



# Cambewarra Public School Parents and Citizens' Association



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## 2018 ANNUAL GENERAL MEETING MINUTES

**Monday 12 March 2018**

**Commenced at 2:00pm in the staff Room of Cambewarra School**

### **Present**

**Nichole Biggs, Bec Johnson, Jane Hughes, Amanda Poulton, Jacinta Donaldson, Candace Blacker, Jo Robson, Roz Phillips, Ivan & Amy Bieniasch, Glenda Maher, Susan Lukes, Tabitha Booth, Jaimi Keany, Shannon Marshall, Erin Simmich, Jess McNamara, Demelza Armstrong, Sarah O'Brien, Emma Chalker (AP)**  
(financial members in bold)

### **Apologies**

John Bond, Zanna Elliott, Vanessa Field

### **1. Chair welcome**

Nichole welcomed everyone to the meeting and commented on the fantastic turnout.

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

### **3. Minutes of 2018 Meeting**

The 2017 minutes are available on the CPS web site P&C tab. No business was arising from the previous minutes. Minutes were accepted by Nichole Biggs, Seconded by Bec Johnson.

### **4. COOSH Report**

The COOSH reports were tabled. Zanna has provided a comprehensive handover email and reports for the new COOSH Conveynor. These will be available on the P&C tab of the CPS website.

### **5. Treasurer's Report**

#### **2017 P&C Funds raised:**

Calf & craft fair \$20,338

Uniform Shop \$3,135

Canteen \$7,5884 (less approx. \$12,000 canteen wages paid by COOSH)

School Banking \$112

Fundraising \$2,094 (Easter/Xmas raffles)

Membership Fees \$40

#### **2017 P&C Expenditure:**

Donations to school \$38,000 (computer charging station, kindly interactive desk trial, Waterslide Big Day In, teacher professional development)

Canteen Equipment \$3,771 (water urns, fridge, gas supplies, electrical upgrade)

Insurances \$805

Annual Audit \$770  
 Gardens and pavements \$5750  
 Gifts and farewells \$170  
 Eftpos Machine \$49  
 Lunchbox project support - canteen manager hours

## 6. 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>	Tabitha Booth	Bec Johnson	Nichole Biggs	Elected
	<b>Vice President</b>	Jacinta Donaldson	Bec Johnson	Nichole Biggs	Elected
	<b>Vice President</b>	VACANT			Open
	<b>Secretary</b>	Jess McNamara	Bec Johnson	Nichole Biggs	Elected
	<b>Treasurer</b>	Rebecca Johnson	Nichole Biggs	Amanda Poulton	Elected
<b>Uniform Subcommittee</b>	<b>Convenor</b>	Ivan and Amy Bieniasch	Bec Johnson	Nichole Biggs	Elected
	<b>Minute Taker</b>				Open
	<b>Assistant Treasurer</b>				Open
<b>COOSH Subcommittee</b>	<b>Convenor</b>	Candace Blacker	Bec Johnson	Nichole Biggs	Elected
	<b>Minute taker</b>	Vanessa Field	Bec Johnson	Nichole Biggs	Tbc
	<b>Assistant Treasurer</b>	Zanna Elliott	Bec Johnson	Nichole Biggs	Tbc
<b>Canteen Subcommittee</b>	<b>Convenor</b>	Vacant			Open
	<b>Minute taker</b>	VACANT			Open
	<b>Assistant Treasurer</b>	VACANT			Open
<b>Fundraising Subcommittee</b>	<b>Convenor</b>	Nichole Biggs	Bec Johnson	Amanda Poulton	Elected
	<b>Minute taker</b>	VACANT			Open
	<b>Assistant Treasurer</b>	VACANT			Open

## 7. Annual Membership Fees

The annual membership fee was open for discussion. Meeting unanimously agreed to keep the fee at \$2. Fees were collected and receipted.

## 8. Appointment of 2017 Financial Auditor

Jacinta suggested Bombaderry preschool auditors: South Coast Tax (P&C previous auditors) and Bosco Accounting (Sanctuary Point). Jo Robson suggested her partner an accountant with Bosco Accounting (Nowra) would consider completing the audit for cost price. The meeting unanimously agreed to support either option.

## 9. Meeting Closed at 2:20pm

Rebecca Johnson  
 Chair

Nichole Biggs  
 Vice President