ACTIONS

Carl, Gillian, Nicole, Karen	Complete bank authorisation forms
Nicole	Fast minute of resolutions confirming account signatories and transfer of funds to Capital appeal – To Carl for signature
Duncan McGill	Approach fair Brothers re: borrowing portable generator and portable toilet for the Fahan Fair
Edwina	Printing of raffle tickets Update P&F meeting dates on website and calendar Upload minutes to P&F website