



ST MARTIN OF TOURS PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION MINUTES OF THE MEETING HELD ON TUESDAY 14TH MAY 2019

Meeting: PFA Committee Meeting	Venue: Seminar Room	Date: 14 th May 2019	Time: 7:30pm
Agenda Item	Issue Arising	Action Required:	
1. Present and Apologies	<p>Apologies- Lydia Palmieri</p> <p>Present- Kate Kelly (Chairperson), Belinda Pryse, Michelle Don Paul, Carla Ting, Anna Byrom, Melanie Tsoukas, Ambra Joyner, Chris Baulch, Louise Zannino, Bianca Sgambati, Jamile Petridis</p> <p>Resignation – Dale Murray</p>		
2. Confirmation of Minutes from previous meeting	Chris Baulch and Jamile Petridis have read the meeting minutes from the previous meeting.	Passed by Chris & Jamile	
3. Treasurer's Report	<p>Carla read out the Treasurer's report.</p> <p>There has been a lot of recent fundraising activity. The Mother's Day raffle, Mother's Day stall (taking into account we used existing stock) and second hand uniforms have all had good results.</p> <p>Current Bank balance is \$39,766.21 – N.B. School fees still need to be taken out of last year's school fee raffle funds when required/requested by the school.</p>		

<p>4.1 Mother's Social Night</p>	<p>101 people attended. Venue was more suited to the number of people. There was plenty of food and good feedback received from those that attended.</p> <p>Last meeting it was discussed that \$2 from each ticket would be donated to charity with provision of donation buckets around the venue for those who wished to contribute extra. Ambra advised she had mentioned at the last meeting that if there was a raffle it would go to the charity too. However, it was not stated in the minutes and not all committee members recalled this being mentioned. Posters around the venue on the night advertised that raffle proceeds would go to charity, however a copy of this flyer was never given to the committee or executive prior to the event nor any communication given about it before the night.</p> <p>Donors had provided donations based on the assumption the raffle was to raise funds for the school since the expected profit was low.</p> <p>There was an obvious miscommunication/misunderstanding regarding the allocation of raffle funds. It was decided half of funds raised (\$130) would go to charity and the other half of funds (\$130) would go to the school. In total, \$370 would be donated to charity (\$40 from donations on the night, \$200 from ticket sales and \$130 from the raffle).</p>	
<p>4.2 Mother's Day Stall</p>	<p>Great feedback was received regarding the stall such as good setup, well labelled, good positioning of excess stock for restocking. The teachers commented it was a good idea to have the stall on a Wednesday so the kids don't use the money for the canteen.</p> <p>There's approximately \$6K of stock still remaining from last year to be used for next year's stall.</p> <p>Raffle made \$1,298.</p> <p>Discussed the idea of placing an order for gifts in advance. However, it doesn't provide the shopping experience that the kids love.</p> <p>Anna also raised the option for PFA members from other schools to purchase our</p>	

	excess stock it they wanted.	
4.3 School Disco	This event has become a massive job for little return and reducing popularity. Therefore, it was decided to no longer run the Disco and instead look at other options such as a Movie Night.	Kate and Belinda to look into costs for Movie Night.
4.4 Last Day Coloured Clothes Day	<p>The last day for Term 2 will be on Friday 28th June. Marita advised a big focus for the school and parish during Term 2 is the St. Vincent de Paul Winter Appeal. Therefore, it was requested by Marita and Meg that this be the charity for Term 2.</p> <p>Marita also mentioned the possibility of supporting the Exodus Community and The Bike Shed (particularly closer to Christmas when people are getting rid of their old/unwanted bikes).</p>	
4.5 Gala Ball Update	<p>The Gala Ball will be on Friday 11th October.</p> <p>Manor of High has been confirmed as the venue. It is the most affordable, nice venue, and table centrepieces, chair covers and decorations are all included at no extra cost. There will be drinks and canapés on arrival. Medium room. Also includes cigar/whisky bar and barista made coffee. Currently looking at a timeframe of 6pm – 1am.</p> <p>The agreed cost per head is \$93pp based on a min 160ppl. If we get 180-200ppl the cost per head will decrease to ~\$85pp. Last year we had 220 ppl.</p> <p>Last year the ticket cost was \$120. Agreed the ticket cost should remain at \$120 on the provision that the total cost per head is \$93 and the only additional cost will be the DJ. Mel to research costs for DJ and sound/light options if not included. Last year ~\$1500.</p> <p>Michelle to check if Photobooth is available. Last year we also had photographer roaming throughout the night. Would prefer just to have the photobooth alone. Another option could be disposable cameras/polaroids on tables. Both of these would be an additional cost.</p> <p>No silent auctions this year, instead decent donations. Options for further</p>	<p>Mel to confirm cost of \$93pp includes GST.</p> <p>Mel to research and advise cost of DJ and sound/light options if required.</p> <p>Michelle to check cost/availability for Photobooth.</p> <p>Mel to forward Agreement to Michelle and Meg for review.</p> <p>Forward any promotional material to Michelle for review prior to sending out.</p>

	<p>fundraising on the night include raffle tickets on tables, lucky chair, games such as coin toss etc.</p> <p>Possible themes were discussed including Black and White (reference to Dane who loved Collingwood), Gatsby and Diamonds.</p> <p>Gala will be open to family and friends. It was mentioned that some other schools do early bird offers such as discounted tickets, wining cost of ticket back, discounted tables.</p> <p>Discussed option to have a sponsor for the event i.e. Real Estate Agent</p> <p>Some people have been to other events which have ice breakers at the start of the night that can work quite well and be a lot of fun.</p>	
4.6 Fete – March 2020	<p>Fete still to be held in March 2020.</p> <p>Marita hasn't checked volunteer numbers. Marita met with John and Dale. Dane's vision for the fete was to change it to a day event for the kids going on into the night. Need to get Fete Committee back together. Alcohol is no longer allowed at school events where children are present. Food trucks still remain the preferred choice. John is looking into rides. Show bags and mystery jars were said to be popular items. Watch this space.</p>	
5.1 Events for Term 2	<p>Sausage Sizzle Day to be held on Tuesday 18th June.</p> <p>Helpers for 1st session to arrive at 9:45am.</p>	
5.2 Father's Day Stall	<p>Father's Day Stall to be held on Wednesday 28th August.</p> <p>Lots of different ideas were discussed including breakfast, sleep out, kids doing an artwork and framing it, plantings, father/child movie night.</p> <p>Still a little bit of stock from last year to be used this year.</p> <p>Decided to not purchase from the catalogues as quality is ordinary and products are overpriced, limiting the amount of funds capable of being raised.</p>	<p>Kate and Michelle to look at more functional and/or spend time with dad type gifts for Father's Day stall</p>

	<p>Still want kids to have shopping experience of the stall which they love but to have more functional gifts or ones that create experiences and spending time with Dad i.e. car wash kit, paint a canvas, cook with Dad (recipe in the jar) etc.</p> <p>No volunteers or expressions of interest to run stall.</p> <p>Meg advised there is a Brisbane Lions jumper worth ~\$500-\$600 and a signed cricket bat from the '97 Bushrangers that we can use for the Father's Day or Father's Social Night raffle. Both are framed.</p>	
5.3 Father's Social Night	<p>David Hunter and Cameron Wallace have agreed to run it this year.</p> <p>A date should be locked in so that it goes ahead. Last year was at Rosanna Bowls. Received good feedback.</p>	Belinda to email David/Cameron to lock in a date.
5.4 Colour Run	<p>Will be held on Friday 15th November.</p> <p>Since the St. Martin's Feast Day falls on a Monday, Meg raised the possibility of having St. Martin's Week with different things each day and finishing with the colour run on the Friday. Course will be around the school.</p> <p>Need to look at the option of buying everything ourselves and having kids participate for a fixed price compared to using a company who supply everything, run sponsorship online and take a percentage of the profits raised.</p>	Kate/Belinda/Michelle to look into costs.
5.5. Event Procedures	<p>Budget Form A first step for events is to submit a Budget Form to the Executives for review and approval so that we have an understanding of the anticipated costs and profits and something to work towards.</p> <p>Agreements with 3rd Parties All agreements with 3rd Parties to be forwarded to the Secretary/Principal for review and approval. Principal to sign 3rd party agreements. Covers the Committee/School for legal and insurance purposes.</p> <p>Promotional Materials All promotional materials to be sent to the Secretary for review prior to</p>	

	<p>printing/sending out.</p> <p>Evaluation Form Once the event is over, an Evaluation Form should be completed and given to the Executives. The Evaluation form provides good and bad feedback i.e. things that worked well, community feedback received, things that didn't work and things that could be improved to help with future events. This is particularly useful where a new person takes over running an event the following year.</p>	
5.6 Constitution Update	Michelle will start amending the Constitution and work with the Executives and Meg to finalise a draft to be circulated to Committee for review and comments. The amended Constitution will be approved at a special meeting or at the AGM.	Michelle to amend Constitution.
5.7 Financial	<p>Bank Grants Banks now form partnerships with schools. Rather than handing over money, they sponsor something i.e. kitchen/garden. Bendigo Bank has a Shark Tank night where you can pitch an idea to get funding from them. Grade 6's are designing a garden area around the Mercy Building so this may be something to consider if the timing is right.</p> <p>Bendigo Bank has expressed interest in meeting with the school.</p> <p>ABN The SMOT Parent and Friends Association falls under the school umbrella. Therefore, we are able to use the school's ABN for purchases and trade discounts.</p>	

Meeting Closed	Meeting closed at: 9:25pm		
Chair	Kate Kelly		
Signature			
Date location of next meeting	PFA MEETING : 16 th July 2019	SEMINAR ROOM	TIME: 7:30pm