**ANNANDALE NORTH PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION**

**Annual General Meeting Minutes**

**Wednesday 2nd December 2015 meeting 7:00pm - 7:30pm**

1. **Welcome, attendance**:

P&C members: Pen Bye, Louisa Dobbin, Andrew Pattinson, Ruth Lyons, Julie Charlton, Naomi Toy, Wendy Routledge, Annette Walker, Kate Rutledge, Ian Cranwell, Michael Roche & Tracey Blow.

Non members: Josh Collins & Mel Oxley

**Apologies:** P&C members: Ali Donaldson, Sarah Taylor-Holmes, Johanna Burnett, Natasha Dimitropolous, Annabel McGilvray

1. **Confirmation of minutes of previous AGM:**

2.1 December 2014, Moved Pen Bye and seconded Naomi Toy; carried unopposed

1. **Business arising from previous minutes:**

3.1 nil

1. **Reports:**
   1. President’s annual report: see attached and special thank you to the President Ian Cranwell for his efforts behind the scenes to support the school and parent body.
   2. Principal’s annual report: see attached report
   3. Treasurer’s report:see attached report

**Elections and Appointments**

* 1. **Appointment of Returning Officer**

Proposal for principal to be returning officer to report any written nomination received, call for nominations from the floor and conduct any ballots.

* + 1. Election of Officials

President: Ian Cranwell nominated by Wendy Routledge and seconded by Louisa Dobbin, Ian accepted for another year

Vice-President (1): non nominees, now vacant

Treasurer: Annette Walker nominated by Naomi Toy and Pen Bye seconded, Annette accepted for another year

Secretary: Louisa Dobbin nominated Tracey Blow and Ruth Lyons seconded, Tracey accepted for another 12 months

Fundraising Co-ordinator: no nominations, now vacant. Wendy Routledge suggested the role be titled Fundraising Liaison to demystify the notion that the “co-ordinator” has to run every fundraising event. The role is there to facilitate others to cooridnate an event and be the source of knowledge behind the scenes.

* + 1. Election of other members of the executive

Communications officer: no nominations, now vacant but Annabel is seeking an replacement

Assistant treasurer: no nominations and position may not be needed in 2016

Others: nil

*Returning officer passes meeting to newly elected chair*

* + 1. Election of sub-committee co-odinators and members:

Band Sub-Committee, Fundraising, Facilities (ex Grounds), Supporting Quality Learning, Grants

* + 1. Setting of membership fee for 2016
* Proposal it remain at $2.00
  + 1. Renewing membership: completed by those present
    2. New applications for membership: completed
    3. Notice re: change of bank signatories to the newly elected Officers, this will be minimal as Wendy will be the person removed from cheque writing responsibilities.

**Date of next meeting - 7th December 2016 7:00pm**