



Narrabeen Lakes Public School Parents' & Citizens' Association

Monthly General Meeting – Tuesday 20th August, 2013 – 7:30pm Start- Minutes

1. **Meeting to be Opened:** By President, Jennifer Sheehan – President 2013, NLPS Library with “I acknowledge this meeting is being held on traditional lands of the Guring-gai people.”
2. **Attendance:** this was noted as fifteen (15) members
3. **Apologies:** Keryn Gallagher, Lynn Chant, Robert Zappia, Tony Davies, LeeAnn Beer, Veronika Dietlova, Matt Weeks
4. **Welcome:** President welcomes all to the monthly General Meeting for the P&C for August 2013.
5. **Fees:** President seeks New Member \$2 Fee Payment but No Voting Rights till the next meeting. There were 8 new members that signed the role, but no New Fee Payments were taken so no voting rights.
6. **Minutes of the Previous Meeting** – 16th July, 2013 were produced, distributed and read.
7. **Motion to Accept Previous Minutes:** Motion – Mover –Tiffany Smyth on 5th August & Second/Voting – Jennifer Sheehan on the 7th August 2013. Minutes will be posted on the NLPS website.

Meeting Vote Summary

VOTED: To pay approximately \$960.00 for the bus for rehearsals for the N Factor production for K-6. Jennifer moved this and Sarah seconded.

8. **Business Arising:**
9. **Correspondence:** In/Out
Glow Stick fundraiser leaflet
10. **Reports: To be discussed during the meeting.**
 - a. Band Report
 **Election Day BBQ is ready to go – just getting a list of volunteers together
 **The September 15 combined band workshop is all sorted. Notes are ready to go out.
 **There is a BBQ at Bunnings coming up in October

b. Treasurer

Balance Sheet 15/08/13

Assets	
CBA 0031 Main Account	\$51,171.49
CBA Term Deposit 0588	\$17,000.00
Petty Cash - Parent Club Float	-\$100.00
Clothing Pool Float	-\$65.00
Total Assets	\$68,006.49

Bank Reconciliation

MYOB Balance on 14/07/2013 from above	\$51,171.49
Add: Unpresented Cheques:	\$8,494.17

Deduct: Uncleared Deposits:

Expected Balance on Statement:	\$59,665.66
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Activities Since last meeting

Ice Cream Mondays

Income	22/07/13	\$111.00
Income	29/07/13	\$104.00
Income	07/08/13	\$80.00
Income	12/08/13	\$90.80
Net Profit		\$385.80

Special Lunch - Soup 7 Aug 13

Income	\$240.00
Net Profit	\$240.00

Slushie Fridays

Income	28/06/13	\$80.80
Income	26/07/13	\$212.65
Income	02/07/13	\$164.10
Expenses - Slushie /Choc Mix		-\$199.66
Net Profit		\$257.89

Band \$ Movement

Fees received	\$1,170.00	
Expenses - Victoria Rika-Heke instrument maint	-\$380.00	
Profit		\$790.00

Various

Spring Fair - Receipts	\$38,321.55	
Spring Fair - Expenses	-\$2,037.81	
Backpacks	\$0.00	
Clothing Pool	\$0.00	
P&C fees from school 2013	\$0.00	
Aussie Farmers Direct fundraising	\$0.00	
Canteen Expenses - fix oven	-\$272.00	
Canteen Expenses - buy Hot Choc Machine	-\$942.00	
Interest from 0031 main account	\$0.00	
That's Mine Commission	\$16.35	
Interest from term dep into 0031 main account	\$22.84	
Total Various		\$35,108.93

**NB Unpresented Chqs from above ALL SPRING
FAIR**

\$8,494.17

c. Secretary

**Flower Power was emailed back thanking them for their invitation to participate in a fundraising event at their store at Terry Hills. The event was one week before the Spring Fair and NLPS declined to participate, but we asked them to send us any further days that they may schedule.

**P&C Magazines will be left in the foyer at the school if anyone is interested in having a look

**Thank you to everyone who help with the success of the Spring Fair 2013.

d. Relieving Principal

**The school has received 32 Ipads. The teachers will be using these first and trying out different applications before they will be used in the classrooms with the students.

**That the P&C fund the bus for rehearsals for our N Awards on Thursday Sept 5. Total cost to transport the school to and from NSHS is about \$960.

**Opportunity for the school P&C to set up a cake/coffee stall before the "N Factor" as a fund raiser. In addition, group photos could be taken and then sold as another option.

**That the P&C fix the shutter on the canteen so that it fully closes and secures the canteen. We have had several security call outs this year due to false alarms in the canteen – the security patrols have attributed the alarms to pests accessing the canteen through the gap in the shutter.

**Jim Zappia called Mr. Jim is the new GA (grounds keeper) for the school.

e. P&C President

i. Spring Fair Wrap Up

**Was a great success and wanted to thank everyone for their contributions and help on the day and leading up to the event with all the preparations required.

**An additional notes page on feedback about the Spring Fair will be separate from the P&C minutes from this meeting.

ii. A breakdown of profit and loss for 2013 vs. Spring Fair 2011 was handed out by Jennifer for review.

f. Others

11. **Minutes** – emailed out after meeting to committee and other members & website

12. **Next Monthly General Meeting:** Tuesday, 17th September at 7:30pm in School Library

13. **Meeting Closure** –meeting closed at 8:55pm