

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

### **MEETING HELD ON TUESDAY 19 MARCH 2013**

#### **Attendees:**

Carl Cazaly (President), Gillian Vosper (Deputy President), Karen Baddiley (Treasurer), Nicole Spence (Secretary), Tony Freeman (Principal), Kathy Foster (Deputy Principal), Laura Bird (both from Fahan Communications and Marketing), Susan Hodgman, Elaine Killalea, Kirsten McTaggart, Clare McCulloch, Andrea Smith, Liz Jack

#### **Apologies:**

Ian Hamilton, Andrew Mitchell, Dawn Rayner-Brosnan

Item 2	<p><b><u>Minutes of the last meeting</u></b></p> <p>Amendments: Carl Cazaly and Clare McCulloch apologised for the last meeting.</p> <p>The Minutes of the meeting of 19 February 2013, as amended, were confirmed to be an accurate record of the meeting.</p> <p>Proposed by Gillian Vosper, seconded by Karen Baddiley.</p>
Item 3	<p><b><u>Correspondence In/Out</u></b></p> <p>Nil</p>
Item 4	<p><b><u>Matters arising from the minutes</u></b></p> <ul style="list-style-type: none"> <li>Gillian has poured through the extensive Hobart City Council documents concerning changes to rules for provision of food at school events only to discover that they do not actually contain any changes to P&amp;Fs most current practices.</li> <li>Entertainment books will be distributed to youngest child at the school</li> <li>P&amp;F distribution list updated from signups at Sunset Under the Sails.</li> <li>The Committee welcomed Andrea Smith and thanked her for her wonderful performance at the Sunset Under the Sails event. Soul Fish's music created a terrific ambiance for the evening and the P&amp;F are very grateful for her donation of her time and talent.</li> </ul>
Item 6	<p><b><u>Report from the Fahan Board</u></b></p> <p>Liz Jack updated P&amp;F on the most recent Board activities including:</p> <ul style="list-style-type: none"> <li>The Board has commenced development of the strategic plan for 2014 and beyond using a more collaborative and inclusive process including representatives from Alumni, senior teaching staff and the P&amp;F (Carl Cazaly is the P&amp;F rep).</li> <li>Completion of the building works in the Main Building and the Octagon represents a milestone. Teaching staff have said that the physical changes to the Main Building have produced a psychological change in the girls (and the teachers) beyond what they expected. All parties are more invigorated and engaged, showing the important impact that environment can have on learning. This is a terrific outcome. The Main Building space is a resource that is able to be used for external meetings also, increasing opportunities to showcase Fahan. Fundraising is ongoing as more money is needed to pay for the works done.</li> </ul>

	<ul style="list-style-type: none"> <li>Liz acknowledged P&amp;F's financial contribution to the building works and confirmed that the external area where Sunset under the Sail was held will be officially called the P&amp;F Plaza in recognition of the \$45,000 donation.</li> <li>The Board has welcomed Charles Badenach as a member. Charles has both financial and social media expertise, the latter being a great boon to Fahan. Working with the Communications team has seen the Fahan website develop to be the fantastic site it now is</li> <li>Governance issues have been another core focus, particularly getting ready for the new Health and Safety legislation. This work means that Fahan is well down the track to meeting all of the new requirements.</li> </ul>
Item 5	<p>Tony reported recent and upcoming school events and activities including</p> <ul style="list-style-type: none"> <li>The Official opening of the main Building extension is on 16 April 2013 at 10.30am</li> <li>SATIS swimming (State). Great participation by the girls</li> <li>Four Fahan girls are participating in Athletics Australia in Perth</li> <li>Grade 9s completed their curriculum units at Kelvedon camp</li> <li>Community service contributions saw a team of 50 participate in relay for Life</li> <li>Junior and Middle School information evenings were held</li> <li>Promote reading of Fortnight at Fahan as only 48% of copies sent out are read (Includes past parents and people with multiple email addresses listed)</li> </ul>
Item 7	<p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>Karen tabled the Treasurer's Report, Profit and Loss statement and Balance Sheet which had been distributed by email prior to the meeting.</li> <li>She noted that after drink takings and raffle ticket sales, Sunset Under the Sails only cost about \$500, which is a lot of entertainment for little expenditure.</li> <li>Instead of the school making a contribution to Pizza costs, it will fund the tote bags without a P&amp;F contribution (less paperwork, same outcome)</li> </ul>
Item 8	<p><b><u>Communications Report</u></b></p> <ul style="list-style-type: none"> <li><b>Focus: Getting people in</b> <ul style="list-style-type: none"> <li>Tours (e.g. On scholarship test day), Open day</li> <li>Australian Institute of Company Directors networking meeting was held at Fahan. Great way to showcase the school.</li> <li>Opening of Senior School Building extension on 16<sup>th</sup> April, followed by Open day activities.</li> <li>New sign being printed for Sandy Bay Road</li> </ul> </li> <li><b>Focus: Regional families</b> <ul style="list-style-type: none"> <li>Bream Creek Show – eye catching banners and display saw 40 enquiries made about the school</li> <li>Future regional events will include Bicheno Food and Wine Show, Campbelltown Fair and Agfest.</li> <li>Boarding Schools expo at Deniliquin in May.</li> </ul> </li> <li><b>Scholarship day – 23<sup>rd</sup> March</b> <ul style="list-style-type: none"> <li>50 applicants, 65% external. 30 RSVPs for Fahan tours that day</li> </ul> </li> </ul>

	<p>P&amp;F enthusiastically suggested that the Fahan entrance sign should contain changing information about daily events/upcoming events. Electronic board suggested allowing ready information rotating/updates. One parent noted that this type of sign outside Tarooma High means she always knows about their events.</p>
Item 9	<p><b><u>Items on Notice</u></b></p> <ul style="list-style-type: none"> <li>• <b>P&amp;F storage space</b></li> </ul> <p>Storage for P&amp;F equipment is needed. Equipment is currently stored in numerous locations around the campus and in member's garages. This makes getting, returning and keeping track of equipment more difficult e.g. needing access to locked school buildings to retrieve extra supplies on event evenings.</p> <p>Carl obtained some quotes and reported that a new storage container can be purchased for ~\$4000. Second-hand from \$2000. The condition of second hand containers varies (e.g. some are lined), but all are waterproof. Carl suggested poor external condition could be beautified by girl's artwork (mural).</p> <p>Agreed that a power supply was desirable; providing lighting is a minimum. Tony confirmed that a P&amp;F container could be stored next to the shed, when the current rental container is returned. Ensure the bike rack in this area is retained.</p> <p>A parent suggested approaching the Trambis family (whose business is constructing storage containers) to enquire about any used containers they may have.</p> <p>To enable Carl to progress this without needing to repeatedly refer back to the committee, it was agreed to authorise funds to attain a container.</p> <p><i>The committee resolved to acquire a movable container for storage of P&amp;F equipment at the school and authorised Carl Cazaly to acquire the same with expenditure authorised up to \$4,000.</i></p> <p><i>Moved: Carl Cazaly Seconded: Susan Hodgman.</i></p> <p>Elaine offered to look into donating some shelving for the interior.</p> <p>Potential to use power from the shed via extension cord was discussed.</p> <ul style="list-style-type: none"> <li>• <b><u>Donation to Capital Appeal</u></b></li> </ul> <p>The committee reaffirmed its decision to make the Capital Appeal the main priority for fundraising and expenditure in 2013.</p> <p>In 2012, the P&amp;F agreed that the priority for funding would be the Capital Appeal and made a donation of \$45,000, with a target contribution of \$60,000 in total.</p> <p>The committee acknowledged that P&amp;F has usually ensured that funds raised are spent in each of the four school divisions (octagon, junior, middle and senior girls) so that each receives concrete items from fundraising activities. However, more funds are needed to pay for the capital works already completed, and all students will benefit from the renovations to this space as they progress through the school.</p> <p>The committee agreed not to invite wish list requests until the end of 2013. Tony noted that the capital works have to be funded from somewhere, and any funds the P&amp;F contributes to the Capital Appeal will free up other school funds for equipment</p>

<p><b>R</b></p> <p><b>A</b></p>	<p>purchases. He will invite teachers to compile a wish list at the end of the year.</p> <p>The committee noted that some equipment purchases would still occur in 2013.</p> <p>P&amp;F has \$40,000. The success of the Fahan Fair in 2012 has left the P&amp;F in a better than expected financial position. The committee noted that the main fundraising event in 2013 is the Gala Ball which, being the inaugural year is untested. Upcoming expenses include the Gala Ball, the storage container and the raffle. Worst case expenditure was estimated at \$10,000, \$4000 and \$35000 (Totalling \$17,500), making \$20-25,000 available immediately to donate without any risk of shortfall.</p> <p>A \$20,000 contribution now means P&amp;F will exceed our target of \$60,000 and the committee noted the potential for a further contribution to be made to the Capital Appeal later in the year.</p> <p><i>The committee resolved to contribute \$20,000 to the Fahan Capital Appeal.</i></p> <p><i>Moved: Carl Cazaly    Seconded: Gillian Vosper</i></p> <p>Karen to arrange for the transfer of funds.</p> <ul style="list-style-type: none"> <li>• <b><u>Wish list/Other events</u></b></li> </ul> <p>Some equipment needs have been identified.</p> <ul style="list-style-type: none"> <li>• More glasses for P&amp;F functions</li> <li>• AV equipment (Will Lelong)</li> <li>• Guitar amp for entertainment at events (estimated \$1000 - \$1500)</li> <li>• Musical instruments, particularly flutes and saxophones</li> </ul> <p>Friends of Music conduct its own fundraising to assist fund the purchase of instruments. FOM and P&amp;F need to discuss if additional funds are needed.</p> <p>It was suggested that P&amp;F let parents know what equipment we need, as they may have unwanted, used equipment they are happy to pass on.</p> <p>Further discussion of equipment needs was deferred until the next meeting.</p>
<p>Item 10</p>	<p><b><u>Activities Update/Planning</u></b></p> <ul style="list-style-type: none"> <li>• <b><i>Sunset under the Sails</i></b> <ul style="list-style-type: none"> <li>• Large numbers of parents attending (150?). New space made for a less crowded area and easier interaction. Music by Soul Fish set the mood.</li> <li>• 80 pizzas were too many. Suggest 50-60 next time. Recommend using La Bella Pizza again. Good quality and very co-operative about late order change.</li> <li>• Gillian tracked drinks consumed: 5 cartons beer, 10 bottles red, 13 bottles white, 8 bottles champagne, 115 cans soft drink, and 69 bottles water. Note: It was a hot night.</li> <li>• Free water for children well received. Recommend repeating this as it promotes healthy choices</li> <li>• More glasses were needed. Note for P&amp;F inventory.</li> <li>• Raffle prize was donated by Sheree Turner, and won by Alex Pitt.</li> </ul> </li> </ul>

<p>A</p> <p>A</p> <p>A</p> <p>A</p>	<p>Nicole to send thank you letters to Sheree Turner (raffle prize), Andrea Smith (Soul Fish), Will Lelong (set up) and Mario (discount, accommodating late order.</p> <ul style="list-style-type: none"> <li>• <b>AGM</b> <ul style="list-style-type: none"> <li>• 16<sup>th</sup> April, to be followed by a standard meeting</li> <li>• Quorum = 20. Need quorum to change regulations</li> <li>• Increase attendance by: <ul style="list-style-type: none"> <li>○ Inviting class reps (Gillian to action)</li> <li>○ Personal invitation to new parents (about 60 – Laura and Gillian to action)</li> <li>○ Let people know that existing office bearers are renominating so that people are not scared off by the thought they will be pressured into being an office bearer</li> <li>○ Cater the event – RSVPs on Fahan website</li> <li>○ Include information in Fortnight at Fahan and on P&amp;F section of Fahan website</li> </ul> </li> </ul> </li> <li>• Nicole to draft regulation changes pertaining to quorum and attend to notice requirements for AGM</li> <li>• <b>Raffle</b> <ul style="list-style-type: none"> <li>• Drawn at family Fun Night on 28 June</li> <li>• Ticket price \$20 (reduced from \$45 in 2012)</li> <li>• 500 tickets. 5 tickets in a book.</li> <li>• Prizes: \$2,500, \$1,000 and \$500 book buyers prize.</li> </ul> </li> </ul> <p>The committee agreed on the need to emphasize the social and family nature of the evening so that parents attend. A more comfortable area for parents to socialise is needed – not the TM hall foyer. This also allows the draw to be more of an event.</p> <p>There is a year 5/6 social that evening (not at Fahan 6.30-8/00pm) which may affect attendance by the families of those 60 girls. This is a concern as they are in an age group likely to attend. Need to check social dates next year when planning as they are not on the early calendars.</p> <ul style="list-style-type: none"> <li>• <b>Gala Ball</b> <ul style="list-style-type: none"> <li>• Combined event run with Year 12 community service fundraiser – broadens base and eliminates competition for funds</li> <li>• Maria Douglas is Year 12 parent co-ordinator</li> <li>• Venue = Hellenic Hall – minimum capacity of 150 people</li> <li>• P&amp;F conduct silent auction for fund raising?</li> </ul> </li> </ul> <p>Meeting closed</p> <p><b>Next meeting: Annual General Meeting Tuesday 16<sup>th</sup> April 2013 – 7.00pm</b></p>
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	RSVP for catering purposes	
	Action List from March meeting	
	Gillian	<ul style="list-style-type: none"> <li>• Co-ordinate class reps attendance at AGM</li> <li>• Personal invitation to new parents to attend AGM (with Laura)</li> </ul>
	Nicole	<ul style="list-style-type: none"> <li>• Thank you letters from Sunset event x 4</li> <li>• AGM notice</li> <li>• Draft regulation changes and attend to notice requirements</li> <li>• Entertainment book distribution</li> </ul>
	Elaine	<ul style="list-style-type: none"> <li>• Check whether she has shelves for storage container</li> </ul>
	Karen	<ul style="list-style-type: none"> <li>• Arrange transfer of donation to Capital Appeal</li> </ul>
	Gillian	<ul style="list-style-type: none"> <li>• Arrange trestles and extra bins</li> <li>• Get key to boarding house store (for glasses)</li> <li>• Co-ordinate tuckshop access with Janine</li> </ul>
	Carl	<ul style="list-style-type: none"> <li>• Approach Trambis family about used storage container</li> <li>• Progress acquisition of above</li> </ul>
	Laura	<ul style="list-style-type: none"> <li>• AGM notice in Fortnight at Fahan and on P&amp;F website</li> <li>• Create AGM event on Fahan website with RSVP</li> </ul>
	<p>Meeting closed.</p> <p><b>Next meeting: 7.00pm Tuesday 19 March 2013</b></p>	

N. Spence