

# TUART FOREST PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED



## Annual General Meeting

When 27-03-2024 at 18:00

Location: Tuart Forest Primary School, Crystal Bend, 10 Crystal Bend, Dalyellup WA 6230, Australia

Chairperson Shireen Loud

Minute taker Alison Sander

## Minutes

### 1. Meeting Open

Time: 6:14pm

### 2. Attendees- confirm quorum of 8, confirm all attending have completed membership, welcome new members, introduce current execs

Attendees: Carolyn Williams (Principal), Shireen Loud, Jen Herrmann, Ali Sander, Lorrae Barr, Louise Radiman, Natalie Brooks, Qira Napoli

2023 Outgoing Executives:

Shireen= President

Jen= Vice President

Ali= Secretary

Kat= Treasurer

Executive Members= Nat,Michelle,Tash,Qira,Jo,Anneka

### 3. Confirmation of last meeting minutes

Jen & Natalie Confirmed minutes

**4. Correspondence Report**

Deferred to term 2 meeting

**5. Presidents Report for 2023**

Last Year's events- Mothers day, fathers day, easter raffle, xmas stall, c4c challenge, disco.

Getting harder to find items for stalls in the \$3 bracket, old stock gets used in this category.

Katrina took over as treasurer from Anneka in Term 4.

Fundraising goal \$15K for Nature Playground, still working with school on the details.

**6. Treasurer Report - Tabling of 2023 Annual Financial Statement**

Report Tabled, no questions

**Decision**

Report Tabled

**7. Tabling of Solvency Declaration Statement as endorsed by the executive committee - 2023 President to sign**

Signed by Shireen

**Decision**

Solvency Declaration signed

**8. Tabling of 2024 Budget Plan**

Budget Tabled

**Decision**

Budget Tabled & passed

**9. Positions all vacant - collect Nomination forms**

Carolyn Williams to chair the office bearer nominations

**9.1. Vote in 2024 President**

1 nomination for president - Shireen Loud unopposed - motion passed

**9.2. Vote in 2024 Vice President/WACSSO Delegate**

1 nomination for Vice President - Jen Herrmann - motion passed

### **9.3. Vote in 2024 Treasurer**

1 nomination for Treasurer - Katrina Conforti unopposed - motion passed

### **9.4. Vote in 2024 Secretary**

No Nominations for Secretary - role to be advertised publicly and new nominees to be voted on at term 2 general meeting.

#### **Decision**

Promote Role on Seesaw and Facebook. Role needs to be filled by term 2 general meeting

### **9.5. Vote in 2024 2nd Hand Uniform Coordinator**

Nomination - Qira Napoli unopposed - motion passed

### **9.6. Vote in 2024 Containers for Change Coordinator**

Nomination- Qira Napoli unopposed- motion passed

### **9.7. Welcome 2024 Executive Members**

Motion: That Shireen Loud as President, Jennifer Herrmann as Vice-President , {insert name} as Secretary and Katrina Conforti as Treasurer of the Tuart Forest Primary School Parents and Citizens Association Inc., be appointed authorised signatories of the P&C bank account held at Commonwealth Bank in Bunbury, WA

BSB:

Account Number:

And that any combination of two of the authorised signatories named above may authorize any transaction on this account in accordance with future financial motions for the term of their position.

#### **Decision**

Defer to next general meeting- secretary position to be filled

- 10. Financial Motion 1: That the P and C subscribe to Quickbooks Online for the discounted annual rate of \$135/annum, standard rate for future years is \$270/annum. Treasurer for 2024 to set up the software & create some guide sheets, to assist future executives in using the software.**

Vote- Majority for. motion carried

 [ACCOUNT\\_SOFTWARE\\_PROPOSAL\\_AGM\\_2024.docx](#)

**Decision**

Motion Carried

- 11. Financial Motion 2: Contingency budget- That the President and Treasurer-together - have delegated authority to spend \$200 per event on unforeseen expense with a motion to retrospectively approve expenditure at the next general meeting.**

Motion vote - unanimous for. Motion Carried

**Decision**

Motion Carried

- 12. General Motion 1: That the P and C run a wine sales fundraiser. Coordinator Lisa O'Neill. Suppliers, Dates, budget TBC,**

Defer to Term 2 Meeting

**Decision**

Defer to next meeting

- 13. Other business to be added to next meeting agenda**

- Need 2nd Coordinator for Mothers Day as Jen will be unable to lift anything. Lorrae nominated as 2nd coordinator, Natalie and Qira offered to assist as well.
- P&C Day Friday 24th May- Sundowner. Table to be booked at last slice. Coordinator to be confirmed.
- Nomination for P&C Secretary- advertise and vote at term 2 meeting
- Motion for appointment of new bank signatories to be confirmed at term 2 meeting

**Decision**

Mother's Day Coordinators- Jen & Lorrae

- 14. Next Meeting Date:**

Wednesday, 24th April- 6pm.

**15. End of Meeting:**

Time 7.15pm

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*End of minutes.*

*Summary of matters arising are tabled on the following page.*

# Minutes of Annual General Meeting on 27-03-2024

## Summary of Matters Arising

### Decisions

Item	Decision
6.	Report Tabled
7.	Solvency Declaration signed
8.	Budget Tabled & passed
9.4	Promote Role on Seesaw and Facebook. Role needs to be filed by term 2 general meeting
9.7	Defer to next general meeting- secretary position to be filled
10.	Motion Carried
11.	Motino Carried
12.	Defer to next meeting
13.	Mother's Day Coordinators- Jen & Lorrae

## Summary of Attachments

### Attachments

Item	File Name
10.	<a href="#">ACCOUNT_SOFTWARE_PROPOSAL_AGM_2024.docx</a>

Attachments can be found under your TidyHQ admin account at:  
Storage > Meetings > [Annual General Meeting](#)