



# Cambewarra Public School Parents and Citizens' Association



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## 2017 ANNUAL GENERAL MEETING MINUTES COOSH EXTRAORDINARY MEETING

**Friday 24 March 2017**

**Commenced at 8.15am in the COOSH of Cambewarra School**

### **Present**

Zanna Elliott                      Rebecca Sztachanski      Leanne Brogan                      Bec Johnson

### **Apologies**

Nichole Biggs                      Jane Hughes

### **1. Chair welcome**

Leanne, Rebecca, Zanna were introduced. Explained that this meeting was to finalise the office bearers and to discuss and authorise COOSH actions.

### **2. Attendance and apologies**

Nichole Biggs, Jane Hughes, apologies – they both sent email agreement to COOSH Minutes for expenditure and Telstra phone plan. They also agreed to authorities for expenditure.

### **3. COOSH Expenditure for canteen Credit Card**

COOSH Minutes noted that \$500 has been transferred to the canteen debit card. Jane has just commenced expenditure using the card. Bec Johnson will write a cheque to reimburse COOSH for this. Future transfers will be reimbursed this way too.

### **4. COOSH Requirements for 2017**

The list was discussed agreed with the following caveats:

- a. knives purchased should be quality so up to \$40 is approved.
- b. Ipod touch will need uploads – budget requirements for this are requested
- c. COOSH expenditure is important to keep the COOSH service up to date and of the best quality. An ongoing budget is a good idea. Leanne is requested to work with Briony to analyse past needs and submit an ongoing budget request for approval at the next P&C meeting.

### **5. Woolies Online**

This is working well and now the canteen is on board the results should start to show,

### **6. Telstra Plan**

The new plan outlined in the COOSH report was further explained and accepted unanimously. It was agreed that Leanne and Zanna should have the authority to deal with Telstra on the account

## 7. Election of Office Bearers

The P&C office bearers and COOSH Subcommittee were confirmed as follows:

Committee	Position	Nominee	Nominated by	Seconded	Result
<b>Executive</b>	<b>President</b>	<b>Selena Clancy</b>	<b>Jane Hughes</b>	<b>Zanna Elliott</b>	<b>tbc</b>
	<b>Vice President</b>	<b>Nichole Biggs</b>	<b>Jane Hughes</b>	<b>Glenda Maher</b>	<b>Tbc</b>
	<b>Vice President</b>	<b>VACANT</b>			<b>Open</b>
	<b>Secretary</b>	<b>Rebecca Sztachanski</b>	<b>Bec Johnson</b>	<b>Glenda Maher</b>	<b>Elected</b>
<b>Uniform Subcommittee</b>	<b>Treasurer</b>	<b>Rebecca Johnson</b>	<b>Nichole Biggs</b>	<b>Jane Hughes</b>	<b>Elected</b>
	<b>Convenor</b>	<b>Nichole Biggs</b>	<b>Glenda Maher</b>	<b>Jane Hughes</b>	<b>Elected</b>
	<b>Minute Taker</b>	<b>Roz Phillips</b>	<b>Nichole Biggs</b>	<b>Glenda Maher</b>	<b>Tbc</b>
<b>COOSH Subcommittee</b>	<b>Assistant Treasurer</b>	<b>Glenda Maher</b>	<b>Nichole Biggs</b>	<b>Bec Johnson</b>	<b>Tbc</b>
	<b>Convenor</b>	<b>Zanna Elliott</b>	<b>Bec Johnson</b>	<b>Rebecca Szt.</b>	<b>Elected</b>
	<b>Minute taker</b>	<b>Amanda Croker</b>	<b>Zanna Elliott</b>	<b>Bec Johnson</b>	<b>Tbc</b>
	<b>Assistant Treasurer</b>	<b>Leanne</b>	<b>Zanna Elliott</b>	<b>Bec Johnson</b>	<b>Tbc</b>
<b>Canteen Subcommittee</b>	<b>Convenor</b>	<b>Jane Hughes</b>	<b>Nichole Biggs</b>	<b>Glenda Maher</b>	<b>Elected</b>
	<b>Minute taker</b>	<b>VACANT</b>			<b>Open</b>
	<b>Assistant Treasurer</b>	<b>VACANT</b>			<b>Open</b>
<b>Fundraising Subcommittee</b>	<b>Convenor</b>	<b>Nichole Biggs</b>	<b>Glenda Maher</b>	<b>Jane Hughes</b>	<b>Elected</b>
	<b>Minute taker</b>	<b>VACANT</b>			<b>Open</b>
	<b>Assistant Treasurer</b>	<b>VACANT</b>			<b>Open</b>

Zanna will contact Selena Clancy to discuss the president role. She will also engage other COOSH parents to be involved in the subcommittee with a view to handing over the position of COOSH conveynor. Amanda Binuuk and Nicole Povell have expressed an interest.

### COOSH Banking

COOSH banking will continue to be carried out by Leanne with Bec Johnson authorising expenditures. In addition, Rebecca Sztachanski and Zanna Elliott will be authorised to approve expenditure to provide adequate backup.

To ensure staff pay can continue to be processed while Bec is overseas in April, 3 weeks pre-approval to pay will be processed by Leanne. This may need to happen during the transition period for P&C authorities. On consultation with the bank, authorities will remain in place until the bank verifies all signatures and the paperwork is submitted. Because Bec and Leanne are continuing as authorities, there should be no disruption.

## 8. Meeting Closed at 9.05pm

**Rebecca Johnson**  
Chair