

LINDISFARNE



PARENTS & FRIENDS  
ASSOCIATION

**MINUTES**  
**Parents and Friends Association**  
**Annual General Meeting**  
**2 April 2019 6.30pm, Library Mahers Lane**

- 1. Attendance:** Kylie Potter (Chair), Robyn Butel, Mark Douglas, Marian Edmunds, Peta Fahy, Simone Gadd, Laurelle Gilmore, Narelle Hodges, Madonna Kucharski, Geoff Lancaster, Paul Letters, Stuart Marquardt, Simon McKinley, Rachel Mead, Meredith Russell, Ramesh Sivabalan and Shahn Williams.
- 2. Apologies:** Jeremy Godden, Jo Hetherington, Lara Hansen, Kiri Henry, Charlotte Lush and Wendy Marquardt.

**Opening:** Meeting commenced at 6:13pm.

- 3. Minutes of Annual General Meeting (AGM) – 3 April 2018:** The minutes of the previous AGM were tabled and approved without correction. Moved: R. Butel. Seconded: M Kucharski.
- 4. President's Report:** Kylie Potter reported that the year had been a busy one with many events being held and all were well supported. K Potter noted her thanks to the P&F Committee for their outstanding support and hard work over the last 12 months, and also gave thanks to the school executive for their ongoing support and genuine interest in the Committee's numerous endeavours over the last year.

Moving forward in 2019, K Potter noted that this is a big year of events with FunFest and welcomed those new to P&F to join into the activities in the year ahead.

- 5. Nomination to Retain Services of Dickfos, Dunn & Adam as Continuing Auditors:** Motion was moved by R Butel and seconded by S Gadd. *Motion carried.*
- 6. Correspondence – AGM:** Nominations for office bearers and committee were received.
- 7. Treasurer's Report:** Madonna Kuchariski presented the following Financial Report for the year ending 31 December 2017:

Following the audit of the P & F Financial Statements I report the following in relation the income and expense activities of the association for the year ended 31 December 2018.

**INCOME**

The P & F combined revenue from fundraising activities and other sources for the year totalled \$138,054. This income was derived from the following activities:

- The P & F levy received from the school each term. The levies raised during 2018 totalled \$80,824.
- The fundraising events that contributed to the funds raised by the P & F for the year included the Golf Day, Mother's Day Stall & High Tea, Picture Plate Fundraiser, Big Boys

Breakfast, Year 5/6 Disco, Melbourne Cup Lunch and various sporting carnival BBQ's held throughout the year. These fundraising activities resulted in income of \$51,930.

- Other income received included commission from Entertainment Books sales, Athletes Foot at Tweed City, CBA School Banking, and bank account interest totalling \$3,450.
- Income of the Friends of the Arts Subcommittee of \$1850.

### **EXPENSES**

- The P & F expenditure is primarily for donations of resources to our school community. In 2018 substantial donations totalling \$97,521 were made to the school community. These donations include:
  - \$991 - Speech Night 2017 awards
  - \$50,000 - Cricket Nets at Mahers Lane
  - \$16,230 - Pizza Area at the Sunshine Avenue
  - \$30,300 - Large Fans for Ngahriyah
- All other expenses totalled \$29,186 and directly related to our fundraising events, our annual MYOB subscription fee, NAB merchant fees and ASIC filing fee.

### **ASSETS AND LIABILITIES STATEMENT AT 31 DECEMBER 2018**

- The reconciled cash balance as at 31 December 2018 was \$153,590.
- Prepaid expenses include leftover items from the Father's Day stall at FunFest 2017 to be assigned to an event in 2019, expenses paid in relation to the Mother's Day Stall 2019 and also a \$500 deposit towards the rides for the upcoming FunFest.
- A \$250 debtor from Melbourne Cup Sponsorship remained unpaid at 31/12/2018 however this has now been received.
- The liability of \$31,625 as at the 31 December 2018 includes an unrepresented cheque for the donation of the fans to the school of \$30,300, the accrued audit fee of \$1320 and following a reconciliation of expenses, an amount of \$5 payable to P Gorrie.

### **NET PROFIT PER EVENT FOR THE YEAR ENDED 31 DECEMBER 2018**

Mother's Day High Tea -	\$538
Mother's Day Stall -	\$1,741
Golf Day -	\$7,781
Picture Plate Fundraiser -	\$2,331
Sports Carnivals -	\$2,729
Year 5/6 Disco -	\$407
Melbourne Cup Lunch -	\$6,609

In 2018 the P & F introduced via the Constitution two sub-committees, Friends of the Arts and the Netball Committee. Whilst not formally reported in the 2018 audited financial statements as a liability the P & F made seed donations to each committee of \$2000.

Finally, I would again like to personally thank all the P & F committee members and those that have assisted the P & F during 2018. The committee has had another successful year in raising funds for the school with donations towards resources in excess of \$97,000. It has been a

pleasure working with a dedicated team and I wish the committee and subcommittees every success in 2019.

**Treasurer**

**Madonna Kucharski**

The Committee resolved to accept Treasurer's report: motion moved K Potter, seconded S Gadd. *Motion carried.* The Committee also resolved that the annual auditing fee of \$1,450 be met by the school: motion moved M Kucharski, seconded seconded: K Potter. *Motion carried.*

8. **Nomination for Election of New Office Bearers 2018/2019:** All Committee seats were announced to be vacated and Stuart Marquardt commenced as Chair of the meeting.
9. **Nominations for the election of new office bearers for 2019/20:** S Marquardt moved a motion of thanks to the outgoing office bearers and committee members for their excellent efforts and success in friend raising and fundraising by the P&F over 2018/19. The nominations received were announced by the Chair:

*President: Kylie Potter.* Proposed S Williams, seconded P Fahy, nomination accepted.

*Vice President: Ramesh Sivabalan.* Proposed S Williams, seconded K Potter, nomination accepted.

*Secretary: Shahn Williams.* Proposed K Potter, seconded P Fahy, nomination accepted.

*Treasurer: Madonna Kuckarski.* Proposed S Williams, seconded K Potter, nomination accepted.

*Assistant Treasurer:* remains vacant. Lara Hansen the outgoing Assistant Treasurer will be approached to nominate and elect at the next general meeting.

*Public Officer: Simone Gadd.* Proposed S Williams, seconded K Potter, nomination accepted.

*General Committee: Peta Fahy.* Proposed S Williams, seconded K Potter, nomination accepted.

*General Committee: Meredith Russell.* Proposed S Williams, seconded K Potter, nomination accepted.

*General Committee: Rachel Mead.* Proposed S Williams, seconded K Potter, nomination accepted.

*General Committee: Paul Letters.* Proposed K Potter, seconded S Williams, nomination accepted.

*General Committee: Robyn Butel.* Proposed S Williams, seconded K Potter, nomination accepted.

All nominations for office bearers and committee members were unopposed and declared accepted. Stuart thanked the Committee and welcomed the new Committee.

10. **Close:** The meeting closed at 6:55pm.