

MINUTES OF THE FAHAN PARENTS AND FRIENDS ASSOCIATION
MEETING HELD ON TUESDAY 21 MAY 2013

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| <p>Item 1</p> | <p>Attendees Carl Cazaly (President), Gillian Vosper (Vice-President), Nicole Spence (Secretary), Tony Freeman (Principal), Edwina Cummins (Publicity and Communications), Nathan Hurst, Hannah Bale, Andrew Mitchell, Elaine Killalea, Kirsten McTaggart, Shirlene Badenach, Shellie Vincent, Maggie Davis</p> <p>Apologies Karen Baddiley (Treasurer), Kathy Foster (Deputy Principal), Laura Bird (Publicity and Communications), Dawn Rayner-Brosnan</p> |
| <p>Item 2</p> <p>R</p> | <p>Minutes of the last meeting The Minutes of the meeting of 16 April 2013 were amended as follows:</p> <ol style="list-style-type: none"> Attendees: Denise <i>Jones</i> amended to Denise <i>James</i>, Sally <i>Fergusson</i> amended to Sally <i>Ferguson</i> Correspondence: Jimmy and Margaret <i>Trambis</i> amended to Jimmy and Margaret <i>Trambas</i>. <p>The Minutes of the meeting of 16 April 2012, as amended, were confirmed to be an accurate record of the meeting.</p> <p><i>Proposed by</i> Gillian Vosper, seconded by Carl Cazaly.</p> <p>AGM minutes to be presented next meeting to allow any amendments to be identified while memories are fresh.</p> |
| <p>Item 3</p> <p>A - Nicole</p> <p>A - Gillian</p> | <p>Matters arising from the minutes</p> <ul style="list-style-type: none"> Thanks you letters have not been sent - Nicole to action Hutchins P&F not contacted yet – Gillian to action Carl is waiting to hear back from Margaret Trambas re: donated container. Cannot be installed until existing container is removed. |
| <p>Item 4</p> | <p>Principal's Report Tony highlighted the many events Fahan students have been participating in over the past month including:</p> <ul style="list-style-type: none"> Year 11 return from World Challenge Expedition to Vietnam Mrs Woodward's biology students spent a week on Maria Island working with Wild Mob studying Tasmanian Devil quarantining, coinciding with ABC documentary filming Tony noted the participation and success of Fahan students in varied events including the Rostrum Voice of Youth, State Hockey Team selection trials, State Finals of the Maths/Science Challenge, and the Make Me Famous talent quest. Upcoming events and dates: House Drama, Junior parent Teacher, year 7-10 reports |

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| Item 5 A | Treasurer's Report <ul style="list-style-type: none"> Balance Sheet and Profit and Loss Statements dated 13 May 2013 tabled. To be emailed to members with Minutes of meeting. The meeting was informed of Karen's emailed advice noting: <ul style="list-style-type: none"> the Clothing Pool cheque last month was for \$6,000 not \$2,000 as expected. The \$6,000 income reported by Sally Fergusson was for the last quarter only. The Clothing Pool has actually raised a total of \$10,000 of donations to the P&F between November and April which is outstanding. Great job Sally! No expenditure since the last meeting |
| Item 7 | Correspondence In/Out <ul style="list-style-type: none"> Nil of import |
| Item 8 | Communications Report <ul style="list-style-type: none"> Boarding School Expo – Fahan very price competitive Agfest: Enrolment enquiries received Focus on social media continues. Encourage people to check webpage and Facebook page - comments/likes will be shared with their online friends. Enrolment enquiries peaked in March/April – marketing is working Radio marketing to commence again Fahan in Focus out in 4 weeks School tote bags have arrived |
| A – all | P&F members to send photos of themselves to Edwina to allow P&F webpage to be updated, else photos taken next meeting. Helps parents put a face to the name. |
| A – Edwina | The committee also agreed that class reps should be added to P&F webpage. |
| A - Nicole | Nicole to send email distribution list to Edwina. Many Committee members noted that consistently positive feedback from old scholars had been a key factor in their decision to send their daughter to Fahan. Can marketing make use of the very happy memories that old scholars have of their time at Fahan? E.g. recent old scholar stories. It would add to the academic success that attracts prospective parents. |
| Item 9 | Activities update / planning Family Movie Night <ul style="list-style-type: none"> Friday 28 June, from 6 to 8ish Movie: Wreck it Ralph (shown in TM Hall – booked)) Parent refreshments in the library Formally advise Amanda Evans (Nicole) and Meg Denman. Free Pizza. Popcorn, lollies and chips for sale First drink free. Water only free for children. (Avoid highly coloured |
| A – Nicole | |

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| <p>A – Cleaner? A - all</p> | <p>drinks in hall because of inevitable spillage e.g. No Fanta)</p> <ul style="list-style-type: none"> • Make arrangements with cleaners for access • P&F to assist at evening if available <ul style="list-style-type: none"> • Promotion: <ul style="list-style-type: none"> ○ Special Bulletin invitation emailed out (Edwina) ○ Create website event with RSVP for catering (Edwina) ○ Class reps individually advised of event (Gillian) ○ Encourage Year 5/6 parents to drop in for a drink after dropping daughters off at social ○ Posters around school (Nicole) ○ Trailer shown at assembly (Will Lelong. Action: Edwina) <p>Next meeting is 18 June. Food and refreshments to be finalised then.</p> <p>Promotions should discourage “drop off and run” as this is a family event, not a supervised child-care event. Encouraging some older girls to come along too would be beneficial.</p> <p><u>Raffle</u> Carl advised that the raffle has not been progressed to avoid P&F asking parents to fund too many expenses in a short timeframe. Gala Ball is the focus this year. Also, sponsor negotiations failed to yield a main prize sponsor this year. Review for term 3 or 2014.</p> <p><u>Gala Night</u> Hannah Bale brought the committee up to date on Gala Night.</p> <p><u>Year 12 involvement</u> Year 12 have withdrawn from co-sponsoring the event because their leavers’ dinner is just 6 weeks after and is a significant cost for their parents. They will still waitress but won’t be involved in the fundraising. This potentially decreases attendees by about 60 people.</p> <p><u>Venue</u> Need 200 people to make the Hellenic Hall work which is now problematic.</p> <p>Alternative venue = Town Hall. Hannah inspected the facilities and was very impressed. Terrific room, glamorous entrance, use of hallways outside function room to promote fundraising events. Can seat 150 without a dance floor, or 120-130 seated with dance floor. Lower cost than Hellenic Hall. Smaller venue so less decorating required and Waji is happy to cater there.</p> <p><u>Ticket price</u> The Committee agreed that tickets under \$100 would encourage attendance. Subsidisation of ticket prices may be required. This is normal for P&F social events and warranted to make the event successful.</p> <p><u>Fundraising</u> Fundraising activities include <i>Silent Auction</i> (20 good items set up in the foyer.) <i>Balloons</i> (\$5, \$1, \$20 containing prizes valued higher than balloon cost – very popular with guests).</p> |
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| R | <p>Hannah was confident that sufficient prizes would be donated for event. Prizes such as IPODS and IPADS were most popular. Large donations in the silent auction. Smaller donations in the balloons.</p> <p>The Committee agreed that the P&F should make a contribution to the Year 12 fundraiser to recognise their contribution to the event by waitressing at the event without charge. Announce it on the night.</p> <p>Focus The Committee discussed whether funds raised should be for charitable organisations or for Fahan. With the raffle cancelled, there is not another P&F fundraising event in 2013. While the focus of the Gala Night is on building the Fahan community, P&F needs to raise funds too. The initial ticket subsidy should at least be covered first.</p> <p>The Committee agreed that the purpose of the Gala Night was a community building event, rather than a fundraiser for charity. Funds raised will be returned to the P&F, excepting a contribution to the Year 12 charitable fundraiser. Event promotion will not have a charitable focus accordingly.</p> <p>A discrete display highlighting what P&F funds have bought for the girls would be a low key way to inform parents where their money is spent.</p> <p>Bookings Tables of 10 are the most efficient use of space.</p> <p>Groups of 10 will be able to reserve their table online, including listing the names of all 10 attendees if they wish. Hannah is setting up the booking system – almost completed. A hard copy of the ticket will be sent out after booking online. Should encourage people to book their table now as seeing solid bookings encourage others to book.</p> <p>Changing the event to a cocktail party in the event of bookings exceeding 120 was not supported as bookings would have been made on expectation of a sit down dinner. Hannah advised the booking system could cap RSVPs to prevent overbooking.</p> <p>Other Suggestions for bands to play at the event to be emailed to Hannah.</p> <p>Hannah will establish a Gala Night Committee from interested parents, as the need arises.</p> <p>Summary of event features agreed to by committee</p> <ul style="list-style-type: none"> • Seated dinner at Town Hall. • Aim for 120 attendees, allowing for a dancefloor • Waji to cater. Band to play. • Ticket price \$95, including food and starter drinks • Ticket price initially subsidised by P&F. Recovered through fund raising activities on the night. • Focus of event is social, not charitable • Funds raised will be returned to P&F, less a contribution made towards Year 12 charity in recognition of their support • Tables of 10 only. Online reservations. |
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| | Event promotion to commence immediately now that these details have been agreed. |
| Item 9 | Other Business |
| A – Edwina | <p><u>Entertainment Books</u> Nicole reported that the books are selling, if slowly. 19 sold and another 20 ordered. Current year's book expires at end of month which may trigger extra sales. Include promotion in Fortnight at Fahan editions.</p> |
| A – Nicole | <p><u>P&F Handbook</u> Draft version to be circulated to members for their information.</p> |
| A – Nicole | <p><u>Constitution Review</u> Nicole to update Constitution and distribute amended copy to members.</p> |
| A - Maggie | <p><u>2nd hand Coffee Machine</u> Maggie has sent enquiries to suppliers to source a second hand coffee machine that will go the distance and will report back responses.</p> |
| | Meeting closed. |

N. Spence

ACTION LIST