Meeting date: Wednesday 10 March 2014
Meeting time: 5.00 pm
Meeting location: GOA Boardroom

MINUTES OF PRE-AGM EXECUTIVE COMMITTEE MEETING

Opening prayer

St. Ignatius’ Prayer for Generosity
Lord, teach me to be generous, teach me to serve you as you deserve, to give and not to count the cost, to fight and not to heed the wounds, to toil and not to seek for rest, to labour and not to seek reward, except that of knowing that I do your will. Amen

Opening of meeting and welcome by President

Attendance
- Marty Price, Tracey Maynard, Ellen Geldard, Jody Peacock, Glenn McConville, Cheryl Mackay

Apologies
- Brian Forbes

Business arising from previous minutes
- Are we organised for AGM? – very few RSVPs, Ellen to order 2 Subway platters, Jody to order a Woolworths cheese platter, Brian and Glenn to give a combined Head of School report, Marty to talk about open space master plan achievements to date, Kerry to address next stage of plan and future goals, Brian Hoole to give Pastoral Board report, Kerry to give presentation ‘What is a school board’ and ‘building of catholic schools’
- Account authority from ADF to be signed by office bearers – signed and ready to be sent to bank
- Will audit reports be back in time for AGM? – Tracey will collect from CLM on Tuesday 11 March

Confirmation of minutes from previous meeting
- Motion moved by Ellen Geldard that the minutes of the meeting held on 12 February 2014 be confirmed and held on record, seconded by Tracey Maynard.
Incoming correspondence
- Invoice from Core Architecture
- Letter from CBA re school banking commission
- Letter from Federation of P & F Associations re conference
- Email from CLM re Community, Sport & Recreation workshop series

Business arising from incoming correspondence
- Core Architecture invoice to be paid when cheque book returned from auditor
- Letter from Federation of P & F Associations re conference – no one would like to attend this year
- Email from CLM re workshops – Tracey and Ellen to attend

Treasurer’s report
- Tracey has put together a proposed budget for this year. Money will be tight given the open space master plan loan repayments. We will need to be careful about the donations we make this year, policies may need to be review especially for large team events like the music tour
- Audit reports will be available from CLM tomorrow. Tracey will review and report at AGM

Head of School report
- School photos this week, Thursday and Friday
- Progress with open space master plan (see below)

General business
- Concrete buffers in carpark – cars are parking too close to footpath restricting pedestrian access. Concrete buffers would prevent the problem. Can we get a quote? Glenn to bring up at Workplace Health & Safety meeting.
- Issue with buses using hazard lights in carpark – addressed with bus company who explained they enter the carpark with the hazard lights on, turn lights off when parked, indicate when leaving bus zone then turn hazard lights on again until they exit school grounds.

Open space master plan
- Deck outside music room – received a quote for approx. $27K, much more than expected. Have to have ramp and handrail which will add considerably to the cost. Getting two more quotes
- Seating for senior area – engineering students in grade 12 have assembled and installed seating under guidance of John Donnelley, used as an assessment task
- Artificial turf to be put in near new year 7 classrooms
- 150 new year 8 lockers have now arrived and are being installed

Meeting closed 6.15 pm
Meeting date: Monday 10 March 2014
Meeting time: 5.00 pm
Meeting location: GOA Boardroom

MEETING AGENDA

Opening prayer

St. Ignatius' Prayer for Generosity

Lord, teach me to be generous, teach me to serve you as you deserve, to give and not to count the cost, to fight and not to heed the wounds, to toil and not to seek for rest, to labour and not to seek reward, except that of knowing that I do your will. Amen

Opening of meeting and welcome by President

Apologies

Business arising from previous meeting
  • Are we organised for AGM on 12 March? Confirm agenda
  • Account authority from ADF to be signed by office bearers

Incoming correspondence
  • Invoice from Core Architecture
  • Letter from CBA re school banking commission
  • Letter from Federation of P & F Associations re conference
  • Email from CLM re Community, Sport & Recreation workshop series

General business
  • Concrete buffers in carpark
Meeting date: Wednesday 12 March 2014
Meeting time: 5.30 pm
Meeting location: Frankie's Restaurant

AGENDA FOR ANNUAL GENERAL MEETING

Tour of open space work completed over holidays
Opening prayer
Opening of meeting and welcome by President
Apologies
President's report
Treasurer's report
Principal's report
Heads of School's report
Presentation by Board
- What is a School Board - Kerry President and current executive committee to stand down
Election of new committee
General business

Building of Catholic Schools
<table>
<thead>
<tr>
<th>service</th>
<th>description</th>
<th>fee type</th>
<th>GST % complete</th>
<th>fee</th>
<th>fee due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schematic and Developed Design</td>
<td>Schematic and design development for the above job. $1,200.00 Fixed Fee</td>
<td>✓ 100% of</td>
<td></td>
<td>$1,200.00</td>
<td>$1,200.00</td>
</tr>
</tbody>
</table>

---

**current services to date:** $1,200.00

**add services previously 100% invoiced:** $0.00

**total fees to date:** $1,200.00

**less previously invoiced:** $0.00

**fees now due:** $1,200.00

**GST (10%):** $120.00

**payment now due:** $1,320.00

**date due:** 28-Feb-14

This payment claim is being made under the Building and Construction Industry Payment Act 2004
Recipient Created Tax Invoice

Duplicate - Supplier Copy

Issue Date 9 January 2014

Recipient Created Tax Invoice Details:

<table>
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<tr>
<th>Date of Supply</th>
<th>Description of fee/product</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
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<tbody>
<tr>
<td>01/10/2013 to 31/12/2013</td>
<td>Deposits Received</td>
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<td>$244.61</td>
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<tr>
<td></td>
<td>Activated Accounts</td>
<td>8</td>
<td>$44.00</td>
</tr>
<tr>
<td></td>
<td>Min Payment</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total amount including GST</strong></td>
<td></td>
<td><strong>$288.61</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total amount of GST payable</strong></td>
<td></td>
<td><strong>$26.24</strong></td>
</tr>
</tbody>
</table>

We are pleased to advise that commission payable for School Banking transactions conducted at your school has been credited to your nominated account.

The 'Total amount including GST' represents the amount credited.

The 'Total amount of GST payable' represents the amount of GST that is to be paid by the supplier to the Australian Taxation Office.

For all GST enquiries, or for more information on the Tax System, please contact your taxation adviser or the Australian Taxation Office.

Lisa Cartwright
General Manager
School Banking
24 February 2014

Dear P&F Community

P&F Conference CAIRNS - Growth opportunity for parents

The P&F Federation Parent Conference is on in Cairns from 25 to 27 April.

The theme is RELATIONSHIPS, RELATIONSHIPS, RELATIONSHIPS.

It will be a very special learning and networking event for anyone associated with parenting and educating children in a Catholic environment. Previous conferences have received great reviews and this one looks like being even better.

Enclosed is the conference program, conference costs and information about how some of your costs might be covered.

Please share this with all the parents in your school and hopefully your P&F might be able to support at least one parent or carer from your school community.

If you have any questions at all please call Jane or John or Carmel on 3336 9242.

Carmel Nash
Executive Director

The Federation of Parents and Friends Associations of Catholic Schools in Qld

Level 2,
Penola Place,
143 Edward Street,
Brisbane Qld 4000

GPO Box 2410,
Brisbane Qld 4001

Telephone: (07) 3336 9242
Fax: (07) 3236 1293
E-mail: info@pandf.org.au
Web: www.pandf.org.au
ABN: 93 983 545 832
Expression of Interest for subsidised attendance

The 2014 Parents and Friends Federation conference is being held in Cairns from 25 to 27 April 2014. The theme is RELATIONSHIPS, RELATIONSHIPS, RELATIONSHIPS emphasising that many relationships are critical to your child’s success at school. In order to help parents attend the conference we are offering some subsidised places for parents from each diocese.

This is a fantastic opportunity to attend a wonderful conference. Be in it. A limited number of subsidised places are open to any parent or carer who has a child at a Catholic school in Queensland.
To express your interest in a subsidised place at the conference, all you have to do is send an email to info@pandf.org.au providing the information below before 28 February 2014

<table>
<thead>
<tr>
<th>I wish to express my interest in a subsidised place at the Parents and Friends Federation conference in Cairns from 25 to 27 April 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Name</td>
</tr>
<tr>
<td>Your Address</td>
</tr>
<tr>
<td>Your contact details</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>email</td>
</tr>
<tr>
<td>School (include town or suburb)</td>
</tr>
<tr>
<td>What do you hope to gain from the conference?</td>
</tr>
<tr>
<td>Do you hold an Executive position on your P&amp;F? (if so what role do you fill?)</td>
</tr>
</tbody>
</table>

If you are lucky enough to secure a subsidised place you or your P&F will only pay $350 regardless of where you come from which includes:
- Return flights to Cairns
  - All flights will be booked by the P&F Federation office - arriving Cairns on the morning of Friday 25 April and returning home on the afternoon of Sunday 27 April.
  - The cost of any change to flights will be your responsibility.
- All meals and Accommodation
- Conference registration

For further information please call Jane on 3336 9242

Remember – expressions of interest close 28 February 2014
Successful applicants will be advised by 7 March 2014
2014 Catholic School Parent Conference

RELATIONSHIPS RELATIONSHIPS RELATIONSHIPS

Registration Process

For Subsidised Diocesan Conference Attendee Places

- Complete the ‘Expression of Interest Form’ included in package.
- Forward the completed form to your diocesan P&F Council contact, their details are located on the form.
- If approved, the P&F Federation Secretariat Office will forward the link for the Conference Registration form to your nominated email address.

General Conference Registration

- To register for the conference go to www.pandf.org.au
- Complete the registration process.

Conference Registrations Close Friday 4 April 2014
2014 Catholic School Parent Conference
RELATIONSHIPS RELATIONSHIPS RELATIONSHIPS
Conference Costs

Full Conference Registration
$350.00  Full Conference Registration | 25-27 April - Includes 2 nights Twin Share Accommodation, Breakfast, Morning Tea, Lunch, Afternoon Tea, Conference BBQ, Conference Dinner, Conference Shirt and Conference Materials
$200.00  Full Day Conference Registration | 25-27 April | Accommodation NOT included - Includes Morning Tea, Lunch, Afternoon Tea, Conference BBQ, Conference Dinner, Conference Shirt and Conference Materials
$100.00  Full Day Conference Registration | 25-27 April | Accommodation NOT included | Optional Conference Dinner or Conference BBQ included with Morning Tea, Lunch, Afternoon Tea, Conference Shirt and Conference Materials

Day Conference Registration
$30.00   Day Registration – Friday 25 April ONLY - Lunch, Afternoon Tea, Conference Shirt and Conference Materials
$40.00   Day Registration – Saturday 26 April ONLY – Morning Tea, Lunch, Afternoon Tea, Conference Shirt and Conference Materials
$30.00   Day Registration – Sunday 27 April ONLY – Morning Tea, Lunch, Conference Shirt and Conference Materials

Additional Conference BBQ & Dinner Tickets
$55.00  Additional Conference BBQ Ticket | Friday 25 April | includes beverages (excluding spirits)
$65.00  Additional Conference Dinner Ticket | Saturday 26 April | includes beverages (excluding spirits)

Accommodation – Full Registration
$0.00  Twin Share Accommodation – included in cost of Full Registration. Breakfast included
$130.00  Single Accommodation – incurs and additional cost of $65.00 per night with full registration. Breakfast included
$150.00  Double Accommodation – incurs and additional cost of $75.00 per night with 1 full registration and 1 guest. Breakfast for 2 included

Accommodation – Friday 25 April ONLY
$130.00  Single Accommodation – Breakfast included
$155.00  Double Accommodation – Breakfast included
$80.00  Twin Share Accommodation – per night per person Breakfast included
Laws That Affect Your Club - Presented by Leisa Donlan

Do you know what a DOSA is and if you need one? Over the past few years several major pieces of legislation that affect how clubs are managed have changed. "Harmonisation" of federal and state laws including workplace health & safety and Australian Consumer Law can have significant impacts on even small community organisations. The not for profit reform agenda, mandatory training for volunteers, new bullying legislation and privacy legislation are all important laws you should be aware of in your club. Added to the major changes that took place to the State legislation in 2007, it's time for a refresher to make sure you and your committee are up to date on what's happening in the wider world of non-profit management.

Come to the workshop to find out:

- Which laws apply to your club and how you can monitor changes and new requirements.
- What changes took place to the Associations Incorporations Act in 2007 that you may not be aware of, even today.
- How recent changes to blue card legislation could affect your club.
- What were the changes to workplace health & safety legislation and how does that impact on your obligations to members and volunteers.
- What is the ACL and why does your club need to know what the requirements of that law are.
- Why your club is a "not for profit" and what you are supposed to be doing to maintain that status.
What is the not for profit reform agenda and how is it going to affect your club?
Food handling, gambling, gaming, liquor licensing, smoking...Your club's obligations!
How to be a confident and well advised management committee as laws change around you.

Leisa Donlan holds a Bachelor of Applied Science (Psychology) and is a Fellow of the Australian Society of Association Executives with over 20 years of experience in the non-profit sector. Over that time she has been involved in every type of committee role on over 110 different committees and non-profit organisations including trade and industry groups, philanthropic and community organisations and sporting clubs.

If you've been to this workshop, encourage others on your Management Committee to attend.

When and where:
5:30pm (for 6pm start) – 9pm
Thursday 3rd April 2014
Hervey Bay Boat Club
Hervey Bay

Please respond by Friday 28th March 2014 to:

Sam.Stewart@frasercoast.qld.gov.au or
Sam Stewart on 1300 794 929

Kind regards,

The team at CLM Chartered Accountants

Click here to forward this email to a friend
Click here to unsubscribe | www.clm.net.au

This information is general in nature and does not take into account your objectives, financial situation or needs. Before acting on any advice in this communication please contact CLM Chartered Accountants to review whether it is appropriate to your objectives, financial situation and needs.
## FUNDING PROPOSAL FOR P & F

### BALANCE CARRIED FORWARD PREVIOUS YEAR

<table>
<thead>
<tr>
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<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
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<tbody>
<tr>
<td>P &amp; F Levy</td>
<td>100,750.00</td>
<td>104,625.00</td>
<td>108,500.00</td>
<td>112,375.00</td>
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<tr>
<td>Less not collected 1.8%</td>
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<td>2,615.63</td>
<td>2,712.50</td>
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<td><strong>APPROX INCOME 2013</strong></td>
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<td><strong>102,009.38</strong></td>
<td><strong>105,787.50</strong></td>
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### P & F Levy Income

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<th>2015</th>
<th>2016</th>
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</thead>
<tbody>
<tr>
<td>Honour Boards</td>
<td>15,000.00</td>
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<tr>
<td>Canteen Renovations Loan</td>
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<td>Student Support Sporting Teams</td>
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<td>Usage of Space Project</td>
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<td>Open Space Loan Repayments</td>
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<td><strong>TOTAL OUTGOINGS</strong></td>
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<td><strong>116,464.00</strong></td>
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### FUNDS AVAILABLE

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<th>2016</th>
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<tr>
<td>Plus Balance from previous year</td>
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<td>129,454.63</td>
<td>10,676.50</td>
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**Total Unallocated Funds**

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<td>9,029.51</td>
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