Xavier College

P&F Annual General Meeting- Draft minutes

(Subject to acceptance at the next AGM.)

4th March 2014

Meeting opened: 8.11pm

Attendance and apologies: See attendance book

Previous minutes: Accepted - Rod Pringle

2nd – Lorrae Green

Presidents report: Presented by Karen McGann – see attached

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Treasurers report: see attached

Principals report:

Tricia thanked the committee for their ongoing support as it is rare for a secondary school to have an active P&F. This one is very much appreciated.

All positions declared open;

President - Chair meetings, liaise with principal and oversee committee.

Treasurer - Collects money from the office a couple of times a week

Banks money

Keeps records of incoming/outgoing money

Purchase prizes for fundraisers and events

Prepare and sign checks

Secretary - Records minutes: Hand written at meeting then prepared for the next meeting. Arranges publishing on the school website.

Vice President - Chairs meeting if the president is unable to attend

Fundraising Co-ordinating Committee

Contacts various companies/organisations for donations
Coordinates fundraising events with the Treasurer and President

**PRC Representative** - Represents the 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 may be needed to assist in the preparation of fundraising events.

Election details;

**President:**
- Nominated - Karen McGann
- 2nd - Rod Pringle
- Position accepted

**Elected: Karen McGann**

**Treasurer:**
- Nominated - Lorrae Green
- 2nd - Rod Pringle
- Position accepted

**Elected: Lorrae Green**

**Secretary:**
- Nominated - Michelle Dawson
- 2nd - Tracy Newman
- Position accepted

**Elected: Michelle Dawson**

**Vice president:**
- Nominated - Belinda Villetri
- 2nd - Darren Lackey
- Position accepted

**Elected: Belinda Villetri**
Fundraising committee: Nominated- Rod Pringle
   2nd- Belinda Villetri
   Position accepted

   **Nominated: Rod Pringle**

Nominated- Kathy Kassimatis
2nd- Tracy Newman
Position accepted

   **Elected: Kathy Kassimatis**

Nominated- Laura Mueller
2nd- Marianne Wilson
Position accepted

   **Elected: Laura Mueller**

PRC Representative Nominated- David Rose
2nd Jane Thompson
Position accepted

   **Elected: David Rose**

**Meeting returned to president- Karen McGann**

Thank you for attending tonight and congratulations to the new Executive committee.

**Meeting Closed: 8.30pm**

Next meeting 3rd March 2015