



Parents and Friends Association
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MINUTES

ANNUAL GENERAL MEETING (as per P&F Constitution 11/08/04)

Venue: College Board Room
Date: 02 March 2020
Time: 5.30PM

1. **Welcome & Prayer:** Meeting opened at 5.40PM
2. **Attendance:** Present- Catherine Dunbar, Jane Walsh, Jo Couper, Megan Weinert, Majella Keily, Natalie Salisbury, Peta Tomkins, Trish Hannan, Tanya Mason, Lee-Ann Lovegrove, Ursula Boyd, Terri Fallis, Marie Balzer.
3. **Apologies:** Deidre Pascoe, Belinda Connolly, Kylie Jones
4. **Minutes of previous meeting (04 March 2019):** President Jane read the minutes from the previous AGM.
 - A. Motion: "That the minutes of 04 March 2019 be confirmed as a true and correct record"
Moved: Jane Walsh Seconded: Megan Weinert CARRIED: all in favour
5. **Business Arising from Previous Minutes:**
 - A. Constitution - to be discussed in general business.
6. **Principal's report:** refer to attached report
 - A. Motion: "That the Principal's Report be accepted as true"
Moved : Catherine Dunbar Seconded: Peta Tomkins CARRIED: all in favour

7. Treasurer's report:

- A. Presentation of Independent Audit Report (1st January 2019 - 31st December 2019) - Money Matters Accounting Services.
- B. In 2019 the Bank of Queensland issued a Debit Card to the St Ursula's P& F which is linked to the everyday business account. The Debit Card is in the name of the Treasurer and is used for expenses as agreed by the P&F committee. In the case of a change in Treasurer this Debit card will be destroyed and a new card issued to the subsequent Treasurer.
- C. P & F Budget for 2020 - see forecast income and expenditure table attached.
- D. Motion: "A donation of \$200 will be made to the College for P& F Awards for the 2020 Presentation Evening"
Moved: Jo Couper Seconded: Natalie Salisbury CARRIED: all in favour
- E. Motion: "A donation of up to \$500 will be made to the Valedictory Function"
Moved: Jo Couper Seconded: Peta Tomkins. CARRIED: all in favour
- F. Motion: "A donation of \$500 will be made to the end of year Staff function"
Moved: Jo Couper Seconded: Terri Fallis. CARRIED: all in favour
- G. Motion: "The P& F will spend up to \$5000 in total on education projects in 2020"
Moved: Jo Couper Seconded: Majella Keily CARRIED: all in favour
- H. Motion: "That the Treasurer's report and the Audited Financial Report be accepted as true."
Moved: Jo Couper Seconded: Natalie Salisbury. CARRIED : all in favour

9. General Business

- A. The Constitution - the revised Constitution was presented to the P& F and reviewed by members.
- B. Motion: "That the revised St Ursula's College P & F Constitution be adopted at this AGM dated 02 March 2020"
Moved: Megan Weinert Seconded: Trish Hannan. CARRIED: all in favour

