

Macquarie Anglican Grammar School Parents' and Friends' Association

Meeting Agenda Term 2 18 June 2024

Date:	Tuesday 18 June 2024
Time:	6.00pm
Venue:	Tammy Batho (Tammy Batho) is inviting you to a scheduled Zoom meeting. Topic: Macquarie P&F Time: 18 June 2024 06:00 PM Canberra, Melbourne, Sydney
Minutes taken by:	Tammy Batho, Yvette C
Apologies:	Terrilee
Quorum requirements:	Macquarie Anglican Grammar School Parents' and Friends' Association Constitution – April 2104 6.5 Quorum for general meetings (b) Twenty members (20) or 10% of the membership, whichever is the fewer, present (being members entitled under this Constitution meeting) constitute a quorum for the transaction of business or a general meeting.

Minutes

Agenda	Discussion		Follow Up
1. Business arising from previous minutes	<p>Clothing Pool</p> <ul style="list-style-type: none"> - Clare has set up a separate email for the Clothing Pool. - magsclothingpool@gmail.com - Key for Clothing Pool – who has them? Lyndal Cook, Clare Booth, School office, Yvette. <p>Wording Changes to website</p> <ul style="list-style-type: none"> - Actions have been completed. <p>Social Media</p> <ul style="list-style-type: none"> - Lyndal Cook to be sent information that needs to be posted on the P&F Facebook page. <p>Clock</p> <ul style="list-style-type: none"> - Committee decided on the first option presented, the 90cm clock. - Sammy to add Macquarie branding to the text to be presented in the frame. 	<p>Minutes</p> <p>Moved Yvette</p> <p>Seconded Lyndal</p>	

	<ul style="list-style-type: none"> - Tammy to check if key letter collection went out in 2022. <p>Demo Bear</p> <ul style="list-style-type: none"> - Lyndal provided an example of the bear clothing for the Year 12 farewell bears. - \$4 per bear to cover cost. School covering the cost of bears and bear clothing. - Bears to be completed by 23 September. 		Tammy to follow up letter – yes letter did go out.
2. Correspondence	Nil		
3. President's Report	<p>Working Bee Completed.</p> <ul style="list-style-type: none"> - Great effort from everyone involved. - Thank you for the use of the skip. <p>Pie/Doughnut Drive</p> <ul style="list-style-type: none"> - 25 orders - Possibly something to look at doing every second year. <p>Grandparents' Day</p> <ul style="list-style-type: none"> - Great effort from the helpers for Grandparents' Day. - Lots of donations of food. - Social media post thanking volunteers and donations made. 	<p>President's report accepted.</p> <p>Moved – Yvette</p> <p>Second – Tammy</p>	
4. Principal's Report	<ul style="list-style-type: none"> - Thank you for the Pie Drive and the clean out of the container. - Lots of good things happening in filtering out the old uniform and bringing in the new logo officially at the end of the year. 		
5. Treasurer's Report	<ul style="list-style-type: none"> - \$441 profit from Pie Drive. - Comparing with last year, not a lot different. - P&F to reconsider next year options. - Current balance - \$37,060 - Xero license fee has been set up as a direct debit - \$25 per month. 	<p>Treasurer's Report: Yvette</p> <p>Moved: Mary</p> <p>Second: Tammy</p>	
6. General Business: social and fundraising activities	<p>Parents' Night Out</p> <ul style="list-style-type: none"> - Down the Lane is available on 17 August - \$50 per head canapés, pizza and a drink. - Not a fundraiser, just a community event. - Do we want a theme? - Invitation – Tammy to create. For parents and teachers. - Live music - Dietary requirements. - RSVP and pay by date to be set. - Send to Lyndal for approval and for the school to send out. 		Tammy to create invitation.

	<ul style="list-style-type: none"> - Meet the Macquarie community. <p>Share Folder- for P&F files</p>		Tammy to set up a TEAMS.
Business without notice	<p>Additional Clothing Pool dates</p> <ul style="list-style-type: none"> - Term of Use to be reviewed, amended and circulated for approval. - FAQs to be reviewed also. - Update the draft. <p>Auditor – Findex</p> <ul style="list-style-type: none"> - Write to the school to do a financial review. See if the school would accept that position. 	.	Mary
Next Meeting	<ul style="list-style-type: none"> - 6 August 		

Meeting close: 8.13pm

Next meeting: 6 August