

# MINUTES OF LANE COVE WEST P& C ANNUAL GENERAL MEETING

Held Monday 07 Dec 2009 at 8.00pm in 5/6N

1. **Chair:** Meeting declared open at 8.05 pm by C Abel  
  
**Present:** B Kennedy, C Abel, C Madden, D Strassberg, J Levett, J Corlett, J Doherty, K Brent-Reed, K Schliebs, K Nash, L Schivella, L Franck, L Wells, P Brown, S Wong, V Firth, S Chand, S Ellery-Plunkett, R Bonwick, M Vidal-Wallace  
  
**Apologies** L Rayner, D Davies, G Evans, D Garske, J Thompson, Suzanna Blythin, (primaryOSHCare), D Pettigrew, S Sedgwick
  
2. **Receipt and Adoption of the Minutes of the Previous Annual General Meeting held on 08 December 2008**  
The minutes of the last P&C meeting were tabled.  
Motion: That the minutes for P&C meeting held 07 Nov 2009 be accepted.  
Proposed: L Franck  
Seconded: K Brent-Reed  
Motion Carried.
  
3. **Matters arising from the minutes**  
Nil.
  
4. **Presentation of Annual Reports**
  - 4.1 **Treasurer**
    - 4.1.1 **Presentation of Audited Accounts**  
Letter tabled from independent auditor verifying that the accounting books and records of Lane Cove West P&C Association for the financial years ended 30 Dec 2007 and 31 Dec 2008 were presented fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements.  
  
Treasury Report Tabled.
    - 4.1.2 **Presentation and Acceptance of 2010 budget**  
Budget tabled. Main points detailed as follows:
      - Voluntary contribution to go to the Building Fund next year
      - Put in allowance for paid Canteen and Uniform shop coordinators if we need it
      - School payment schedule now has funds paid earlier to match timing of spend

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- \$84K today spend with \$22K from library fund now, \$40K in T1, \$12K in T2 and T3
- We are now 1 full year ahead so all fundraising that takes place in 2010 will be for school contribution for 2011

**Motion:** That the LCWP&C budget for 2010 be accepted.

Proposed: K Brent-Reed

Seconded: K Nash

Motion Carried.

**Motion:** That the School Contribution payment for 2010 of \$84,800 be accepted and released to school as detailed in 2010 budget.

Proposed: D Strassberg

Seconded: L Franck

Motion Carried.

### 4.1.3 P&C 2010 Membership fee

**Motion:** That the LCWP&C annual membership fee remain at \$1.

Proposed: V Firth

Seconded: D Strassberg

Motion Carried.

### 4.1.4 School Voluntary Contribution fee

**Motion:** That the school voluntary contribution fee remain at \$180 for the first child, \$160 for the second child and \$140 for every other child.

Proposed: K Schliebs

Seconded: V Firth

Motion Carried.

### 4.2 Band

Report Tabled in General Meeting.

### 4.3 Canteen

Report Tabled in General Meeting.

### 4.4 Clothing shop

Refer Minutes of General Meeting.

### 4.5 OOSH

Refer Minutes of General Meeting.

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### 4.6 Fundraising

Report Tabled. Main points as follows:

- Thanks to all volunteers, family and friends who have supported our events throughout the year.
- A special thanks to all Executive members for their hard work and dedication as volunteers serving the school community
- Summary of Events
  - Lapathon - \$11K
  - Trivia - \$36K
  - Shopping Nights - \$5K
  - Halloween/Fireworks - \$40K

5. **New Members for 2010** J Levett, C Abel, C Madden, B Kennedy, L Torrevillas, K Brent-Reed, S Wong, D Pettigrew, K Nash, L Franck R Bonwick, K Schliebs, J Corlett, L Schivella, L Wells, S Ellery-Plunkett, V Firth, D Strassberg, B Neal, P Brown, S Chand, S Sedgwick, S Madden, M Vidal-Wallace

### 6. Motions of which Notice has been given

**Motion:** Removal of OOSH sub-entity as part of P&C

Proposed: S Chand

Seconded: L Rayner

Motion Carried.

**Motion:** Change of meeting schedule to Monday Week 4 and Friday AM Week 8

Proposed: L Franck

Seconded: K Schliebs

Motion Carried.

**Motion:** Approval of constitution changes

Proposed: L Schivella

Seconded: S Wong

Motion Carried.

**Motion:** To release \$10,000 in budget approved for purchase of more instruments for band.

Proposed: K Brent-Reed

Seconded: K Nash

Motion Carried.

**Motion:** To immediately release \$22,000 from Library Fund to school to purchase resources for next year.

Proposed: K Schliebs

Seconded: V Firth

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Motion Carried.

## 7. Election of Office Bearers for 2010

Christine thanked all members of the Executive for the past 4 years and said it had been a pleasure to work with the school Executive.

Chair was handed to Judy Doherty who invited Lori Franck to say a few words of thanks to Sandhya Chand, Karola Brent-Reed, Corinne Madden, Vanessa Firth and Christine Abel, all who were resigning from their Executive positions after 19 years of service between them.

Judy thanked retiring Executive members for all their work and effort and declared all office bearing positions vacant.

### 7.1 Executive Committee Members

#### 7.1.1 President

Nomination: Daniel Strassberg  
Proposed: C Abel  
Seconded: V Firth  
Motion Carried.

Chair was handed to Daniel Strassberg for the remainder of the meeting.

#### 7.1.2 Vice President – Assistant Secretary & Communications Coordinator

Nomination: Lori Franck  
Proposed: K Nash  
Seconded: S Wong  
Motion Carried.

#### 7.1.3 Vice President – Fundraising Overview Role

Nomination: Doug Garske  
Proposed: K Schliebs  
Seconded: V Firth  
Motion Carried.

#### 7.1.4 Secretary

Nomination: Janelle Levett  
Proposed: S Chand  
Seconded: C Abel  
Motion Carried.

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### 7.1.5 Treasurer

Nomination: Katie Schliebs  
Proposed: K Brent-Reed  
Seconded: C Abel  
Motion Carried.

### 7.1.6 Assistant Treasurer

Nomination: Daniel Strassberg  
Proposed: C Abel  
Seconded: K Nash  
Motion Carried.

### 7.1.7 Band Coordinator

Nomination: Katrina Nash  
Proposed: C Abel  
Seconded: S Chand  
Motion Carried.

### 7.1.8 Canteen Coordinator

Nomination: Susanna Ellery-Plunkett  
Proposed: L Wells  
Seconded: C Madden  
Motion Carried.

### 7.1.9 Clothing Shop Coordinator

Nomination: Montse Vidal-Wallace  
Proposed: K Schliebs  
Seconded: L Wells  
Motion Carried.

### 7.1.10 Major Event Organiser - Trivia

Nomination: Luke Torrevillas  
Proposed: B Kennedy  
Seconded: K Nash  
Motion Carried.

### 7.1.11 Major Event Organiser – Halloween

Nomination: Robina Bonwick  
Proposed: K Brent-Reed  
Seconded: L Wells  
Motion Carried.

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## 7.2 Non-Executive Positions to be filled

### 7.2.1 Maintenance Coordinator

Nomination: Gareth Evans  
Proposed: C Abel  
Seconded: V Firth  
Motion Carried.

### 7.2.2 Chess Club Coordinator

Nomination: Delphine Davies  
Proposed: K Brent-Reed  
Seconded: C Abel  
Motion Carried.

### 7.2.3 Banking Coordinator

Nomination: Delphine Davies  
Proposed: K Brent-Reed  
Seconded: C Abel  
Motion Carried.

### 7.2.4 Scholastic Book Club Coordinator

Nomination: Jane Corlett  
Proposed: K Schliebs  
Seconded: V Firth  
Motion Carried.

### 7.2.5 Night Markets Coordinator

Nomination: **VACANT**  
Proposed:  
Seconded:  
Motion Carried.

### 7.2.6 Lapathon Coordinator

Nomination: Lavinia Schivella  
Proposed: K Schliebs  
Seconded: K Nash  
Motion Carried.

### 7.2.7 Major Raffle Coordinator

Nomination: Lavinia Schivella  
Proposed: K Brent-Reed  
Seconded: V Firth  
Motion Carried.

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**7.2.8 Father's Day Breakfast Coordinator**

Nomination: Corinne Madden  
Proposed: B Kennedy  
Seconded: S Chand  
Motion Carried.

**7.3 Additional Bank Account signatories for the following sub-entities**

**7.3.1 Band**

Nominations: Katie Schliebs, Daniel Strassberg, Lori Franck  
Katrina Nash, Nicole Bresnahan, Rachel Beauchamp  
Carmel Martorana  
Proposed: C Abel  
Seconded: S Chand  
Motion Carried.

**7.3.2 Canteen**

Nominations: Katie Schliebs, Daniel Strassberg, Lori Franck  
Annabelle McArdle  
Proposed: C Abel  
Seconded: L Wells  
Motion Carried.

**7.3.3 Clothing shop**

Nominations: Katie Schliebs, Daniel Strassberg, Lori Franck  
Monstie Vidal-Wallace, Shelly Wong  
Proposed: C Abel  
Seconded: V Firth  
Motion Carried.

D Strassberg declared the meeting closed at 9.07 pm

Minutes taken by Janelle Levett

----- (President)

-----/-----/----- (date)