



GENERAL MEETING
Monday, 21st March 2022
6:30pm – Following the AGM
Woodlinks SS Administration Building

Chairperson: Amanda

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

Introduce any guests:

Apologies: Ashlee

Confirmation of minutes of the previous general meeting:

The minutes of the previous General Meeting held on 21st February 2022, 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:

NIL

Correspondence received since the previous general meeting:

Inward: Invoices, Audit Report and General Advertising

Outward: NIL

Business arising: Invoices

Confirmation of executive committee's decisions (if any):

Purchasing of stock for the Cross Country BBQ – this Friday, 25th March 2022.

Subcommittees' reports and financial statements and any business arising from these:

Treasurer's Report:

Motioned: Andrew

Seconded: Kira

- Electronic Timesheets
Beth will source an app to enable timesheets to be uploaded into Xero
- Tuckshop Deliveries
Raylene reported that a number of class order are not being collected and Amanda has suggested utilising our Leaders (Year 6) to assist and help where needed. Amanda to email Greg, for Greg to share with the Year 6 teachers.

Motioned: Raylene

Seconded: Kira

Fundraising Report: NIL

Motioned: N/A

Seconded: N/A

Other reports:

Principal's Report:

Motioned: Greg

Seconded: Beth

Motions on notice: NIL

Motioned: N/A

Seconded: N/A

General Business:

- Oval Seating
With the oval complete and the Sunshade application declined, motion to spend \$3,500 on a shade sail.
Motioned: Amanda **Seconded:** Beth
- M365 Account
Clint to lodge a job with IT to have Shared Mailbox access for the P&C, Uniform Shop & Tuckshop. This would ensure the P&C can send emails from the P&C email account (instead of utilising personal accounts) and would also be able to utilise a P&C OneDrive.
- Guess how many Easter Eggs in the jar
Kristie seeking endorsement from Greg to source donations from Coles and BIG W (Jar / Container, Chocolate etc). This will be run through our Woodlinks P&C Facebook page to help promote our page. Greg has approved.
- Cross Country BBQ Spend
As outlined in the confirmation of Executive Committee decisions, motion to spend \$1000 on BBQ items for the Cross County BBQ – this Friday, 25th March 2022.
- Pizza's for Parent / Teacher Interviews
The Committee have motioned to spend \$250 on Pizza's for the Teachers to have during their dinner break at the Parent / Teacher interviews.

Motioned: Amanda

Seconded: Beth

- Lollies

Motion to run two types of lollies at a loss and counter with making a profit on the other variety of lollies at the Cross Country BBQ.

Motioned: Amanda

Seconded: Beth

- Filing (Stationery)

Motion to spend \$10 on filing for the Executive Committee Folders to store documents

Motioned: Amanda

Seconded: Beth

Applications for new membership: NIL

NEXT MEETING

The next meeting will be an Annual General Meeting and will be held on Monday, 9th May 2022.

Closure:

Chair closed the meeting at: 8:22pm

Minutes endorsed as true and correct:

President

Secretary

MARCH MINUTES