

MORANBAH HIGH P&C ASSOCIATION GENERAL MEETING MINUTES					
AGENDA ITEM					
Date of General Meeting:	Monday 10 June 2024 6:04pm				
Members Present:	Rebecca Huggett, Ingrid Clein, Matthew Huggett, Gabby Halverson, Jacqui Wood, Kylie Otago, Michelle Pole,				
Apologies:	Stacey Dolan, Amanda Smith, Ash Spain, Craig McKeough, Belinda McKeough				
Others Present:					
Previous Minutes accepted:	Motion: Previous minutes tabled and accepted as true and accurate Moved: Jackie Seconded: Michelle Carried				
Executive Motions:	<p>Executive Motion: That the P&C upgrade to the Xero comprehensive plan in order to be able to provide quote and invoices for sponsors for fundraising. Moved: Gabby Seconded: Matthew Carried</p> <p>Executive Motion: That Gabby and Rebecca withdraw \$1000 from the P&C bank account to use for alcohol purchases and as a float for the trivia night. Moved: Gabby Seconded: Amanda Carried</p> <p>Executive motion: That Matt keep the leftover alcohol and soft drink from the trivia night valued at \$345 and not submit receipts for alcohol valued at \$350. Moved: Matthew Seconded: Gabby Carried</p>				
Executive committee positions nominations	Position	Name	Moved	Seconded	Result
	Secretary	Ingrid Clein	Rebecca	Amanda	Carried
	Assistant Treasurer	Rebecca Huggett	Gabby	Amanda	Carried
Business arising from previous minutes:	<ul style="list-style-type: none"> • Report from Matt and Gabby about the P&C Conference <ul style="list-style-type: none"> ○ Gabby got a lot of info out of it for the treasurer roll in particular ○ Trade stalls had a lot of possibilities ○ Will apply for one of the awards next year ○ Containers for change – company are pretty keen to put a big bin on our grounds, all cans deposited in it get credited to our school 				
Fundraising	<ul style="list-style-type: none"> • Pilchers containers for change <ul style="list-style-type: none"> ○ 6-8 wheelie bins are being dropped off at the school on Tuesday ○ Collecting the cans fortnightly 				

	<ul style="list-style-type: none"> ○ Michelle will talk to personnel at the school to decide how to manage the bins and where the pick up code will be. ○ Jenny Brown to advertise the C4C account number C11 419 007 ○ Ingrid to contact the different camps to see if we can get on the can return list ● Trivia Night – Friday 31 May <ul style="list-style-type: none"> ○ Thank you to Rose Corkran, Lloyd Ricketts, Jackie Wood, and Lacey Lewis for volunteering their time to help on the night and Ingrid Clein helping pack and clean up ○ Approx. 105 people attended on the night ○ 75 prebooked, 2 walk ups, 4 sponsor tables with 29 people ○ Try Bookings and square worked very well for this event ○ Waiting on payments of \$600 from sponsors and invoice from the school (in yellow on balance sheet) ○ Total profit once they come in will be \$4,288.92 ○ Potential to be a couple each year ● Comedy night <ul style="list-style-type: none"> ○ We have made contact with the Sit Down Comedy Club in Brisbane to help organise this event. ○ Expect the required budget to be \$30,000 ○ Council advised us to request a grant, major grant is \$5000 but Donna said to ask for the \$12,500 entertainers fee and see what happens. ○ Depending on the funding from council we could have a platinum amount (see letter) ○ Dyno Nobel, PIMS, Civil Safety and Coalfields Tyre and Mechanical have already indicated they would like to sponsor the trivia night as well. ○ Dates available: 11/12, 18/19, 25/26 October. Other events in town: 19 October Cocktails in the coalfields. The school already has the hall booked out for 18/245/26 for MDC. Motion: Matthew, Rebecca and Gabby will continue to organise the Comedy night will go ahead. ● Fathers day raffle <ul style="list-style-type: none"> ○ We have a Std 11 from Civil Safety and 2x eskies from the Square Peg already for the raffle ○ How should we run it? Motion: Rebecca will set up a P&C account with raffle link for the Father’s Day raffle. Moved: Matthew Seconded: Kylie Carried 		
Correspondence	Date	Inward	Outward

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	27 Apr	Email – Mackahat: MSHS school hats in stock with Mackahat since 2019	Matt called Cathy to discuss
	29 Apr	Email – Mackahat: quote for remaining school hats	
	29 Apr	Email – Lactalis: Need P&C ABN on form	Email – To Lactalis: updated form
	13 May		Letter – Call for local business sponsorship for Trivia Night
	14 May	Email – IRC: Grant paperwork for comedy night	
	16 May	Email – QAST: membership reminder	
	22 May		Invoices sent to Trivia Night sponsors
	5 Jun	Email – MSHS: Stacey email re intersport and tuckshop upgrade	
Business arising from the correspondence		<ul style="list-style-type: none"> • Mackahat <ul style="list-style-type: none"> ○ They have 240 blue embroidered hats with MSHS on them, with the reverse side in house colours ○ We last purchased from them in 2019. ○ Tuckshop has ____ hats ○ Quote for \$1188 ○ Could give small or medium hats to Year 7 students on Day 1, large hats to Year 12 or Teachers, to help house spirit ○ Could donate to PE department <p>Motion: Donate the current hats to the 2025 Year 7's and this year's staff, remainder to PE department</p> <p>Motion: Gabby</p> <p>Second: Jackie</p> <p>Carried</p> <p>Action: Sharon to take them out of munch monitor</p> • QAST membership <ul style="list-style-type: none"> ○ Only \$280 ○ Benefits ○ Leave it for this year • Intersport <ul style="list-style-type: none"> ○ Boys formal short elastic waist sample. ○ Ok to include as part of the uniform to replace the button formal short for boys? <p>Motion: Update the school uniform to replace the current boys formal short with the new half elastic waist boys formal short.</p> <p>Moved: Gabby</p> <p>Seconded: Michelle</p> <p>Carried</p> <ul style="list-style-type: none"> ○ Jumpers in stock 	

	<ul style="list-style-type: none"> ○ 2025 orders in progress to be here in January ● Tuckshop grant <ul style="list-style-type: none"> ○ Moranbah State High School was successful in Round 3 of the tuckshop and playground grants ○ Infrastructure Services will be in touch with the school to discuss progression in Term 3 ○ Upgrade will include office, larger cold room, air conditioning, upgraded equipment and benches
<p>Treasurer's report: Financial statements, and any business arising from these.</p>	<p>Attached Treasurers Report</p> <ul style="list-style-type: none"> ● Account Balances at 30 April 2024: <ul style="list-style-type: none"> ○ Tuckshop Account: \$30,047.21 ○ General Account: \$3,376.26 ○ Business Account: \$23,100.00 ○ TOTAL: \$56,523.47 ● Account Balances at 31 May 2024: <ul style="list-style-type: none"> ○ Tuckshop Account: \$13,830.91 ○ General Account: \$3,430.62 ○ Business Account: \$23,100.00 ○ TOTAL: \$40,361.53 <p>Action: Gabby to check the LSL \$\$ from the tuckshop staff entitlements</p> <p>Motion: Treasurer's report accepted Moved: Gabby Seconded: Michelle Carried</p> <ul style="list-style-type: none"> ● Bank accounts <ul style="list-style-type: none"> ○ Since we are doing fundraising now, it would be beneficial to have two new accounts to hold funds for fundraising: ○ 1: an account that holds the fundraising / grant funds until they are used for the specified purpose, with two signatories like all our other account ○ 2: a transaction account with one signatory that has a card on it for purchasing. Amounts can be added to the account from the fundraising account for purchases relating to the fundraising event, so that the organisers aren't carrying the purchases until the reimbursement can be organised <p>Motion: That Rebecca Huggett, Gabrielle Halverson, and Amanda Smith are the signatories for in person and internet banking for our three accounts: Business Account BSB: 084-828 Acc: 981963778 General Account BSB: 084-828 Acc: 919348520 Tuckshop Account BSB: 084-828 Acc: 919551641</p> <p>That one new account be opened with dual signatories required, with Rebecca Huggett, Gabrielle Halverson, and Amanda Smith as signatories for in person and online transactions for fundraising funds.</p>

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	<p>That one new account be opened with single signatory, with Rebecca Huggett and Gabrielle Halverson as signatories and with Rebecca Huggett and Gabrielle Halverson each having a card to make purchases for fundraising events.</p> <p>Moved: Gabby Halverson Seconded Rebecca Huggett Carried</p> <p>Michelle to find out when Jacob and Malakai will finish their traineeships.</p>
Tuckshop report:	<ul style="list-style-type: none"> •
Principal's Report:	<p>Attached Principals Report</p> <p>Motion: That the principals report be accepted. Moved: Michelle Seconded: Matthew Carried</p>
General Business:	<ul style="list-style-type: none"> • Request for feedback from Bully Proof Action: Michelle will get together some feedback for Matt to share with his P&C counterparts • Pulse would like to sell alcohol on Sunday at their event <ul style="list-style-type: none"> ○ Approved with liquor licence as per previous motion
New Members:	<p>Ingrid Clein Moved: Matthew Seconded: Rebecca Carried</p>
Date of next meeting:	<p>Monthly Meetings: Week 4 and Week 9 of term Next meeting date is Monday 29 July 2024, 6:00pm at the Blue Shed.</p>
Close:	<p>7:15pm</p>
Minutes prepared by:	<p>Rebecca Huggett</p>