



## ANNUAL GENERAL MEETING MINUTES

March 21st, 2022  
6:30pm  
WoodLinks SS Administration Building

Chairperson: Amanda

Welcome to members: Raylene, Kira, Leandra, Kristie, Bethan, Amanda, Greg, Clint & Andrew.

Introduce any guests: NIL

Apologies: Ashlee

Confirmation of minutes of the previous annual general meeting: **See attachment 1**

The minutes of the previous Annual General Meeting held on 8/3/21, were read by those present.

Motion: That the minutes be accepted as a true and a correct record of the meeting.

**Motioned:** Amanda

**Seconded:** Kira

Business arising out of the minutes of the previous annual general meeting: N/A

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Receipt and adoption of the Association's audited annual financial statement: **See attachment 2**

**Motioned:** Andrew

**Seconded:** Amanda

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Receipt and adoption of the Treasurer's report (to include all relevant subcommittees audited financial statements): **See attachment 3**

**Motioned:** Andrew

**Seconded:** Amanda

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Receipt and adoption of the President's annual report: **See attachment 4**

**Motioned:** Amanda

**Seconded:** Beth

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Receive applications for membership:  
See attached application forms totalling

- a. motion to consider all applications to renew existing membership
- b. motion to accept applications to renew existing membership
- c. motion to consider all new applications for membership

d. motion to accept new applications for membership

**Motioned:** Amanda

**Seconded:** Kira

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Election of Officers/Executive Committee:

Chaired by: Greg

Executive Committee:

Call for nominations for the position of President: Amanda

**Motioned:** Beth

**Seconded:** Kira

Call for nominations for the position of Vice President/s: Kira

**Motioned:** Amanda

**Seconded:** Greg

Call for nominations for the position of Secretary: Kristie

**Motioned:** Beth

**Seconded:** Andrew

Call for nominations for the position of Treasurer: Beth

**Motioned:** Amanda

**Seconded:** Kira

Motion to change bank signatories to the newly elected Officers:

**Motioned:** Amanda

**Seconded:** Kira

Welcome to the new Executive team and thank you to our chair.

Call for nominations for any other positions as determined by the Association:

**Chaired by:** Amanda

Call for nominations for the position of Fundraising Coordinator: Leandra

**Motioned:** Kira

**Seconded:** Beth

Call for nominations for the position of Uniform Shop Convenor: Kira

**Motioned:** Beth

**Seconded:** Andrew

Call for nominations for the position of Social Media Co-ordinator: NIL

**Motioned:** N/A

**Seconded:** N/A

Call for nominations for the position of Grant Manager: NIL

**Motioned:** N/A

**Seconded:** N/A

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Ongoing subcommittees:

Motion to confirm that Fundraising subcommittee will continue to operate in the coming year.

**Motioned:** Amanda

**Seconded:** Kira

Motion to confirm that the Festival subcommittee will operate in the coming year.

**Motioned:** N/A

**Seconded:** N/A

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Appointment of the Association's Auditor:

Motion to confirm Your Tax Mate to remain the chosen auditor for the year.

**Motioned:** Amanda

**Seconded:** Beth

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Adoption of the Student Protection Risk Management Strategy: **See attachment 5**

**Motioned:** Amanda

**Seconded:** Beth

Adoption of model constitution: **See Attachment 6**

**Motioned:** Amanda

**Seconded:** Beth

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General Businesses/Motions on notice:

1. Motion to start a general spending card account in presidents name.

Motion withdrawn. Treasurer does not require spending card at this time.

**Motioned:** N/A

**Seconded:** N/A

2. Motion for all P&C members and volunteers to sign and follow Cash Handling Procedure – Version 1 - 2021, created in accordance with P&C Qld guidelines, before they can be involved in activities involving money. **See Attachment 7**

**Motioned:** Amanda

**Seconded:** Kira

3. Importance of report submissions by due dates and introduction of report templates.

NEXT MEETING

The next AGM of the Association will be March 2023

Closure:

Chair closed the meeting at: 6:59pm

Minutes endorsed as true and correct 21/03/2022

President \_\_\_\_\_

Secretary \_\_\_\_\_