



Mater Christi Catholic Primary School Parents & Friends Meeting

Meeting Minutes

Date: 12 June 2020 **Venue:** Community Centre

Chair: Stephanie Gill (SG)

Minute Taker: Vicky Hartill (VH)

1. Welcome – Opening Prayer (SG) Acknowledgment of Country not Performed				
2. Attendees: Executive – Stephanie Gill (SG), Jennifer Cotton (JC) Vicky Hartill (VH) Office Bearers – Michelle Hall (MiH), Giulia Orlando (GO), Kate Godwin-Johnson (KGJ) General Members – Chiara Clarson (CC), Alissa Fazio (AF), Dawnya O'Halloran (DOH), Deb Tan (DT) Other attendees – Brooke Velterop (BV), Sinead Chidlow (SC), Lucy de Abrieu (LdA), Toni Kalat (TK), Nicole Woodhouse (NW), Julie Southwell (JS) Apologies: Sarah Lentz (SL), Louise McEntee (LM), Leah Rheinberger (LR), Kristie Ainsworth (KA) Barbara Thurston (BT), Rebecca Exham (RE), Corey Neira (CN), Helen Kruh (HK) Meeting opened: 9.00am				
3. Previous Minutes: March 2020 Accepted by: SG Seconded by: JC				

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
4. Business Arising from previous minutes – Action Report				
4.1	Action Report	See action report attached for completed and ongoing actions as at 12.6.20		
5. Standing Items - Committee Reports				
5.1	President	<ul style="list-style-type: none"> Thank for attending today and all your support during the COVID-19 period to date. We have had to cancel a few events and review our calendar for 2020. JC will present a new budget for the remainder of the year due to COVID-19. 		

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
5.2	Principal	<ul style="list-style-type: none"> Report attached 		
5.3	Treasurer	<ul style="list-style-type: none"> Bank Balance for May: \$15,297.00 Several small purchases over last few months (memorial plaque) Motion: Approve expenditure for Wellness Week including coffee pods and wine for staff appreciation morning tea in collaboration with school board, \$300. Moved: MiH, Second: SC Wise wine fundraising for playground to date is \$550. COVID Budget Review 2020: <ul style="list-style-type: none"> Incoming: <ul style="list-style-type: none"> ✓ \$28K Levy (to be paid in instalments) ✓ Colour Run (TBD) ✓ 30th Cookbook (~\$3000 – TBD) ✓ Wise wine fundraiser to date \$550 Expenses: <ul style="list-style-type: none"> ✓ Back to school raffle (in lieu of Easter raffle) ~\$300 ✓ Xmas Stall in lieu of Mother's Day stall \$2000 for additional 'family friendly gifts'. Group agreed not to proceed. No funds allocated (see events 8.4) ✓ Playground \$20K (TK indicated P&F do not have to pay the full amount this year due to COVID; JC indicated preference would be to pay it. All agreed) ✓ Graduation \$7500. KGJ queried if event is school or P&F. TK indicated it is a school event but P&F provide financial support to the organising committee. VH queried the breakdown of the \$7500 contribution ✓ Colour Run ~\$1000 (colour etc) (TBD) (see events 8.9). JC Query around nett GST (see events 8.9) ✓ Father's Day – in 2019 \$4000 was allocated. JC proposed \$2000 due to less funds available this year. Group discussed this event may not go ahead at this stage due to restrictions or go ahead at capped 100 capacity. A decision will be made with leadership committee/parish/P&F at a later date. No funds allocated at this meeting (see events 8.8) 	<ul style="list-style-type: none"> Determine budget for colour run and check nett GST situation from 2019. Provide expenditure breakdown of \$7500 for graduation to P&F committee. Set appropriate budget for Father's Day Breakfast at August meeting Obtain current quotes for new drink fountain (as free second-hand offer is no longer available). 	<p>JC/MiH</p> <p>NW</p> <p>JC</p> <p>TK</p>

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
		<ul style="list-style-type: none"> ✓ 30th Anniversary Cookbook ~\$3050 for deposit and promo printing) (see special project 7.1) ✓ Drink Fountain ~\$1000. P&F will still fund pending colour run/cookbook success. No funds allocated at this meeting. ✓ Sports Program request from Mr Donnelly AFL jumpers \$975 and interschool t-shirts \$1500 (30 for \$50 each) total \$2475. All agreed to determine which is the priority to fund now and consider the other once Colour Run goes ahead. ✓ End of year class re gifts \$150 (Wisewine) ✓ Auditor gift \$100 ✓ Dad's camp out cancellation payment to Sticky tickets ~\$150 ✓ Run Club \$150 ✓ Sunscreen \$300 ✓ Walk to School celebration \$350. No funds allocated as event not going ahead. • All agreed on revised budget. Motion: Approve revised budget 2020. Moved: JC and Second: SG 		
5.4	P&F Representative to the School Board	<ul style="list-style-type: none"> • Thank you to P&F for collaborating with Wellness Week Staff Appreciation morning tea. 		
5.5	Class Representative Coordinator	<ul style="list-style-type: none"> • Welcome new Class rep for 3B 		
5.6	Parish Representative	<ul style="list-style-type: none"> • Thank you to school admin for circulating new MC parish new opening times and procedures. 		
5.7	CSPWA Report	<ul style="list-style-type: none"> • No report from rep • VH mentioned the AGM on 18th June at 7pm. Has been circulated to the committee • SG will attend online meeting 		
5.8	SunSmart Representative	<ul style="list-style-type: none"> • Sunscreen fundraising - 2 company options: <ul style="list-style-type: none"> ✓ australianfundraising.com.au (offers other products too such as cookie dough, colour run, plant-a-difference). ✓ \$84, sell for \$120 for \$36 profit ✓ Bonuses for number of packs sold 		

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		<ul style="list-style-type: none"> ✓ sunscreenfundraising.com.au (this only offers Hamilton's sunscreen packs) ✓ 9 different packs (various cos and profit) ✓ https://sunscreenfundraising.com.au/shop/?product_view=list. • Cost could be a barrier for buyers • Not best time of year to run it – do we need to do this financially right now? No, just mindful of \$20K commitment for next 2 years • All agreed not to pursue this one at this time but can always revisit it • Thank you to KGJ for researching it 		
5.9	Food Coordinator	<ul style="list-style-type: none"> • Will sports carnivals go ahead and can we have cake stalls again in September? • VH indicated she had queried cake stalls with City's Environmental Health • TK indicated the sports carnival will go ahead but uncertain if cake stall / parents onsite will be allowed due to COVID • All agreed to wait until next meeting to determine 	<ul style="list-style-type: none"> • Follow up on City of Cockburn approval for cake stalls for sports carnivals. • Determine if cake stalls at sports carnival can go ahead under restrictions. 	VH TK
5.10	MC Dads Group	<ul style="list-style-type: none"> • Still vacant 		
6	Correspondence			
6.1	CSPWA	Request for feedback on COVID handling		
6.2	CSPWA	COVID online support / zoom webinars		
6.3	CSPWA	Notice of AGM 18 th June 7pm (SG will attend online AGM)		
6.4	Willetton Trophy Centre	Invoice for memorial seat plaque		
6.5	Cancer Council	ABMT virtual/online morning tea fundraisers registration notifications		
7.0 Special Projects				
7.1	30 th Anniversary Cookbook	VH presented on behalf of LR:	<ul style="list-style-type: none"> • Inform 30th cookbook project coordinator the committee supports 	VH

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
		<ul style="list-style-type: none"> Budget – it should be cost positive. A large size cookbook with 160 pages, with 500 printed costs \$11.89 each (some colour pages), sell for ~ \$25. Cost = \$6000, Sales = \$12500, Profit = \$6500 (without advertising funds included). May require \$50 for promotion. 50% deposit is required ~\$3000 prior to printing Pre-sale of books is available Note - cost of book and sale price varies depending on number of copies, number of pages, binding type, colour/colour inserts, use of recycled paper A written quote can be sought once we confirm all the details Timeframes: <ul style="list-style-type: none"> ✓ 4-6 weeks to advertise and for people to submit recipes gather Mater Christi info and find sponsors ✓ 1-2 weeks for editing ✓ 4-6 weeks for the company to produce draft, us to review and then print. ✓ Final books received early September at the latest. Need to decide if we ask for sponsorship from local businesses (helps with fundraising, and support our local businesses too) Need to decide what Mater Christi info to include (interviews with students, staff, quotes, stories, photos, illustrations/drawings etc) 3-4 Helpers needed - roles include comms with the MC community, recipe editing, seeking sponsors, gathering MC info, selling cookbooks once printed. Propose catch up next week beginning 15 June. <p>Committee response:</p> <ul style="list-style-type: none"> Suggest invite parent's business directory companies to purchase advertising space Suggest standard flat-fee of \$50 / business for advertising space Approach Josh Wilson office for assistance with funding e.g. promotion, social media 	<p>the proposed project (with a few questions) and assigned \$3000 deposit</p> <ul style="list-style-type: none"> Invite businesses in parent's business directory to buy advertising space in the 30th Cookbook Inform leadership team if school promo photos will include photos for the cookbook 	<p>VH</p> <p>VH/LR</p> <p>LR</p>

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		<ul style="list-style-type: none"> Do recipes need to be original? If from another cookbook/magazine do they need to be referenced? How will it be bound? Who will check the recipes? Could get someone to review for us independently? MiH, GO and VH happy to help with the book Committee prefer it was wrapped up by end of Term 3 as Term 4 is busy. NW indicated school promo photos were being arranged in Term 3 and they may be able to include additional shots for the cookbook. All agreed to support this project. 		
8.0 Events				
8.1	Back to School Raffle-Wellness Week (in lieu of Easter Raffle)	<ul style="list-style-type: none"> Students were very surprised and appreciative Prize packs were craft themed 		
8.2	Dads Camp Out	<ul style="list-style-type: none"> Cancelled and refunds will be issued ~\$150 cancellation fee (manage booking fees) 	<ul style="list-style-type: none"> Arrange Dads Camp Out refunds. 	VH
8.3	Australian Biggest Morning Tea 20 Aug	<ul style="list-style-type: none"> ABMT virtual/online morning tea celebrations are open anytime with online fundraising page MiH is happy to coordinate an event All agreed to do it small in conjunction with Good Cup Café 20th August All profits donated to Cancel Council Host a small raffle for the day and seek donations from the community for a prize or Josh Wilson office/Entertainment book membership donation? 	<ul style="list-style-type: none"> Register ABMT event for 20th August (Good cup café) with Cancer Council and prepare promo material for newsletter Source raffle prize from either community, Josh Wilson office or Entertainment book. 	MiH BV/VH
8.4	Xmas Stall in lieu of Mother's Day Stall	<ul style="list-style-type: none"> JC presented the idea the exec had to host an xmas stall. Would include purchase of additional gifts to the value of \$2000 for family friendly. Great idea but there is a lot taking place in Term 4 and due to COVID-19 financial impacts might be better to postpone All agreed to postpone until 2021 CC has all the gifts in storage and will make arrangements to get boxes to school for long-term storage. 	<ul style="list-style-type: none"> Determine best storage location at school for Mother's Day stall gifts. 	CC/MiH/VH
8.5	Walk to School Celebration	<ul style="list-style-type: none"> Postponed until 2021 		

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8.6	Quiz Night	<ul style="list-style-type: none"> Postponed for consideration in 2021 		
8.7	Good Cup Café 20 Aug 8.45am	<ul style="list-style-type: none"> Combined with ABMT (see events 8.3) 		
8.8	Father's Day Brekkie 4 September 7.30am	<ul style="list-style-type: none"> Will this go ahead? Leadership team are supportive of an event going ahead if it can Committee members raised concerns parents might be upset as no Mother's Day event provided If restrictions in place how to we make access to the event fair? Via booking system as with mass? All agreed to make final decision at the Aug meeting 	<ul style="list-style-type: none"> Inform Father's Day Breakfast event coordinator of event discussions/still on hold. Determine if Father's Day breakfast will go ahead and assign a budget at Aug meeting. 	VH TK/SG
8.9	Colour Run October	<ul style="list-style-type: none"> Both leadership team and committee are supportive of the event to go ahead pending COVID-19 restrictions. MiH has formed a small committee for the event MiH indicated preference of colour run committee is to DIY it this year and not use external fundraising body like 2019 This means there won't be as many resources offered or the prizes for every student. Also means more event preparation and collecting money ourselves Arrange 3 x top prizes for those who raised the most money plus 1 smaller random prize for each class. Seek support from Josh Wilson office on prizes. \$1000 for purchase of colour plus any other items that may need to be purchased Discussion around nett GST component for 2019 event that needs to be finalised BV raised concern about perceived risks with a water-based event. All agreed this can be assessed prior to event going ahead and managed. VH suggested we survey parents to see if they want the colour run to go ahead – simple yes or no? All agreed in Term 3. All agreed to make early arrangements as if the event will proceed but we will reassess at Aug meeting. 	<ul style="list-style-type: none"> Determine prize selection and approach Josh Wilson office for colour run prize donations. Prepare a Colour Run survey for term 3 to determine if community supports event going ahead. 	VH/MiH MiH
8.10	Afternoon on the Green fete/fair	<ul style="list-style-type: none"> Nothing to report from coordinator SL Waiting on date from leadership team 	<ul style="list-style-type: none"> Provide update on 2021 fete/fair discussions to event coordinator 	VH TK

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		<ul style="list-style-type: none"> MiH indicated Marina from parish coordinated the last fair so she might be interested to offer advice to SL 	<ul style="list-style-type: none"> Set date for 2021 fair/fete. 	
9.0 General Business				
9.1	Responsible service of Alcohol	<ul style="list-style-type: none"> No new requests 3 still interested but there is no pressure to complete training due to no set events with alcohol for remainder of the year 		
9.2	Sports Apparel Funding Request	<ul style="list-style-type: none"> Mr Donnelly has requested funding assistance for the following: <ul style="list-style-type: none"> ✓ Footy jumpers \$975 ✓ Interschool T-shirts \$1500 (30 for \$50 each) ✓ Total \$2475 See 5.3 Budget decision 	<ul style="list-style-type: none"> Determine which item of sports apparel is the most urgent and inform Mr Donnelly of decision to fund one now and one later pending go ahead of colour run/cookbook success. 	TK
9.3	Business Directory	<ul style="list-style-type: none"> MiH suggested the committee consider including a 'business feature panel' in the P&F section of the newsletter VH suggested after the review of current directory All agreed 	<ul style="list-style-type: none"> Determine how to include 'business feature panel' in the P&F section of newsletter after review is finalised. 	VH
9.4	Running Club	<ul style="list-style-type: none"> Will start again Tues 16 June 2020 Advert with all the details in the newsletter VH indicated Sarah had enough giveaway resources for the year, but will require assistance for end of year prizes End of year prizes currently \$20 voucher to boy/girl in each class with most laps All agreed to reduce to \$10 per student and set budget at \$150 for end of year prizes this year. 	<ul style="list-style-type: none"> Provide update on running club discussions and budget to program coordinator 	VH
9.5	Addition to Agenda Format	<ul style="list-style-type: none"> SG suggested we add a fundraising section to the standard agenda template All agreed 	<ul style="list-style-type: none"> Amend agenda format to include fundraising section 	VH
9.6	Wise wine Fundraiser	<ul style="list-style-type: none"> Will be open until November Place flyer on the community noticeboards when restrictions allow 	<ul style="list-style-type: none"> Arrange Wise wine fundraiser flyer to be placed in the community noticeboards 	LM
9.7	Entertainment Book	BV reported: <ul style="list-style-type: none"> existing account number is 86017 suggest that we use the P&F generic email address 	<ul style="list-style-type: none"> Promote the entertainment book in the newsletter 	BV/LM VH

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		<ul style="list-style-type: none"> format is only digital now books can be purchased at any time throughout the year and a 12-mth subscription is granted from the purchase date, so no longer July-June. <ul style="list-style-type: none"> idea to advertise on the P&F website so its accessible anytime Two subscriptions are available: 1) A one-city membership for \$70/12mths, or 2) a multi-city membership for use in Australia, NZ & Bali for \$120/12mths. Families can choose when they make the subscription. Currently there is a promotion valid until 13/7/20 to get 14mths membership for the price of 12mths, plus you get a Wish voucher for \$10/20 depending on which membership you purchase. All agreed to continue with the book fundraiser. 	<ul style="list-style-type: none"> Investigate option to have an active 'fundraising projects' section on the P&F webpage (include entertainment book and Wisewine) Approach Entertainment Book requesting donation for raffle prize for 2020. 	BV
10.0 Other Business – Community Questions				
10.1	School photos	<ul style="list-style-type: none"> NW indicated they will take place Term 3 with school promo photos NW queried if P&F wanted some photos for the 30th Anniversary cookbook. See section 7.1 		
10.2	Drink Fountain Maintenance and Cleaning – COVID-19	<ul style="list-style-type: none"> DT queried hygiene and maintenance of drinking fountains as they have been off during COVID-19 restrictions TK indicated they will be run through and maintained as per normal post school holiday procedures and any further government guidelines will be followed e.g. daily cleaning. 		
10.3	2019 Christmas Concert Paperwork	<ul style="list-style-type: none"> DT provided paperwork to VH for scanning and inclusion onto One Drive event folder. 	<ul style="list-style-type: none"> Scan and upload 2019 Christmas Concert Paperwork to One Drive 	VH
CLOSE: 10.45am				
NEXT MEETING: Tues 4th August 7pm 2020		LOCATION: TBA	CHAIR: Stephanie Gill	OPENING PRAYER: Stephanie Gill
<u>Meeting Schedule:</u>				

Ref	ISSUE	DISCUSSION				ACTION		By Whom/When
Tues 11 Feb 7pm		Fri 13 March 9.45am	Tues 5 May 7pm	Fri 12 June 9am		Tues 4 August 7pm		Tues 1 Sept 7pm
Tues 20 Oct 7pm								

Principal's P&F report
12 June 2020

Thank you very much to the P&F and School Board for the Morning Tea, Coffee Pods, and wine for staff in appreciation of all their work during COVID-19 online learning and the care of students either with drive-through, in-class teaching, pastoral care follow-ups, etc.

Thank you to parents for their support in accommodating all the ongoing changes during the last couple of months.

Thank you to Vicky Hartill for the submission to Communities Environment Program. Mater Christi received a \$5000 grant to go towards weed eradication in the Bush Forever site. Vicky also assisted Mrs Gladwell in a planting activity for World Environment Day.

This year, the Semester One Reports will be quite different. Teachers will report in RE, English, and Maths with a description of the concepts covered. They will also add a general comment and report on the social and behavioural dimensions for each child.

Currently, our students are training for Cross Country. We are still working on what this event will look like for parents. Year 6 students and some of our Year 5 students are preparing for the interschool lightning carnival. Students participate in soccer, football, netball, and volleyball at varying venues. Parents are only able to attend if they are volunteers.

Julie Southwell is working with Fr Dat and Mrs Hayward on the dates for Holy Communion. The Leadership Team is working with the staff to determine which events will remain in the calendar for Semester Two, which will stay as TBA and will not go ahead due to time restrictions. These include – Assemblies, Learning Journey or Interviews, End of Year Concert, Big Day Out, etc.

The calendar will be shared with families once finalised.

Toni Kalat



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Action Report Updated 12 June 2020

MEETING DATE	ACTION	ACTION UPDATE	ACTION ASSIGNED TO	DUE DATE	ACTION STATUS	DATE CLOSED
	9.1.1 Follow up on Mothers Day stall event summary	Emailed Chiara 3.9.19 (VH); emailed Chiara 24.2.20 (VH)	Michelle Hall/Vicky Hartill		Pending	
22.10.19	9.4.1 30th Anniversary - consider cookbook or teatowel	Became Action 4.1.1 Investigate the costings/ details of the cookbook program and report back at next meeting. 12.6.20 Leah has set up account. 12.6.20 update provided by VH in section 7.1.	Leah Rheinberger	12.6.20	Completed	
	5.8.3 Review sunscreen fundraising opportunities with Australian Fundraising specialists and report back at next March meeting	12.6.20 Update on options provided by KGI section 5.8. Group agreed not to proceed with sunscreen fundraising	Kate Godwin Johnston	13.6.20	Completed	
	6.2.1 Add new business request for Autospark	Reviewing directory and will complete by end April 2020. 3 new businesses to include to date. Due to COVID review date extended until end of June 2020	Vicky Hartill	30.6.20	Pending	
	6.2.2 Review and update the Parents Business Directory	Reviewing directory and will complete by end April 2020. 3 new businesses to include to date. Due to COVID review date extended until end of June 2020	Vicky Hartill	30.6.20	Pending	
	8.1.1 Prepare thank you letters for families who donated items for the Colour run	11.6.20 Letter drafted and email contacts obtained. 12.6.20 thank you letters were sent.	Michelle Hall/Vicky Hartill	22.6.20	Completed	
11.2.20	9.3.2 Review water fountain quotes obtained and provide report at March meeting	TK 13.3.20. May be able to revive a second hand drink fountain, approx 1 year old, for free. Will then only pay installation. 12.6.20 TK indicated the donated unit was no longer available. TK will review previous quotes and report back to P&F	Toni Kalat		Pending	
	8.6.2 Create Mother's Day stalls and raffle flyer in Canva	Event postponed to 2021 due to COVID-19	Chiara Clarson	12.6.20	Completed	
	8.8.1 Determine if walk to school celebration will go ahead	Event postponed to 2021.	Toni Kalat	12.6.20	Completed	
	9.2.1 Investigate feasibility of parent's suggestion box for outside admin	12.6.20 TK will reinstate the suggestion box in the library.	Toni Kalat	12.6.20	Completed	
12.6.20	5.3.1 Determine budget for colour run and check nett GST situation from 2019.		Michelle Hall/Jen Cotton			
	5.3.2 Provide expenditure breakdown of \$7500 for graduation to P&F committee.		Nicole Woodhouse			
	5.3.4 Obtain current quotes for new drink fountain (as free second-hand offer is no longer available)		Toni Kalat			
	5.9.1 Follow up on City of Cockburn approval for cake stalls for sports carnivals.	12.6.20 Cake stalls can proceed as normal.	Vicky Hartill	12.6.20	Completed	
	5.9.2 Determine if cake stalls at sports carnival can go ahead under restrictions.		Toni Kalat			
	7.1.1 Inform 30th cookbook project coordinator the committee supports the proposed project (with a few questions) and assigned \$3000 deposit	12.6.20 emailed Leah. Do recipes need to be original and how do we reference those that are not? No, easily add notes on where the recipe comes from. How will it be bound? To be decided based on funds/functionality. Who will check/edit the recipes? cookbook committee	Vicky Hartill	12.6.20	Completed	
	7.1.2 Invite businesses in parent's business directory to buy advertising space in the 30th Cookbook		Vicky Hartill			
	7.1.3 Inform leadership team if school promo photos will include photos for the cookbook	19.6.20 Leah contacted school admin and timeframes not suitable. Admin are putting together list of other suitable photos. P&F to arrange new photos separately.	Leah Rheinberger	19.6.20	Completed	
	8.2.1 Arrange Dads Camp Out refunds.	21.6.20 arranged refunds via stickytickets	Vicky Hartill	21.6.20	Completed	

8.3.1 Register ABMT event for 20th August (Good cup café) with Cancer Council and prepare promo material for newsletter.	15.6.20 event registered and 1st advert placed in newsletter 19.6.20	Michelle Hall	15.6.20	Completed	
8.3.2 Source raffle prize from either community, Josh Wilson office or Entertainment book.	19.6.20 decided not to approach Josh Wilson office (will approach for cookbook and colour run support)	Vicky Hartill/Michelle Hall/Brooke Veltrop			
8.4.1 Determine best storage location at school for Mother's Day stall gifts.	22.6.20 storeroom cleaned out and ready for boxes (SG, MiH, VH)	Vicky Hartill/Michelle Hall	22.6.20	Completed	
8.8.1 Inform Father's Day Breakfast event coordinator of event discussions/still on hold.	15.6.20 emailed Oscar deSouza and he is supportive of decisions to date.	Vicky Hartill	15.6.20	Completed	
8.8.2 Determine if Father's Day breakfast will go ahead and assign a budget at Aug meeting.		Stephanie Gill/Toni Kalat			
8.9.1 Determine prize selection and approach Josh Wilson office for colour run prize donations.	23.6.20 emailed Josh Wilson office seeking support.	Michell Hall/Vicky Hartill			
8.9.2 Prepare a Colour Run survey for term 3 to determine if community supports event going ahead.		Michelle Hall			
8.10.1 Provide update on 2021 fete/fair discussions to event coordinator	15.6.20 Sarah Lentz emailed and she is supportive of update and awaits a date.	Vicky Hartill	15.6.20	Completed	
8.10.2 Set date for 2021 fair/fete.		Toni Kalat			
9.2.1 Determine which item of sports apparel is the most urgent and inform Mr Donnelly of decision to fund one now and one later pending go ahead of colour run/cookbook success.	16.6.20 VH emailed achool admin to inform Ryan Donnelly. 21.6.20 Ryan Donnelly emailed to say thank you and will get back to us.	Toni Kalat/Ryan Donnelly			
9.3.1 Determine how to include 'business feature panel' in the P&F section of newsletter after review is finalised.	29.6.20 Emailed admin.	Vicky Hartill			
9.4.1 Provide update on running club discussions and budget to program coordinator.	15.6.20 emailed Sarah Correia and she is thankful and supportive of decisions	Vicky Hartill	15.6.20	Completed	
9.5.1 Amend agenda format to include fundraising section.		Vicky Hartill	15.6.20	Completed	
9.6.1 Arrange Wise wine fundraiser flyer to be placed in the community noticeboards (when possible)		Louise McEntee			
9.7.1 Promote the entertainment book in the newsletter	19.6.20 newsletter	Brooke/Louise McEntee	19.6.20	Completed	
9.7.2 Investigate option to have an active 'fundraising projects' section on the P&F webpage (include entertainment book and wisewine)	29.6.20 Emailed admin.	Vicky Hartill			
9.7.3 Approach Entertainment Book requesting donation for raffle prize for 2020	26.6.20 Emailed ET request	Brooke Velterop			
10.3.1 Scan and upload 2019 Christmas Concert Paperwork to One Drive		Vicky Hartill			