**Meeting called by:** P&C 2013 President - Sally Gassner  
**Type of meeting** Annual General Meeting for Mooloolah State School P&C Association  
**Chair Person** P & C 2013 President - Sally Gassner  
**Note taker** Kylie Gillespie  

**Attendees**  
Lisa West, Belinda Mewes, Jaclyn Lewis, Michelle Lencz, Jenny Wilson, Corinne Aveline, Ty Douglas, Jess Parry, Michele Brown, Sally Gassner, Vanessa Hayman, Kylie Gillespie, Selina Stewart

**Apologies**  
Rachael Muller, June Lewis, Shona Hume

**Minutes of AGM 2013**  
No business arising,  
Jess moved that they be accepted. Kylie second. All carried.

**Treasurer's Report**  
Tabled audited financial statements.  
Financials returned from auditors no problems with the financial statements.  
Vanessa moved to accept the auditor report; Jess seconded. All carried.

**Principal's Report**  
Tabled, no questions or discussion.  
Michele B moved, Michelle Lencz seconded. All carried.

**Membership Status**  
Motion to accept renewal of all current members, all present completed forms & submitted. Motion to renew all existing applications & to accept new membership of Lisa Evans.  
Jess moved, Michelle Lencz seconded. All carried.

**Election of Positions** - Chairperson declared all positions vacant.  

**PRESIDENT**  
Michele Brown called for nominations for the position.  
Jacqueline nominated Ty Douglas.  
Ty accepted nomination.  
Jenny seconded. Ty was acknowledged & congratulated as new president.

**VICE PRESIDENT**  
Michele Brown called for nominations for the position.  
Jess nominated Jacqueline.  
Jacqueline accepted.  
Michele acknowledged & congratulated Jacqueline in that position.

**TREASURER**  
Michele Brown called for nominations for the position.  
Jacqueline nominated Lisa West who declined the position.  
Jenny Wilson nominated Vanessa.  
Vanessa accepted.  
Michele acknowledged Vanessa's acceptance.

**SECRETARY**  
Michele Brown called for nominations for the position.  
Sally nominated Lisa West.  
Lisa accepted.  
Michele acknowledged Lisa's acceptance.  
Lisa also stated that she would be happy to take the meeting minutes.

**FUNDRAISING COORDINATOR**  
Michele Brown called for nominations for the position.  
There were no nominations for fund raising coordinator. Position held open for further interested parties.

**PUBLICITY OFFICER**  
Michele Brown called for nominations for the position.  
Michele nominated Kylie.
**Mooloolah State School P & C Committee Meeting Minutes**

**Annual General Meeting**  
**Date:** 19 March 2014  
**Time:** 6:00 PM

<table>
<thead>
<tr>
<th>Item</th>
<th>Responsible Parties</th>
<th>Due By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary to follow up on cost of Colin Perryman's service.</td>
<td>Lisa West</td>
<td>Next meeting: 21 May 2014</td>
</tr>
<tr>
<td>Bank signatory paperwork to be completed &amp; submitted</td>
<td>Ty Douglas, Jaclyn Lewis and Lisa West</td>
<td>ASAP</td>
</tr>
<tr>
<td>New executive to receive Student Protection &amp; Asbestos training.</td>
<td>Ty Douglas, Jaclyn Lewis, Lisa West &amp; Vanessa Hayman.</td>
<td>ASAP</td>
</tr>
</tbody>
</table>

Michele Brown made a mention to the tiresome efforts of the leaving committee and thanked them very much for their service.

**General Business**

**Election of P&C Auditor**
A letter of interest by Colin Perryman for P&C auditing position was received and read by Sally. Cost of service was questioned. New secretary will check cost & report to executive before forms listing new office bearers & auditor are completed & submitted to regional office.

*Action Arising: Secretary to follow up on cost of Colin Perryman's service.*

**Motion To Change Bank Signatories To Newly Elected Officers**
Previously 2 of 3 signatories from President, Vice President & Treasurer. Agreed to add Secretary with these signatories of the newly elected executive for 2of 4 Vanessa moved. Kylie seconded.

*Action Arising: Bank signatory paperwork to be completed & submitted.*

**Adoption Of Student Protection Risk Management Strategy**
Michele stated that she will arrange training for P&C as per the strategy. Sally moved that this strategy be passed. Belinda seconded.

*Action Arising: New executive to receive Student Protection & Asbestos training.*

**OSHC report.**
Read & accepted. Belinda summarised the years events, services & attendance and thanked the P&C for their support. Michele Lencz moved & Kylie seconded.

*Action Arising: NONE*

Meeting closed 7.20pm.

**Summary of Action Items**

<table>
<thead>
<tr>
<th>Item</th>
<th>Responsible Parties</th>
<th>Due By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary to follow up on cost of Colin Perryman's service.</td>
<td>Lisa West</td>
<td>Next meeting: 21 May 2014</td>
</tr>
<tr>
<td>Bank signatory paperwork to be completed &amp; submitted</td>
<td>Ty Douglas, Jaclyn Lewis and Lisa West</td>
<td>ASAP</td>
</tr>
<tr>
<td>New executive to receive Student Protection &amp; Asbestos training.</td>
<td>Ty Douglas, Jaclyn Lewis, Lisa West &amp; Vanessa Hayman.</td>
<td>ASAP</td>
</tr>
</tbody>
</table>