

## Sacred Heart School – Parents & Friends Association

### Minutes of General Meeting – Tuesday 25<sup>th</sup> February, 2020

|                                      | <b>Meeting Opened 7.38pm</b>  | <b>Action By</b>  | <b>Date</b> |
|--------------------------------------|---|---|-------------|
| <b>Present</b>                       | Barry Nas, Brent Wilson, Nat Zegveld, Louise Madden, Cate Pel, Rebecca Millwood, Sarah Axman-Friend   |   |             |
| <b>Apologies</b>                     | Tahnee Hodgetts   |   |             |
| <b>Minutes from Previous Meeting</b> | Minutes from last meeting circulated to the committee.  |   |             |
| <b>Business Arising</b>              | <p><b>Uniform Team</b> – Short sleeve shirts (male and female), explore jacket option further, need 75% behind all significant changes.</p> <p><b>Fair 2020</b> – Scott Alexander will support moving forward fair and welcome BBQ.</p> <ul style="list-style-type: none"> <li>• Sushi – yes need to confirm numbers</li> <li>• Date needs to be widely advertised</li> <li>• Assembly piece (Brent Wilson to arrange)</li> <li>• Filming of fair promotion of Friday – Welcome BBQ</li> <li>• Board organising sausages for Fair</li> </ul> <p><b>Welcome BBQ food</b> – need to organise through Coles Online as no cash available (has been banked)</p> <ul style="list-style-type: none"> <li>• Sausages 120</li> <li>• Hamburgers 120</li> <li>• Serviettes</li> <li>• Foil trays</li> <li>• Tomato and BBQ sauce</li> </ul> <p><b>Candles</b> – \$255 from Carols</p> <p><b>Legacy Plaque</b> – \$515 (accepted by Barry Nas, seconded by Cate Pel)</p> | <p>Brent Wilson</p> <p>Cate Pel<br/>Louise Madden<br/>Brent Wilson</p> <p>James Madden<br/>Nat Zegveld<br/>Sarah Axeman-Friend<br/>Cate Pel</p> <p>Cate Pel</p> |             |
| <b>Correspondence</b>                | <p><b>Endeavour Awards</b></p> <p>Meg Rickerby – Thank you for award</p> <p>Lucy Van Zetten – Thank you for award</p>   |   |             |
| <b>Principal's Report</b>            | <p>Principal's Report circulated to the committee</p> <div style="text-align: center;">  <p>Parents and Friends<br/>Principal Report 25th</p> </div>   | Brent Wilson  |             |
| <b>Financial Report</b>              | <p>Finance Report circulated to the committee</p> <div style="text-align: center;">  <p>Financial Report 25th<br/>February 2020.pdf</p> </div> <p><b>Fair inventory</b> – Cate has done a breakdown of what we need outside of purchase orders. \$5000 will need to be available at the School Office. \$15000 for all weather</p>   | Cate Pel  |             |

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|-------------------------|---|--|--|
|                         | courts, ? previous minutes from August  |  |  |
| <b>General Business</b> | <p><b>Future of Fair and P&amp;F</b> – communication to families?? detailing P&amp;F contributions, need food help etc. Cate, Nat and Rebecca to collaborate on a draft letter to school community.</p> <p><b>Entertainment Books</b> – Rebecca Millwood handing over to ??? All digital memberships, easier process.</p> <p><b>MEETING CLOSED 8.37pm</b></p> <p><b>Next Meeting –</b><br/> <b>24<sup>th</sup> March 2020, 7.30pm</b></p> | <p>Cate Pel<br/> Nat Zegveld<br/> Rebecca Millwood</p> |  |