MINUTES OF MARCH P&F MEETING
Held on 21st March, 2012

MEETING OPENED: 7.50 pm

ATTENDEES: Sam Puglisi, Markus Ebeling, Rob Hedges, Janene Shepherd, Morel O’Leary, Donna Wyers, Tracy Harper, Lisa Moore, Amanda Helyer, Laura Turner, Julie Stanaway, Kelli Sullivan, Tammy Murray & Karen Cooke

APOLOGIES: Janelle Doohan

The minutes of the February meeting was distributed, and those present were asked to review them. The Minutes were accepted as being true and correct.

Moved: Rob Hedges
Seconded: Amanda Helyer

INCOMING CORRESPONDENCE:

- Cadbury Fundraising Info
- Fernwood Promotion
- BSG Bingo and Fundraising Guide
- Brochure – MedEntry

OUTGOING CORRESPONDENCE:

- P&F Brochure (Thanks to Janene Shepherd for formatting it and the College staff for printing and distributing it).
- AGM letter/nomination Form (sent home 2 weeks before the AGM).

PRINCIPALS REPORT:
Presented by Sam Puglisi (see attached report)

Change of dates - Awards night is now on the 30th October. So the October P&F meeting will now be held on the 24th October followed by the November meeting being on the 14th November.

Moved: - Sam Puglisi
Seconded: - Rob Hedges
TREASURERS REPORT:
Presented by Tracy Harper (see attached report)

Tracy expanded on the report that was circulated.
Moved:  -  Sam Puglisi
Seconded:  -  Amanda Helyer

UNIFORM SHOP CONVENOR’S REPORT:
Presented by Morel O’Leary

The Blazer orders have returned. Only had 3 blazers ordered.
Change of senior girls blouse. The girls originally were going to have a white blouse, but now
discussions are being had about options – possible white with a fine blue stripe. Morel is meeting
with rep to discuss options.

GENERAL BUSINESS:

AUDITOR  -  Tracy reported that the auditor said that because we are not incorporated, there is
no need for us to be audited each year (unless it is in the constitution).

ACTION:  Tracy to phone the P&F Federation to check if we need to have an auditor appointed
or are financial statements sufficient.

LAPTOPS  -  The laptops have been given to the year 8’s for use at school.  The laptops that the
year 12’s have been given this year remain the property of the College and will be passed on to
the year 8’s next year.

Janene Shepherd suggested that the P&F put a list of new committee members in newsletter.

MMCP WEBSITE  -  A new P&F link has been added to the MMCP website. Janene Shepherd
suggested that we add the Minutes to the monthly meeting to be added to the P&F link

ACTION:  Lisa to email John Woodhouse the minutes of each months meeting for him to put onto
the P&F link on the website.

ACTION:  Laura to ask John how the committee can access the email address.
P&F NEWSLETTERS - Donna suggested that a P&F newsletter be written and inserted into the weekly College newsletter possibly once a term to let the College community know what is happening on the P&F front. Marcus Ebeling offered his help to assist in this task.

**ACTION:** Donna to write a newsletter to go out next week including the names of the new P&F Committee.

25<sup>th</sup> ANNIVERSARY DINNER CELEBRATION - Sam reported that plans are underway to make this day a special and memorable day. The day time activities include a liturgy, lunch and afternoon activities for the students. Fortnightly meetings are planned for the College planning Committee to organize the day.

The celebration continues on into the evening with the 25<sup>th</sup> Anniversary Celebration Dinner which the P&F is organizing. Donna showed a draft of the poster advertising the event and final changes will be made in the coming week. Donna met with Beth McKinnon (past student) and she will promote it via Facebook and other Social Media avenues to let past students know that they are welcomed. More details next meeting!

APRIL MEETING - The first round of submissions are due at next month’s meeting. Admin will inform the teachers know that if they have any submission, they are to pass them onto Sam first.

MEETING CLOSED: 8.45 pm

NEXT MEETING: Wednesday 18<sup>th</sup> April, 2012

President’s Signature ________________ Secretary’s Signature ________________
Donna Wyers Lisa Moore

Date:___________________________________ Date: ________________________________