#### THE HENRY LAWSON HIGH SCHOOLS P&C

#### **ANNUAL GENERAL MEETING**

#### **MARCH 2017**

### PRESIDENT WELCOMES EVERYONE TO THE 2017 AGM

PRESIDENT ASKS ALL PRESENT TO PAY SUBS AND COMPLETE MEMBERSHIP FORMS. HANDS OVER TO SECRETARY AND TREASURER. MUST BE FINANCIAL TO VOTE & NOMINATE FOR POSITIONS.

**AGM opened:** 7.33pm

**PRESENT**: - Helen Carpenter, Ian Pattingale, Cathy Gilbert, Sonja Cotter, Carly Brown, Peter Mitton &

Megan Starr

OBSERVERS:- Heather Windred, Trudie O'Byrne, Vanessa Knight, Nigel Hazell & Beth Knight

APOLOGIES:-Anne Best, Lisa Griffith, Ken Schaefer, Tristen Matthews, Keryl McCann

**CONFIRM: \_MINTUES OF 2016 AGM READ AND MOVE** 

Moved by Cathy Gilbert Seconded by Sonja Cotter RECEIVES AND APPROVES THE FINANCIAL REPORTS FOR 2016

TREASURERS REPORT Attached

**CANTEEN TREASURERS REPORT** Attached

### **RECEIVES COMMITTEE REPORTS FOR 2016**

CANTEEN/UNIFORMAttachedGRANTS/FUNDRAISINGAttachedPRESIDENTAttached

AT END OF PRESIDENTS REPORT – PRESIDENT RUNS THROUGH THE ROLES AND RESPONSILIBITES OF THE POSITIONS AND DECLARES ALL POSITIONS VACANT. Secretary has the Federation guidelines for positions.

<u>In addition to duties listed: it is also noted that THLHS P&C President & Secretary are responsible for Social Media ie.Facebook page</u>

HANDS OVER TO PRINCIPAL IAN PATTINGALE FOR ELECTIONS.

TIME OF ELECTIONS

# POSITIONS:-

POSITION	NAME	NOMINATOR	SECONDER	ACCEPTED/DECLINED
PRESIDENT	Carly Brown	Megan Starr	Cathy Gibert	Yes
VICE PRESIDENTS	Cathy Gilbert	Helen Carpenter	Carly Brown	Yes
X 2	Holon Cornentor	Cathy Cilbart	Heather Windred	Yes
	Helen Carpenter	Cathy Gilbert	neather willured	res
SECRETARY	VACANT			
SOCIAL MEDIA	President			As per policy
	Secretary			,
TREASURER &	Ken Schaefer	Carly Brown	Sonja Cotter	To accept at May
PUBLIC OFFICIER				Meeting
CANTEEN	Cathy Gibert	Carly Brown	Beth Knight	Yes
CONVEYOR	Triatan Natthanna	Cauly Duarre	Halan Camanatan	To consult at Mari
CANTEEN BOOKEEPER	Tristen Matthews	Carly Brown	Helen Carpenter	To accept at May  Meeting
CANTEEN COMM	Trudie O'Byrne	Helen Carpenter	Megan Starr	Yes
G		Tresent Can penter		. 55
	Heather Windred	Carly Brown	Helen Carpenter	Yes
FUNDRAISING	Helen Carpenter	Megan Starr	Carly Brown	Yes
CONVEYOR	'	J	,	
FUNDRAISING	Megan Starr	Carly Brown	Helen Carpenter	Yes
COMM				
	Nigel Hazell	Carly Brown	Cathy Gilbert	Yes
FEDERATION	Helen Carpenter			
DELIGATE	To 2018			
MANAGEMENT	Ian Pattingale			
COMMITTEE	Sonja Cotter			
EAST RESIDENCE	Gary White			
	Carly Brown			
YEAR 12 FARWELL	Veronica Hazell	Carly Brown	Helen Carpenter	Accepted
CONVENYOR				
YEAR 12	Beth Knight	Helen Carpenter	Carly Brown	Yes
COMMITTEE				

GRANTS			
Merit Selection	Carly Brown		
Panel	Helen Carpenter		
	Beth Knight		
	Tim Fowler		
	Dean Hazell		
	Ken Schaefer		

## (change names and positions as required for 2017)

## **SIGNATORIES FOR ACCOUNTS for 2016**

UNIFORM ACCOUNT: Veronica Hazell relinquishes the right to sign on account. Signatories are Carly Brown President, Cathy Gilbert and Helen Carpenter Vice Presidents, Lisa Griffiths Treasurer and VACANT Secretary.

EAST RESIDENCE: Veronica Hazell relinquishes the right to sign on account. Signatories are Carly Brown President, Cathy Gilbert and Helen Carpenter Vice Presidents, Lisa Griffiths Treasurer and VACANT Secretary.

MAIN ACCOUNT: Veronica Hazell relinquishes the right to sign on account. Signatories are Carly Brown President, Cathy Gilbert and Helen Carpenter Vice Presidents, Lisa Griffiths Treasurer and VACANT Secretary.

CANTEEN: Veronica Hazell relinquishes the right to sign on account. Signatories are Carly Brown President, Cathy Gilbert and Helen Carpenter Vice Presidents, Lisa Griffiths Treasurer and VACANT Secretary.

Any two of President, Vice Presidents, Treasurer and Secretary are able to sign cheques for the above accounts.

Secretary reads through constitution By laws and they are amended if need or accepted for another year. By-Laws read and remain un-changed ALL IN FAVOUR

## Consitution states that we conduct meetings on the first Tuesday of the month. For 2017 it has been requested by Ian Pattingale that the P&C change their meeting day to another day. Temporary change of day and date was passed on the 7<sup>th</sup> February at an Ordinary Meeting. To be the 2<sup>nd</sup> Monday of the month at 7pm.

APPOINTMENT OF AUDITOR: VACANT – Investigate a paid auditor and come back to an ordinary meeting with costings for discussion.

SUBS TO BE \$2.50 per, person Meeting closed :- 8.28pm