Xavier College Parents & Friends
Annual General Meeting Minutes – Draft
(Subject to acceptance at next AGM)

5th March 2013

Meeting opened: 8.15pm

Attendance and Apologies: See attendance book

Previous Minutes: Accepted by: Rodney Pringle
2nd: Tracy Newman

President’s Report: Presented by Karen McGann

- Copy from Karen McGann attached

Principal (Tricia Maidens):

- Thanked current executive for their work throughout the year.
- All positions declared vacant.

President: Chair meetings, liaise with Principal and oversee Committee

Treasurer: Collects money from office a couple of times per week
Banks money
Keeps records of incoming/outgoing money
Purchase prizes for fundraisers and events
Prepare and sign cheques

Secretary: Records minutes. Handwritten at meeting, then typed and copied for next meeting

Vice President: Chairs the meeting if the president is unable to attend.

Fundraising Co-ordinating Committee: Contacts various companies/organisations for donations
Co-ordinates fundraising events with the Treasurer and President

PRC Representative: Represents parent body at Parent Representative Council (PRC) meetings and delivers key messages back to P&F meeting
The executive committee meets one week prior to general meetings to co-ordinate and plan upcoming activities. Additional meetings of the executive may be needed to assist in the preparation of fundraising events.

**Election Details**

President: Nominated – Karen McGann  
2nd – Rodney Pringle  
Position accepted  
**Elected: Karen McGann**

Treasurer: Nominated – Lorrae Green  
2nd – Darren Lackey  
Position accepted  
**Elected: Lorrae Green**

Secretary: Nominated - Tracy Newman  
2nd – Darren Lackey  
Position accepted  
**Elected: Tracy Newman**

Vice President: Nominated – Belinda Villetri  
2nd – Tracy Newman  
Position accepted  
**Elected: Belinda Villetri**

Fundraising Committee: Nominated – Darren Lackey  
2nd – Lorrae Green  
Position accepted  
**Elected: Darren Lackey**  
Nominated – Rodney Pringle  
2nd – Lorrae Green  
Position accepted  
**Elected: Rodney Pringle**  
Nominated – Katherine Kassimatis  
2nd – Lorrae Green  
Position accepted  
**Elected: Katherine Kassimatis**

PRC Representative: Nominated – David Rose  
2nd – Rodney Pringle  
Position accepted  
**Elected: David Rose**

**Treasurer’s Report:** Presented. (Please see attached)

Meeting returned to the President.
Thank you to the new executive committee, and thank you all for coming along tonight.

Meeting closed at 8.35pm
Next Annual General Meeting – 4th March 2014