

MORANBAH STATE HIGH SCHOOL P&C - ANNUAL GENERAL MEETING MINUTES – 20th MARCH 2023	
AGENDA ITEM	
Meeting opened:	6.01pm
Attendance:	Rebecca Huggett, Hans Binnekamp, Stacey Dolan, Rachael Lewis, Craig Dent, Matthew Huggett, Ash Spain, Jackie Wood, Gabby Halverson, Kylie Otago, Jenny Leach
Apologies:	Michelle Pole, Melissa Westcott, Amanda Smith, Brianna Baggow
Quorum:	We have reached quorum of five members as specified in the 2022 constitution.
Confirmation of minutes:	Motion: That the minutes be confirmed as a true and correct record of the meeting held 28 March 2022. Moved: Rebecca Huggett Seconded: Stacey Dolan Carried
Business arising from previous AGM:	NIL
Receipt & Adoption of the P & C’s audited Annual financial Statement and Treasures report.	<p>Treasurers report</p> <p>Bank balance 31/12/2022: \$118,089.03 P&C Net loss for 2022: \$1,915.00</p> <p>Tuckshop</p> <ul style="list-style-type: none"> • Sales: \$254,372.99 <i>compared to 2021 \$309,557.00 and 2020 \$253,562.00. We moved to one lunch break.</i> • Cost of food sold: \$140,175.74 • Operating expenses: \$90,573.35 • Tuckshop Net Profit: \$23,623.90 <p>Grants, sponsorship and donations</p> <ul style="list-style-type: none"> • Received: \$10,100 • Made to MSHS \$23,432.73 <p>General costs of running the P&C</p> <ul style="list-style-type: none"> • Insurance, fees etc: \$10,916.81 <p>Auditors report:</p> <ul style="list-style-type: none"> • Recommendation to reduce costs: without OHSC, there is no requirement to continue to maintain GST registration status. We advise that Tuckshop operations still remain input taxed, and do not count toward the GST registration threshold. Therefore, in order to reduce costs, it would be recommended that your GST status be removed as soon as possible – please note the best time to change is as the end of the quarter (31st March). • Thanks to Lauren McCulloch for the extensive time taken to transition to the new accounting program during the year. • The quality of the bookkeeping data, reports, and support from Lauren have made the audit a pleasure to work on.

	<p>Motion: That the Treasurer’s report and audited annual financial statement be accepted as a true and accurate summary of the financial year. Moved: Jackie Wood Seconded: Craig Dent Carried</p> <p>Motion: That the MSHS P&C remove our GST status as per auditor recommendation to reduce costs, and that Lauren work with Fiona to action this by the end of the month. Moved: Jackie Wood Seconded: Matthew Huggett Carried</p> <p>Motion: That all operational expenditure, minor asset purchases, and maintenance/repairs up to \$5000 be immediately accepted without requiring ratification of the committee on the invoice. Moved: Jackie Wood Seconded: Stacey Dolan Carried</p>
<p>President’s Annual Report:</p>	<p>Last year, the P&C state conference celebrated 75 years of P&C’s in state education, and the governing body sponsored our P&C to send a representative to the annual conference. I learned that that across Queensland, state school P&C’s raised approximately \$86 million in 2021. If you were to assign a dollar value on the hours that committees and volunteers put into monthly meetings, fundraising events, tuckshops, uniform shops, and grant applications, this figure would likely be over \$100 million dollars in 2021.</p> <p>I would like to thank all of our members for their support in 2022, especially Lauren McCulloch for volunteering her time to do the accounts each week, a significant time investment on her behalf and a great help to our P&C. In particular I would like to thank her for the work she did to get our accounts onto the new accounting software in order to make our audit process cheaper and easier. This has saved the P&C over \$1500 in audit and software costs this year.</p> <p>Thank you to Rebecca, Melissa and Jackie for their time on the executive committee. I have enjoyed working with you all and thank you for the time you have dedicated to the P&C.</p> <p>Finally, I encourage everyone here to consider nominating for an executive position. I think we can all agree that meetings in the past 18 months have been cordial, respectful and well managed, and run for between to 60-90 minutes. Our purpose here tonight is to accept the financial report from last year and elect a 4-person team to run the P&C for 2023. We need people to hold the executive positions so that we can continue to provide the tuckshop for the convenience of our students</p>

	<p>and parents, and raise money to improve the school environment and educational programs available to our students.</p> <p>Motion: That the President’s report be accepted as tabled. Moved: Matthew Huggett Seconded: Jackie Wood Carried</p>																									
<p>Applications for Membership (to include renewal)</p>	<p>Motion: That the membership applications for Rebecca Huggett, Hans Binnekamp, Stacey Dolan, Rachael Lewis, Craig Dent, Matthew Huggett, Ash Spain, Jackie Wood, Gabby Halverson, Kylie Otago, Jenny Leach, Nicole Harris, Brianna Baggow, Amanda Smith, be accepted as tabled. Moved: Rebecca Huggett Seconded: Ash Spain Carried</p>																									
<p>Election of Officers/Executive Committee</p>	<p>All executive positions are now declared vacant. Motion: That Rachael will act as scrutineer for the election of Officers. Moved: Matthew Huggett Seconded: Carried</p> <p>Nominations:</p> <table border="1" data-bbox="464 1025 1477 1352"> <thead> <tr> <th>Position</th> <th>Nominee</th> <th>Nominated by</th> <th>Seconded By</th> <th>Vote</th> </tr> </thead> <tbody> <tr> <td>President</td> <td>Matthew Huggett</td> <td>Rebecca Huggett</td> <td>Jackie Wood</td> <td>Carried</td> </tr> <tr> <td>Vice President</td> <td>Amanda Smith</td> <td>Rebecca Huggett</td> <td>Stacey Dolan</td> <td>Carried</td> </tr> <tr> <td>Secretary</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Treasurer</td> <td>Gabby Halverson</td> <td>Kylie Otago</td> <td>Rebecca Huggett</td> <td>Carried</td> </tr> </tbody> </table>	Position	Nominee	Nominated by	Seconded By	Vote	President	Matthew Huggett	Rebecca Huggett	Jackie Wood	Carried	Vice President	Amanda Smith	Rebecca Huggett	Stacey Dolan	Carried	Secretary					Treasurer	Gabby Halverson	Kylie Otago	Rebecca Huggett	Carried
Position	Nominee	Nominated by	Seconded By	Vote																						
President	Matthew Huggett	Rebecca Huggett	Jackie Wood	Carried																						
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Secretary																										
Treasurer	Gabby Halverson	Kylie Otago	Rebecca Huggett	Carried																						
<p>Motion to change bank signatories to the newly elected officers</p>	<p>Motion: That bank signatories be changed as follows: Jackie Wood, Melissa Westcott and Rebecca Huggett be removed as signatory and online authorisation from 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 Matthew Huggett, Amanda Smith and Gabby Halverson be added as signatory and online authorisation 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>Moved: Matthew Huggett Seconded: Craig Dent Carried</p>																									

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Appointment of Associations Auditor	FAB Financial services charged \$1,200 for this years audit, more than 50% less than our previous auditor. Quote for 2023 is \$1,200 for audit, and approximately \$414 for Xero Subscription. Motion: That we engage FAB Financial Services to complete our 2023 audit. Moved: Matthew Huggett Seconded: Ash Spain Carried
Adoption of the Student Protection Risk Management Strategy	Motion: That the student protection risk management strategy be adopted as tabled. Moved: Matthew Huggett Seconded: Jackie Wood Carried
General Business	Budget for 2023 presented for perusal (attached). Query – big bump up in August – is that because of pay fortnights? Think it is because there are three pay days in that month. Confirmed by Lauren post meeting.
Meeting Close:	6:26pm