

# Lakelands P&C – Annual General Minutes



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| <b>Meeting Date</b>  | 0845hrs 8 <sup>th</sup> February 2017 @ Lakelands Primary School Meeting Room  |  |                                |
| <b>Minutes By</b>  | Suzanne Hymers (Secretary)   | <b>Meeting Chair</b>   | Megan Turner (President)       |
| <b>Present</b>   | Katie Bishop, Kristen Morris, Mathew Marcussen, Emma Marcussen, Megan Cleary, Kathryn White, Marnie Hamilton, Chris Whybrow, Emma-Lee Whybrow, Suzanne Hymers, Megan Turner, Kim Bebbington, Aurelie Harris, Cait Harrison   |  |                                |
| <b>Apologies</b>   | Ruth Hymers, Natasha Loisel, Kay Smith   |  |                                |
| <b>New Members</b>   |  |  |                                |
| <b>Visitors</b>  |  |  |                                |
| <b>Welcome and Apologies</b>   | The meeting was opened at 0848hrs by President Megan Turner  |  |                                |
| <b>Agenda Items</b>  | <b>Discussion Points</b>   | <b>Actions</b>   | <b>Due Date</b>                |
| <b>Minutes of Previous Meetings</b>  | <ul style="list-style-type: none"> <li>The minutes of the EM 22<sup>nd</sup> November 2017 were tabled to be discussed at first GM</li> <li>The minutes of the GM 4<sup>th</sup> December 2017 were tabled to be discussed at first GM</li> </ul>  | Motioned by Emma<br>Seconded by Mat<br>Motioned by Kim<br>Seconded by Megan C  |                                |
| <b>Reports Presented</b>   | <ul style="list-style-type: none"> <li>Treasurer - circulated and discussed</li> <li>President - circulated and discussed</li> <li>Principal - circulated and discussed</li> </ul>   | Treasurer's report:<br>Motioned by Kristen<br>Seconded by Mat  |                                |
| <b>Correspondence</b>  | <u>In</u>  |  |                                |
|  | <ul style="list-style-type: none"> <li>None</li> </ul>   |  |                                |
| <b>Correspondence</b>  | <u>Out</u>   |  |                                |
|  | <ul style="list-style-type: none"> <li>None</li> </ul>   |  |                                |
| <b>General Business</b>  | <ul style="list-style-type: none"> <li><u>Audit of books</u> – not completed as yet. Auditor will have books by end of week.</li> </ul>  | Cait to supply to auditor  | 16 <sup>th</sup> February 2018 |
| <b>All present Office Bearers stood down and all positions were declared vacant<br/>Marnie Hamilton stood in to Chair Meeting and conduct election of new Office Bearers</b> |  |  |                                |
| <b>Other Business</b>  | <ul style="list-style-type: none"> <li><u>President</u> – Megan Cleary</li> <li><u>Vice President</u> – Katie Bishop</li> <li><u>Vice President</u> – Kristen Morris</li> <li><u>Secretary</u> – Suzanne Hymers</li> <li><u>Treasurer</u> – Cait Harrison</li> <li><u>Executive Members</u> –                             <ol style="list-style-type: none"> <li>Marnie Hamilton</li> <li>Emma Marcussen</li> <li>Mathew Marcussen</li> <li>Chris Whybrow</li> <li>Emma-Lee Whybrow</li> <li>Kathryn White</li> <li>Aurelie Harris</li> </ol> </li> <li><u>School Board Member</u> – Megan Cleary</li> </ul> | Vote Unanimous<br><br>Vote Unanimous<br><br>Vote Unanimous<br><br>Vote Unanimous<br><br>Vote Unanimous<br><br>Vote Unanimous<br>Vote Unanimous<br>Vote Unanimous<br>Vote Unanimous<br>Vote Unanimous<br>Vote Unanimous<br>Vote Unanimous<br>Vote Unanimous |                                |

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|-----------------------|---|---|--|
|                       | <ul style="list-style-type: none"> <li>• <u>Below are the six cheque signatories:</u> <ol style="list-style-type: none"> <li>1. <u>President – Megan Cleary</u></li> <li>2. <u>Vice President – Katie Bishop</u></li> <li>3. <u>Vice President – Kristen Morris</u></li> <li>4. <u>Secretary – Suzanne Hymers</u></li> <li>5. <u>Treasurer – Cait Harrison</u></li> <li>6. <u>School Executive – Jane Clark</u></li> </ol> </li> <li>• <u>Signatory to be removed</u> – Kaye Shaw, Kay Smith, Jo-Anne Power, Kim Bebbington, Megan Turner</li> <li>• <u>Signature to be added to account</u> – Jane Clark, Katie Bishop, Megan Cleary</li> <li>• <u>Auditors Selection</u> – Jing Li</li> </ul> | <p>Cait to complete</p> <p>Cait to complete</p> |  |
| <b>Next Meeting</b>   | Friday, 23 <sup>rd</sup> February 2018 @ 8:45am in Conference Room  |   |  |
| <b>Meeting Closed</b> | The Chair thanked P&C members for their attendance at this meeting. Closed at 0954hrs   |   |  |