

**Xavier College Parents & Friends  
Annual General Meeting Minutes – Draft  
(Subject to acceptance at next AGM)**

**5<sup>th</sup> March 2013**

**Meeting opened:** 8.15pm

**Attendance and Apologies:** See attendance book

**Previous Minutes:** Accepted by: Rodney Pringle  
2<sup>nd</sup>: Tracy Newman

**President's Report:** Presented by Karen McGann

- Copy from Karen McGann attached



2012\_XavierPF\_PresidentsReport.doc

**Principal (Tricia Maidens):**

- Thanked current executive for their work throughout the year.
- All positions declared vacant.

**President:** Chair meetings, liaise with Principal and oversee Committee

**Treasurer:** Collects money from office a couple of times per week  
Banks money  
Keeps records of incoming/outgoing money  
Purchase prizes for fundraisers and events  
Prepare and sign cheques

**Secretary:** Records minutes. Handwritten at meeting, then typed and copied for next meeting

**Vice President:** Chairs the meeting if the president is unable to attend.

**Fundraising Co-ordinating Committee:** Contacts various companies/organisations for donations  
Co-ordinates fundraising events with the Treasurer and President

**PRC Representative:** Represents parent body at Parent Representative Council (PRC) meetings and delivers key messages back to P&F meeting

The executive committee meets one week prior to general meetings to co-ordinate and plan upcoming activities. Additional meetings of the executive may be needed to assist in the preparation of fundraising events.

### **Election Details**

**President:** Nominated – Karen McGann  
2<sup>nd</sup> – Rodney Pringle  
Position accepted  
**Elected: Karen McGann**

**Treasurer:** Nominated – Lorrae Green  
2<sup>nd</sup> – Darren Lackey  
Position accepted  
**Elected: Lorrae Green**

**Secretary:** Nominated - Tracy Newman  
2<sup>nd</sup> – Darren Lackey  
Position accepted  
**Elected: Tracy Newman**

**Vice President:** Nominated – Belinda Villettri  
2<sup>nd</sup> – Tracy Newman  
Position accepted  
**Elected: Belinda Villettri**

**Fundraising Committee:** Nominated – Darren Lackey  
2<sup>nd</sup> – Lorrae Green  
Position accepted  
**Elected: Darren Lackey**  
Nominated – Rodney Pringle  
2<sup>nd</sup> – Lorrae Green  
Position accepted  
**Elected: Rodney Pringle**  
Nominated – Katherine Kassimatis  
2<sup>nd</sup> – Lorrae Green  
Position accepted  
**Elected: Katherine Kassimatis**

**PRC Representative:** Nominated – David Rose  
2<sup>nd</sup> – Rodney Pringle  
Position accepted  
**Elected: David Rose**

**Treasurer’s Report:** Presented. (Please see attached)

Meeting returned to the President.

Thank you to the new executive committee, and thank you all for coming along tonight.

Meeting closed at 8.35pm

Next Annual General Meeting – 4<sup>th</sup> March 2014