



Meeting Minutes – 11 April 2018

Attendees: Justine Rowe (Chair), Tina Reid-Copus (Outgoing Secretary), Karyn Pownall-Barnes (Outgoing Treasurer), Janet Squires, Stuart Harrington (Incoming Treasurer), Chris Wilson, Lucy Naylor

Apologies: Rachel McDonnell, Tim Chapman

<p>1. February 2018 minutes approved by Justine & Janet</p>												
<p>2. Fundraising Survey Results (papers circulated for pre-reading) and discussion lead by Justine:</p> <ul style="list-style-type: none"> a. Discussion on parent comments and results b. Proposed events for fundraising calendar to proceed with: <ul style="list-style-type: none"> i. 51% v 52% social event with wine/beer tasting or quiz night – vote required ii. 43 % same format garage sale proposed of Saturday 22nd September 2018 iii. 54% televised sports event iv. 54% Knowledge-a-thon at school (consider maths or spelling) c. Community Events supported: <ul style="list-style-type: none"> i. Working Bee (72%) ii. Parents Night Off (83 %) iii. Santa Parade (52%) d. Results to be published on school website by Lucy for graphs (not comments) Action-01: Lucy to update the fundraising website with graph results e. Approved request to send copy of survey results to BOT for noting in next Board Meeting on 17th May 2018– Action-02: Chair to send results to the BOT for next BOT meeting 												
<p>3. Succession plans</p> <ul style="list-style-type: none"> ▪ Lucy asked for confirmation the Chair would remain until the end of Term 2, Justine reconfirmed her preference to step down at the start of Term 2, ▪ Secretary & Treasurer role vacant from end of Term 1 a. Discussion proposed: Fundraising Team to remain as a sub-committee of the BOT or consideration to form an independent PTA governed by NZPTA. Cris Wilson asked this was set up as a separate meeting discussion Action-03 Chris Wilson to schedule b. 15 volunteer names for events – Action-04 – Lucy to contact the parents who volunteered in the survey to help with fundraising to progress c. Replacement for treasurer – Stuart Harrington was voted in as the new Fundraising Team Treasurer d. Fundraising account requires 2 signatories – Propose for 1 signatory to be the Fundraising Treasurer on fundraising finance & decision was passed. Action-05 – Justine to communicate to Liz for Stuart to be set up with authority for the fundraising account e. No offer was made to fill the secretary role 												
<p>4. Sponsorship Proposal</p> <ul style="list-style-type: none"> a. Linda Simmons expressed interest to continue for 2018 as school sponsor Action-06 – Justine to draft agreement to submit to next BOT meeting for approval b. Proposal to contact the 30+ businesses to offer tier sponsorship for items at our school discussed – no action determined 												
<p>5. Finance update was provided by Chair on behalf of outgoing Treasurer</p> <ul style="list-style-type: none"> a. Cookbook online sales are continuing 1-2 books per week and through Manuka as a stockist b. Linda Simmons has paid \$1,000 donation for sale of Parker home as a family of SBS on 19th March c. BOT Representative advised \$70 was raised from School Picnic fundraising event Action-07 – Lucy to arrange the transfer of \$70 to the fundraising bank account. d. \$60,000 is on term deposit for the school playground & the interest amount earned is added to the TD for benefit of fundraising. Action-08 – Lucy to ask Liz for the interest earned to date and to advise the new Treasurer & Chair e. Fundraising ASB Account: <table style="margin-left: 20px;"> <tr> <td>ASB Account balance</td> <td style="text-align: right;">28,021.09</td> </tr> <tr> <td>Cookbook stockist invoices due</td> <td style="text-align: right;">1,408.50</td> </tr> <tr> <td>Playground Term Deposit</td> <td style="text-align: right;">60,000.00</td> </tr> <tr> <td>Term Deposit Interest earned</td> <td style="text-align: right;">tbc</td> </tr> <tr> <td>2018 School Picnic</td> <td style="text-align: right;">tbc</td> </tr> <tr> <td>TOTAL Fundraising Balance</td> <td style="text-align: right;">\$89,429.50 plus tbc</td> </tr> </table> f. Discussion held for feedback upon the ability to achieve the BOT \$50,000 target in 2018 considering survey results, team resources and school community. Confidence was low in the likelihood of achieving this increased target for 2018. 	ASB Account balance	28,021.09	Cookbook stockist invoices due	1,408.50	Playground Term Deposit	60,000.00	Term Deposit Interest earned	tbc	2018 School Picnic	tbc	TOTAL Fundraising Balance	\$89,429.50 plus tbc
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6. Janet Squires, Tina Reid-Copus, Karyn Pownall Barnes were thanked by the Chair for their individual contributions to the fundraising team.

The meeting closed at 8.30pm