

ANNUAL GENERAL MEETING template



The order of business to be conducted at an annual general meeting of the Association must be undertaken in the following order	
Welcome to members and introduction of any special visitors	<p>Attendances: Danielle Larsen, Katrina Wilson, Felicity O’Kane, Chris Richards, Sarah Lambe</p> <p>Opening Time: 3:19pm</p>
Apologies	Denise Dixon, Romina Tomasino-Ash
Confirmation of minutes of the previous annual general meeting	<i>Minutes confirmed as true and correct. Moved by Danielle / Felicity carried.</i>
Business arising out of the minutes of the previous annual general meeting	N/A
Receipt and adoption of the Association’s audited annual financial statement * and Treasurer’s report (to include all relevant subcommittees’ audited financial statements)	<ul style="list-style-type: none"> • A copy of the audited Annual Financial Statement, Treasurers Report and proposed budget will be available in the P&C Filing Cabinet. <p><i>Katrina moved the report. Sarah carried.</i></p>
Receipt and adoption of the President’s annual report	<p>P&C Annual President Report</p> <p><i>Firstly, I want to thank you all for being here today! I think I can say while the P&C started out a bit rocky, by the end of the year we were back on track.</i></p> <p><i>I am pleased to be presenting the 2018 president report covering our achievements.</i></p>

	<p><i>Our key achievements in 2018 were:</i></p> <ul style="list-style-type: none"> • <i>A dedicated executive committee</i> • <i>Hands-on volunteers</i> • <i>Tuckshop</i> • <i>A successful Big Night Out</i> • <i>A pie drive with profit over \$1000</i> • <i>Baby Expo BBQ in Tully</i> • <i>A disco</i> • <i>Halloween Feast</i> • <i>Christmas Raffle with \$559 profit</i> • <i>Concert Sausage Sizzle</i> <p><i>We have worked with, provided advice and support to the Principal on the School Uniform policy while he has supported us in all our fundraising activities throughout the year.</i></p> <p><i>I would like to thank the executive committee Danielle Larsen and Felicity O’Kane for the consistent effort, support and contribution over the year. It makes the role of the President so much easier when we have such a committed P&C committee.</i></p> <p><i>I would also like to acknowledge all the volunteers and school staff that contribute through the year. Again, things would not happen if it wasn’t for our wonderful school community that are always willing to help.</i></p> <p><i>I look forward to an exciting 2019 and hope it’s another successful year.</i></p> <p><i>Thank you</i></p> <p><i>Katrina Wilson P&C President</i></p>
<p>Receive applications for membership (to include renewal of existing membership and new membership)</p>	<p>New and renewal applications received from Danielle Larsen, Felicity O’Kane, Sarah Lambe, Katrina Wilson and Romina Tomasino-Ash</p> <p><i>Motion to accept all new memberships moved by Danielle. Felicity carried.</i></p>

Election of Officers/Executive Committee	<p><i>All committee members step down.</i></p> <p>President: <i>Principal opened up nominations for the position for President. Danielle, Felicity and Chris nominated Katrina. Katrina accepted.</i></p> <p>Vice President: <i>Katrina and Danielle nominated Felicity. Felicity accepted.</i></p> <p>Treasurer: <i>Katrina nominated Sarah. Sarah accepted.</i></p> <p>Secretary: <i>Felicity and Katrina nominated Danielle. Danielle accepted.</i></p>
motion to change bank signatories to the newly elected Officers	<p><i>Motion to put forward to change signatories to newly elected officers – Katrina, Danielle and Sarah.</i></p> <p><i>Katrina moved. Felicity carried</i></p>
Confirmation of continuing subcommittees of the Association (including appointment of members of subcommittees)	<p>Camp Fundraising Committee – <i>confirmed to continue until 30 May 2019. Committee members are Katrina Wilson, Danielle Larsen and Felicity O’Kane.</i></p>
Appointment of the Association’s Auditor	<p>Felicity recommended continuing with KLP Tax – <i>moved by Katrina / Felicity carried</i></p>
Adoption of the Student Protection Risk Management Strategy	<p><i>Moved by Felicity / Carried by Katrina</i></p>
Adoption of new model constitution (if any)	<p>Adoption of 2018 Constitution – <i>Moved by Katrina / Danielle carried</i></p>
Honorary life membership awards (if any)	<p>N/A</p>
General business.	<p>N/A</p> <p>Meeting Closed: 3:40pm</p>

*should the audit not be available the meeting cannot proceed and must be adjourned until such time as the audit is available for consideration by the members