**Stella Maris**

**Parents and Friends Assoc.**

**Meeting Minutes**

**Date:** 13th May 2014  
**Time:** 6.30pm  
**Location:** Stella Maris School – Staff Room

<table>
<thead>
<tr>
<th>Chair:</th>
<th>Tim Eva</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prayer:</td>
<td>Glenda Morgan</td>
</tr>
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<table>
<thead>
<tr>
<th>Attendance:</th>
<th>As per attendance book</th>
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<table>
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<tr>
<th>Apologies:</th>
<th>As per attendance book</th>
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**Correspondence In:** Fundraising packs

**Correspondence Out:**

**Previous Minutes:** Moved by Michelle MacDonald  
Seconded by: Kylie Walsh

**Business arising from previous minutes:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Topic</th>
<th>Discussion</th>
<th>Action/Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Mosquitoes</td>
<td><strong>Ongoing spraying – Terry has been discussing with council</strong></td>
<td>Ongoing</td>
</tr>
<tr>
<td>2.</td>
<td>Calendar of events</td>
<td>Calendar has been distributed to school community</td>
<td>Closed</td>
</tr>
<tr>
<td>3.</td>
<td>Engaging Community Initiatives</td>
<td>Vivienne was unable to attend meeting</td>
<td>Held over for next meeting</td>
</tr>
</tbody>
</table>
Treasurers Report:

Treasurer’s Report

General Account
MYOB Opening Balance 01/03/2014: $34,930.51

Credit
- Interest Mar $ 26.68
- Welcome BBQ Proceeds $ 63.65
- Interest Apr $ 29.81
  $ 120.14

Debit
- Jumping Castle for Welcome BBQ $ 300.00
- P&F Federation levy $ 5061.45
- Raffle Prizes Welcome BBQ $ 118.79
- Gifts for Mother’s Day Stall $ 1509.50
- Magnets for Calendar Of Events $ 68.10
  $ 7057.84

MYOB Closing Balance 30/04/2014 $ 27,992.81

Tuckshop Account

MYOB Opening Balance 01/03/2014: $ 9,829.49

Credit
- Tuck Shop Sales Mar $ 8277.10
- Interest Mar $ 7.94
- Tuck Shop Sales Apr $ 2837.60
- Interest Apr $ 13.39
  $ 11,136.03

Debit
- Food Purchases Mar $ 4050.96
- Wages Jan/Feb/Mar $ 4961.86
- Food Purchases Apr $ 1277.12
## Art Union Account

### MYOB Opening Balance 01/03/2014:

<table>
<thead>
<tr>
<th>Credit</th>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Interest Mar</td>
<td>$ 5.42</td>
</tr>
<tr>
<td></td>
<td>Interest Apr</td>
<td>$ 6.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 11.42</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Debit</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Merchant Fees Mar</td>
<td>$ 12.00</td>
</tr>
<tr>
<td></td>
<td>Merchant Fees Apr</td>
<td>$ 12.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 24.00</td>
</tr>
</tbody>
</table>

### MYOB Closing Balance 30/04/2014:

$ 6423.32

## Term Deposits

<table>
<thead>
<tr>
<th>Term</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuckshop</td>
<td>$5,000</td>
</tr>
<tr>
<td>Fair</td>
<td>$25,000</td>
</tr>
</tbody>
</table>
GENERAL REPORT

- Welcome BBQ cost $285 to put on, still waiting for $25 from Kate Holzer for drinks & $45 from soccer club for sausages. Proceeds from drink/chip sales & raffle $452, expenses $318 for food/drinks, $300 for jumping castle & $119 for raffle prizes.
- Movie Night made a profit of $640. Proceeds from movie ticket/raffle sales was $2573, expenses $1083 for alcohol/food/raffle prizes and $850 for movie tickets.
- Mother’s Day Stall made a profit of $977. Proceeds were $2487 and Smart FunRaisers invoice for gifts was $1510.

Principals Report:
- Naplan testing starting this week for Yr 3,5 & 7.
- Dance Fever forms sent home today
- Prep interviews have started this week – currently more enrolments than the school can accept.
- Workplace Health and Safety audit on May 23rd.

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<th>Discussion</th>
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</thead>
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<tr>
<td>1.</td>
<td>Business Directory</td>
<td>Documents have now been created. Vivienne has so far incurred all costs associated with the set up of the directory and will be reimbursed by the P&amp;F.</td>
<td>Follow up from Tania and Vivienne</td>
</tr>
<tr>
<td>2.</td>
<td>Telstra Grant</td>
<td>Further talks regarding the Trailer were engaged. Terry has advised that there may be issues with storage and insurance of the trailer. We are still awaiting grant response and pending this result further investigation into the trailer will be needed.</td>
<td>Awaiting grant response</td>
</tr>
<tr>
<td>3.</td>
<td>Tuckshop feedback</td>
<td>St Josephs &amp; Siena tuckshops have been visited and a review has been submitted. Based on this review there are 2 goals – provide healthier options and increase profit.</td>
<td>Ongoing Opening hours to be effective from Term 3, 2014 Mondays will provide Cathy with time to work on new menu options Committee agreed that the purchase of smaller</td>
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</table>
To do this there have been 5 recommendations put forward for short & long term plans:

1 – Opening hours for the tuckshop to change from next term. Opening hours will be Tuesday – Friday.
2 – Menu Evolution – healthier, homemade options to be made onsite.
3 – Allocating class lists for volunteers
4 – Upgrade/supply of kitchen aids to facilitate the new menu items.
5 – Flexi schools – possibility it may not be compatible with the set up of the tuck shop. Terry/Rose to check if this is possible.

All recommendations have been accepted by the committee members present at the meeting.

### 4. Tuck shop Co-convener

Glenda advised that Natalie Hughes has tendered her resignation. Kelly Loe applied at the time of the original request and Glenda advised that the position would be offered to Kelly as the best candidate for this role. Kelly has been involved in the visits to St Josephs and Siena tuckshops and has helped develop the recommendations for improvements.

Vote passed through all attendees for promotion of Kelly Loe to Co-convener – Vote count as follows – 2 abstained vote, 8 voted for the promotion, no one was opposed.

### 5. Golf Day

P&F have accepted an offer from Noosa Springs for the Golf Day on Sunday 22nd June. This is a morning session. $75 for 18 holes, shared cart, lunch and 1 drink. (Golf normally $99)
Gary Cricks Noosa, Nambour and Mt Gravatt have provided sponsorship for the day.

Tickets to be sold leading up to event.

### 6. Fair Convenor

Email tendered from Natalie Jarrot, she has passed all information regarding bookings and current standings to Kellie Elder for this year’s fair. We will still need to look for a co-convener to help Kellie and see what needs to happen with the organisation of the event to continue on in the coming years.

Tim to provide write up for next weeks newsletter

### 7. Parent Portal

Terry demonstrated the interface of the parent portal. Staff are currently trialling the portal and it will be rolled out to the school community shortly

Meeting Closed: 8.17pm

Next meeting: July 2014

Confirmed ___________________