

**Sacred Heart School – Parents & Friends Association**

**Minutes of General Meeting – 26<sup>th</sup> July 2022- Cataract on Paterson**

	<b>Meeting Opened 7.00pm</b>	<b>Action By</b>	<b>Date</b>
<b>Present</b>	Megan Brown, Cate Pel, Suze Chapple, Emily Pintarich, Louise Madden, Adele Murphy, Bea Clark, Nat Zegveld, Kirsten Milner		
<b>Apologies</b>	Brent Wilson, Bec Bowen, Tiffany Lynch, Tahnee Hodgetts, Ali Cooper		
<b>Minutes from Previous Meeting</b>	Minutes from last meeting emailed.		
<b>Business Arising</b>	<p><b>Trivia Night (Term 3)</b></p> <p>Date of Trivia Night to be held on Friday 26<sup>th</sup> August using the school gym as the venue, 7pm for a 7.30pm start</p> <p>Father Chatty locked in to Mc the night. Discussion of also having a co-host for the evening. Bea said she would ask her husband Darren to Co-Host - need to confirm if he can</p> <p><b><u>PRIZES:</u></b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Prize to be a basket of around 10 small things for each person on the winning table- thinking a hamper type prize with wine, chocolates etc</li> <li>• Bec co-ordinator of prizes? Anyone that can donate to the trivia prizes please contact Bec so she can co-ordinate what we have/need &amp; if we need a small catch up to bring donations and put the prizes together.</li> <li>• Emily still has half dozen devils corner sparkling wine that was donated for the sip &amp; paint that we can now use for prizes for trivia night.</li> <li>• Wooden spoon prize for the table that comes last</li> <li>• Prize for the Sacred Heart question round</li> <li>• Possible raffle basket for the night too?</li> </ul> <p><b><u>TICKETS:</u></b></p> <ul style="list-style-type: none"> <li>• Adele to look into options of how we organize the purchase of tickets and if people can either purchase them in groups of 10 for a full table &amp; also an option if you are only purchasing tickets for smaller amount of people which will then be designated to a mixed table of 10.</li> </ul> <p>ticket site options: Localtickets.com.au, Eventbrite</p> <ul style="list-style-type: none"> <li>• Tickets need to go on sale by 1<sup>st</sup> August &amp; keep promoting throughout the month</li> </ul> <p><b><u>QUESTIONS:</u></b></p> <ul style="list-style-type: none"> <li>• Cynthia has the Sacred Heart round questions ready &amp; Suze to send questions to Louise &amp; Megan so they can finalize The questions by 19<sup>th</sup> August.</li> </ul>		

- Create template for answers to be printed for each table to write on.
- Megan can supply pens for the evening

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**PROMOTION/SOCIALS:**

- Megan to organize promotion for trivia night.

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**SETUP:**

- Emily, Kirsten, Cate, Suze, Bec? all happy to help setup after school at 3pm on the Friday
- Emily & Suze happy to help throughout the evening & pack up

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**LOGISTICS:**

- Both Margaret St & York street gates to both be open for parking and easy access to the school if this is ok?
- People attending the trivia night are welcome to bring an Esky to keep their drinks cold, it must be parked outside the door entry on the concrete so there is no damage to the gym floor.
- Any food that is being bought is encouraged to be bought in a Tupperware/reusable container that is taken home with them to minimize waste/rubbish for us to deal with on the night.
- Rubbish & empty drink cans/bottles etc- how will this be disposed of through the night? Emily happy to bring large strong garbage bags and take them at the end of the evening to dispose of them if we can't onsite at school
- Suze to do bring laptop for the night to project teams onto the screen, scoring & control music etc.

**Online Auction**

- Megan to organize promotion for auction with posters & on socials to begin circulating from 19<sup>th</sup> August.
- Nat happy to coordinate auction again this year. Any donations that have already been collected can be emailed to Nat. She needs the following included:  
Picture of item, how much it is worth & who donated it. Also can include a brief description if needed.

	<ul style="list-style-type: none"> <li>Tiffany to distribute School Auction letter to anyone if they are needing this to present to businesses for donations. Please email Tiffany at- <a href="mailto:Tiffany.hogarth@gamil.com">Tiffany.hogarth@gamil.com</a> if you are needing this letter. If you can also let her know what places you are going to or have asked for donations so she can keep track of this so people aren't doubling up asking the same places.</li> <li>Discussion if we also need a separate letter written for business that donated last year to thank them for their support last year and if they would be happy to support the auction again this year?</li> <li>Prizes already donated for auction so far: Paint the town red sip &amp; pain-t 2 Tickets One on one Basketball lesson with No Bounds Basketball Sample pack of gin from Zenith Gin</li> <li>Suze to organize artwork created by the children to be used for the thankyou cards for donators.</li> </ul> <p><b>Father's Day stall (term 3)</b></p> <ul style="list-style-type: none"> <li>Suze to send artwork to Russel to begin promotion for gift donations for the father's day stall in the newsletter beginning next week to give people enough time to get gifts sent in.</li> <li>Donations to be in by 22<sup>nd</sup> August</li> <li>Stall to be setup after school on Monday 29<sup>th</sup> August</li> </ul> <p><b>P &amp; F survey move to September agenda</b></p>		
<b>Correspondence</b>			
<b>Principal's Report</b>	Principal's Report circulated to the committee	N/A	
<b>Financial Report</b>	<b>Finance Report</b> <ul style="list-style-type: none"> <li>Closing balance as of July 26th, 2022</li> </ul>	N/A	

<b>General Business</b>	<p><b>Meeting closed at: 9.20pm</b></p> <p><b>Next Meeting –</b> 23<sup>rd</sup> August 2022, 7.30pm Sacred Heart Staffroom</p> <p>Zoom link will be emailed with the agenda</p>		
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