

Hawker Park Primary School Parents and Citizens' Association Incorporated



Special General Meeting - 29 February 2024

When 13-02-2024 at 19:00
Location: Hawker Hub, Hawker Hub
Chairperson Cassandra O'Sullivan
Minute taker Renee Evans

Minutes

1. Meeting open

Open - 7.04pm

2. Present/apologies

Present - Renee Evans, Cassandra O'Sullivan, Nicole Arnold, Sarah Lightfoot-Stoker, Rebbecca Valenti, Jianchun Hu, Ally Wigham, Veronica Fry, Emma Claessen, Stephanie Penn, Suzie O'Bree, Jessica Bennison, Karina Pledge, Tarn Deere, Sarah Moldrich, Natasha Goodchild, Claire Jones, Karla Madahar, Claire Simpson, Deb Ryan

Apologies - Lynlea Denniston

3. Election of Office Bearers and Executive Committee Members

President - Rebecca Valenti

Karina Pledge - Vice President

Treasurer - Jianchun Hu

Executive members - Stephanie Penn (Co-treasurer), Claire Simpson

All nominations unanimously supported.

Emma C. raised maintenance of Facebook site, clean up of members and monitoring of content, posting. Claire Jones to assist (already has editorial rights).

Cassandra O'Sullivan and Stephanie Penn to be added to Canteen subcommittee.

4. Uniform Shop

Motion 1 - The Hawker Park Primary School Parents and Citizens ceases to run the uniform shop and transfers responsibility to the school.

Motion 2 - If it is voted in the affirmative that the uniform shop is no longer a P&C run operation, that the remaining balance in the bank account be transferred to the general account, and the account be closed.

Motion 3 - If it is voted in the affirmative that the uniform shop is no longer a P&C run operation, that the P&C will accept payment from the school's chosen supplier at their agreed rate. This rate is yet to be determined, however has been suggested to be approximately 60% of the stock value. The total cost of the stock to purchase (from current suppliers) is \$13,744.

General discussion by committee members regarding retention of secondhand uniform component. Ally Wigham expressed interest in coordinating a monthly sale of secondhand items. Options for secondhand stock to be considered at next meeting in week 8 Term 1 2024. Sale of stock may result in insurance premium reduction in future.

Decision

Motion 1 - supported (15 in favour, 1 against). Concerns raised regarding ease of purchasing.

Motion 2 - supported unanimously.

Motion 3 - supported unanimously.

Tasks

- ✓ Liaise with Commonwealth Bank to gain access to bank accounts as Treasurer.
Assignee: Jianchun Hu
Due date: 18-03-2024
- ✓ Liaise with Commonwealth Bank to gain access to bank accounts as Executive Members (providing Treasurer support)
Assignee: Stephanie Penn
Due date: 18-03-2024
- ✓ Transfer balance of uniform shop account to general P&C account and close uniform shop account.
Assignee: Jianchun Hu
Due date: 18-03-2024

5. Meeting close

Presentation of gifts to thank outgoing President (Cassandra O'Sullivan) and Treasurer (Deb Ryan).

Close 7.36pm

Minutes of Special General Meeting - 29 February 2024 on 13-02-2024

Summary of Matters Arising

Decisions

Item Decision

4. Motion 1 - supported (15 in favour, 1 against). Concerns raised regarding ease of purchasing.
- Motion 2 - supported unanimously.
- Motion 3 - supported unanimously.

Tasks

Item	Task	Assigned to	Due date
4.	Liaise with Commonwealth Bank to gain access to bank accounts as Treasurer.	Jianchun Hu	18-03-2024
4.	Liaise with Commonwealth Bank to gain access to bank accounts as Executive Members (providing Treasurer support)	Stephanie Penn	18-03-2024
4.	Transfer balance of uniform shop account to general P&C account and close uniform shop account.	Jianchun Hu	18-03-2024