

Xavier College

P&F Annual General Meeting- Draft minutes

(Subject to acceptance at the next AGM.)

4th March 2014

Meeting opened: 8.11pm

Attendance and apologies: See attendance book

Previous minutes: Accepted- Rod Pringle

2nd – Lorrae Green

Presidents report: Presented by Karen McGann – see attached



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Treasurers report: see attached

Principals report:

Tricia thanked the committee for their ongoing support as it is rare for a secondary school to have an active P&F. This one is very much appreciated.

All positions declared open;

President - Chair meetings, liaise with principal and oversee committee.

Treasurer - Collects money from the office a couple of times a week

Banks money

Keeps records of incoming/outgoing money

Purchase prizes for fundraisers and events

Prepare and sign checks

Secretary - Records minutes: Hand written at meeting then prepared for the next meeting. Arranges publishing on the school website.

Vice President - Chairs meeting if the president is unable to attend

Fundraising Co-ordinating Committee

Contacts various companies/organisations for donations

Coordinates fundraising events with the Treasurer and President

PRC Representative - Represents the 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 may be needed to assist in the preparation of fundraising events.

Election details;

President: Nominated- Karen McGann

2nd- Rod Pringle

Position accepted

Elected: Karen McGann

Treasurer: Nominated – Lorrae Green

2nd- Rod Pringle

Position accepted

Elected: Lorrae Green

Secretary: Nominated- Michelle Dawson

2nd- Tracy Newman

Position accepted

Elected: Michelle Dawson

Vice president: Nominated- Belinda Villettri

2nd- Darren Lackey

Position accepted

Elected: Belinda Villettri

Fundraising committee: Nominated- Rod Pringle

2nd- Belinda Villettri

Position accepted

Nominated: Rod Pringle

Nominated- Kathy Kassimatis

2nd- Tracy Newman

Position accepted

Elected: Kathy Kassimatis

Nominated- Laura Mueller

2nd- Marianne Wilson

Position accepted

Elected: Laura Mueller

PRC Representative Nominated- David Rose

2nd Jane Thompson

Position accepted

Elected: David Rose

Meeting returned to president- Karen McGann

Thank you for attending tonight and congratulations to the new Executive committee.

Meeting Closed: 8.30pm

Next meeting 3rd March 2015