



MINUTES – 6 June 2018

Attendees: Justine Rowe (Outgoing Chair), Rachel McDonnell, Tim Chapman, Lucy Naylor, Kelly Seaburg (Incoming Chair), Rachel Rohloff, Florence Besson (Temporary Secretary for this meeting)

Apologies: Stuart Harrington (Treasurer)

<p>1. April 2018 minutes approved by Justine</p> <table border="1" data-bbox="140 544 1182 893"> <tr> <td>Action-01: Lucy to update the fundraising website with graph results</td> <td>Complete</td> </tr> <tr> <td>Action-02: Chair to send survey results to the BOT for next BOT meeting</td> <td>Complete</td> </tr> <tr> <td>Action-03 Chris Wilson to schedule meeting regarding Fundraising Team to remain as a sub-committee of the BOT or consideration to form an independent PTA governed by NZPTA</td> <td>Carry Forward</td> </tr> <tr> <td>Action-04 – Lucy to contact the parents who volunteered in the survey to help with fundraising to progress</td> <td>Complete</td> </tr> <tr> <td>Action-05 – Justine to communicate to Liz for Stuart to be set up with authority for the fundraising account</td> <td>Complete</td> </tr> <tr> <td>Action-06 – Justine to draft agreement to submit to next BOT meeting for approval</td> <td>Complete</td> </tr> </table>	Action-01: Lucy to update the fundraising website with graph results	Complete	Action-02: Chair to send survey results to the BOT for next BOT meeting	Complete	Action-03 Chris Wilson to schedule meeting regarding Fundraising Team to remain as a sub-committee of the BOT or consideration to form an independent PTA governed by NZPTA	Carry Forward	Action-04 – Lucy to contact the parents who volunteered in the survey to help with fundraising to progress	Complete	Action-05 – Justine to communicate to Liz for Stuart to be set up with authority for the fundraising account	Complete	Action-06 – Justine to draft agreement to submit to next BOT meeting for approval	Complete	<p>Justine</p>
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<p>2. Succession plans</p> <ul style="list-style-type: none"> ▪ Secretary remains vacant a. Replacement for Chair – vote for replacement chair, Kelly Seaburg was approved b. Stuart Harrington resigned as treasurer of the Fundraising Team – Replacement for Treasurer required c. Fundraising account no longer requires signatories due to account change of structure following school audit review. The Fundraising Committee will use the school's admin bank account. Ledger printouts available on request. d. Discussion carried forward from last meeting: Fundraising Team to remain as a sub-committee of the BOT or consideration to form an independent PTA governed by NZPTA. 	<p>Justine / Lucy</p>												
<p>3. Finance</p> <ul style="list-style-type: none"> a. Confirmation of School Picnic proceeds received to Fundraising Account b. Confirmation on current balance for the \$60,000 on term deposit for the school playground to include the interest accrued to date. c. Cookbook sales update – a box delivered to Manuka this week and all invoices have been sent out for stockists d. Fundraising Bank Account Balance - Update provided by Justine on behalf of Stuart for year to date funds – Year-to-date P&L to be circulated by Justine 	<p>Stuart</p>												
<p>4. Sponsorship Proposal</p> <ul style="list-style-type: none"> a. BOT approved and signed Linda's sponsorship agreement for 2018/2019 & sponsorship fee has been paid for 3 events. Garage Sale pending b. Proposal to contact the 30+ businesses to offer tier sponsorship for items at our school 	<p>Justine</p>												
<p>5. Disco Event</p> <ul style="list-style-type: none"> a. Liquor License applied for and granted / pre- event meeting to go over plan - Justine b. Sponsor funds of \$1,500 plus GST received to fundraising account on 6 June 2018 - Justine c. Ticket Sales – Lucy d. Mobile eftpos machine – permanent - Lucy e. Photobooth has been booked at a cost of \$490 8pm to 10pm - Justine f. Games – Stuart g. Food / Drinks - Stuart h. DJ - Stuart i. Lighting – Stuart j. Sound System – Stuart / Lucy / Andy k. Volunteers - Kelly l. Neighbours – letter /flyer to be prepared / distributed to school neighbours 	<p>Stuart</p>												
<p>6. Any other business</p> <ul style="list-style-type: none"> a. Terms of Reference/Charter for Fundraising team is being developed b. Copy of minutes to be uploaded to Fundraising website after each approval. 	<p>Kelly</p>												

Meeting Action Log:

Action-01 Chris Wilson to schedule meeting regarding Fundraising Team to remain as a sub-committee of the BOT or consideration to form an independent PTA governed by NZPTA	Open
Action-02 – Justine to complete handover to Kelly: <ol style="list-style-type: none"> 1. Fundraising email account 2. Fundraising school key 3. Fundraising shed key 4. Banking details 5. Dropbox Files 6. Paper Files 7. Disco event 8. Fundraising templates 9. Cookbook facebook page and web site 10. Business Cards 	Justine
Action-03 – Minutes to be loaded to fundraising page on school website	Lucy
Action-04 – Seek a Secretary and a Treasurer for vacant roles	Kelly
Action-05 – Disco Night: <ol style="list-style-type: none"> 1. Drum up ticket sales 2. Letter / Flyer to be distributed to school neighbours 3. Volunteers for the Night 4. Pre-meeting for Liquor Licence 5. Drinks, Lighting 6. Sound System 7. Thank you Note for Linda's sponsorship in school newsletter 	All Kelly, Rachel, Florence Kelly Stuart Stuart Stuart, Lucy, Andy Lucy
Action-06 – Reminder to parents and staff of New World receipts "free money" in school newsletter	Lucy
Action-07 – Tier sponsorship with 30+ businesses to be progressed after school policy review	Lucy, Kelly
Action-08 – Look into ways to increase remaining cookbooks sales – speak to Ruth for graphics for advertising purposes (school newsletter, facebook, flyers)	Florence
Action-09 – New fundraising team to meet and plan ahead	Kelly