



ANNANDALE PUBLIC SCHOOL Parents & Citizens Association

Benefiting our children and their school

Annandale Public School Parents & Citizens Association Minutes of Annual General Meeting

Chair: Minh Huynh

Date: 28th July 2020

Time: 7:35pm

Venue: Online Meeting

Minutes: 2020 07 28 AGM

Re: Annual General Meeting Minutes (Motions, Actions and Outcomes)

Meeting declared open by Minh Huynh – President

Attendance – 14

Lisa Lupton, Rosemary Donald, Minh Huynh, Hannah Richardson, Rebecca Wainscoat, Tanya Franic, Max Joscelyne, Sau Ching Seto, Georgina Moore, Stephanie Wee, Kylie Couper, Leah Thurecht, Rochelle Bolitho, Peter Bestel

Apologies

Lucy Lavery, Lucia Cavadini-Bell

Minutes

Item 1 Welcome – President and Chairperson

- Minh welcomed all to the APS P&C Annual General Meeting for July 2020.

Item 2 Outline AGM Process – President and Chairperson

- Minh / Peter outlined the Annual General Meeting activities and the process for electing the office bearers for the 2020 year.

Item 3 . Review and Motion to Accept 2019 AGM Minutes – Secretary

- The meeting minutes for the 2019 AGM were reviewed and a motion carried that they were correct as tabled.

MOTION:		
That the minutes of the previous AGM, 26/03/2019, as tabled are accepted.		
MOVER: Peter Bestel	SECONDER: Hannah Richardson / Minh Huynh / Rebecca Wainscoat / all	AGREED

- A question was raised by Rebecca Wainscoat around the need to wait for the next AGM to review and accept the meeting minutes. The current P&C Federation documentation was reviewed and confirmed that the AGM minutes can be approved at the next AGM or General Meeting. See the [P&C Federation web site](#) for the details. This updates our understanding of the current approved process, but conflicts with the previously published hard-copy fact sheets. We shall present these minutes at the next General Meeting in August 2020.
- A motion was raised to update the P&C constitution, based on recent changes from the P&C federation.
- The APS P&C current constitution is published on the [P&C web site](#).
- A modification is required to Section 10 – Quorum, where the quorum when there are 50 or more members is now 10 members, rather than the previous 11.
- The details of the amended proscribed constitution, published May 26, 2020, is available on the [P&C Federation web site](#).
- As there are no restrictions in the constitution around meeting location, the other proscribed change allowing virtual meetings does not require changes to the APS P&C constitution.

MOTION: That the P&C Constitution, Section 10 - Quorum, be updated to have a minimum of 10 members where currently stated 11 are required.		
MOVER: Peter Bestel	SECONDER: Tanya Franic / Georgina Moore / Stephanie Wee / all	AGREED

Item 4 Annual Reports from Committee Members

- **President’s Report – Minh Huynh** – tabled and read out (see related document)
- **Treasurer’s Report – Rosemary Donald** – tabled and read out (see related document)
 - Rosemary indicated the good financial standing of the P&C’s finances.
 - Good fundraising year, with over \$70k raised and \$102k in uncommitted funds.
 - As usual, great contributions from the uniform shop and disco bingo night, but we suffered again due to the lack of a major sponsor.
 - Overall costs way down, with \$81k expenses including \$14k in donations to school and \$46k of uniform purchases.
 - \$130k in the bank, \$48k in uniform shop stock, \$5k reserve and \$179k profit retained.
 - Rosemary presented the yearly financial statements and auditors’ report / certificate for the meeting.
 - All documents were reviewed and approved by the meeting.
- **Secretary’s Report – Peter Bestel** – tabled but not read out (see related document)
 - Thank you to the outgoing president (Minh Huynh) for the wonderful work during a very difficult year.

Item 5 Motion to Appoint Auditor for 2020 – Treasurer

- Some discussion was had around audit vs financial planning advice.
- At a later general meeting we will discuss and vote on seeking further review and advice on the P&C finances.

MOTION:		
That the current auditor for the P&C finances, Bern Story Consulting Services, be retained to audit the finances for the 2020 financial year.		
MOVER: Peter Bestel	SECONDER: Kylie Couper / all	AGREED

Item 6 Election of Committee for 2020

- Lisa Lupton agreed to be the returning officer.
- Lisa thanked the present committee for their effort during the past year and their dedication to the school.
- **Nominations and Election of P&C Association Office Bearers**
 - Lisa Lupton, as returning Officer for the AGM, declared all positions vacant and called for nominations.
 - President Position:
 - Stephanie Wee accepted a nomination by Minh Huynh, seconded by Rebecca Wainscoat.
 - Resolved that Stephanie Wee be elected as President unopposed.
 - Secretary Position:
 - Peter Bestel accepted a nomination by Rebecca Wainscoat, seconded by Hannah Richardson.
 - Resolved that Peter Bestel be elected as Secretary unopposed.
 - Vice President Position:
 - Rebecca Wainscoat accepted a nomination by Minh Huynh, seconded by Rosemary Donald.
 - Resolved that Rebecca Wainscoat be elected as Vice President unopposed.
 - Tanya Franic accepted a nomination by Rebecca Wainscoat, seconded by Rosemary Donald.
 - Resolved that Tanya Franic be elected as Vice President unopposed.
 - Treasurer Position:
 - Rosemary Donald accepted a nomination by Hannah Richardson, seconded by Rebecca Wainscoat / Minh Huynh.
 - Resolved that Rosemary Donald be elected as Treasurer unopposed.
- **Announcement of Election Results**
 - Lisa Lupton announced the final election results:

President:	Stephanie Wee
Vice President:	Rebecca Wainscoat, Tanya Franic
Treasurer:	Rosemary Donald
Secretary:	Peter Bestel

Item 7 Election of Sub-Committees for 2020

- There was a discussion around the existing sub-committees and involvement from the community.
- It was agreed that more focus is required on the traffic safety aspect around the school.
- As more focus is required on income for the P&C, it was agreed that a grants committee should be formed to complement the existing sponsorship and fundraising committees.
- There were no positions elected and it was resolved to continue discussing the sub-committees and effort in general meetings.

Item 8 Close Meeting

- Stephanie Wee gave thanks to everyone, especially Minh, for all of the work in 2019.

Meeting Closed at 8:15 pm

Minutes taken by Peter Bestel, Secretary P&C 2019

Minutes signed (virtually) on behalf of the Association by:

Name: Minh Huynh

President Annandale Public School Parents & Citizens Association, 2019

Regards

Peter Bestel

Secretary, on behalf of the Annandale Public School Parents & Citizens Association

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