

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

Motioned:

Seconded:

General Businesses/Motions on notice:

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

Motioned:

Seconded:

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:

Seconded:

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

Minutes endorsed as true and correct .../.../....

President _____

Secretary _____