



CABOILTURE STATE HIGH SCHOOL P&C ASSOCIATION
AGM Minutes
17th June 2020, 6.00pm
(Postponed from earlier in the year due to COVID-19 restrictions)

Meeting opened 6.03pm by Carolyn Hurley

Attendance: Carolyn Hurley, Lisa Mangan, Janet Thomson, Allyson Seymour, Les Ball, Brian Swile, Fiona Free, Tania McCasker, Rob Watts, Junn Kato, Wayne Hooper, Katherine Britton, Diane Lee, Line Bishop, Crystal Caton, Renee Rose, Kate Flynn

Apologies: Tricia Poots, Ellen Jackson

Confirmation of minutes of previous AGM:

Business Arising: Nil

Carolyn moves that minutes are accepted, 2nd Janet. All in favour, passed.

President's report:

Written report submitted

Treasurer's report:

The Treasurer presented:

- Auditor's Report
- Profit & Loss Jan 2019 – December 2019
- Balance Sheet – as of December 2019

Auditor report:

The auditor approved the books for 2019

Motion:

*That the audit has been received and accepted
Moved Janet, 2nd Carolyn. All in favour, passed.*

Motion

*That profit and loss, and balance sheet records are correct and reconciled
Moved Janet, 2nd Wayne. All in favour, passed.*

Motion:

*Auditor fees paid \$3130 being the total for all three accounts combined
Moved Janet, 2nd Brian. All in favour, passed.*

Motion:

*To retain David Unwin as auditor for 2020
Moved Janet, 2nd Carolyn. All in favour, passed.*

Carolyn Hurley steps down from President and Fiona takes over as Chair. Fiona declares all positions vacant.

Election of Officers/Executive Committee:

Position	Nominee	Nominated by:	Seconded by:	Accepted/Filled
President	Katherine Britton	Wayne Hooper	Allyson Seymour	Yes
Vice President	Vacant			No
Secretary	Vacant			No
Treasurer	Vacant			No
P&C Qld Rep	Vacant			No
Chaplaincy Rep	Vacant			No

Fiona thanks Katherine and hands meeting over to Katherine to continue AGM.

Motion

To add Katherine Britton as a signatory to CBA accounts. Signatories to be removed once another signatory is secured - Carolyn Hurley, Lisa Mangan, Janet Thomson.

Moved Fiona, 2nd Rob. All in favour, passed.

Motion

Commbiz token holder Brian Swile to remain. Janet Thomson and Carolyn Hurley to be removed as token holders once new token holder is secured.

Moved Fiona, 2nd Wayne. All in favour, passed.

Motion

Katherine Britton to be added as Commbiz Authorised User. Brian Swile to remain. All other users to be removed once another Commbiz user is secured.

Moved Fiona 2nd Junn. All in favour, passed.

Motion

To add Katherine Britton as ATO Auskey contact and remove all other contacts.

Moved Fiona 2nd Carolyn. All in favour, passed.

Note: CMS is authorised to act on our behalf with the ATO

Motion:

To adopt Student Risk Management Strategy

Moved Lisa, 2nd Brian. All in favour, passed.

Motion:

No changes to model constitution for 2020

Moved Lisa, 2nd Wayne. All in favour, passed.

- Confirmation that the P&C Association intends to 'input tax' supplies made through the tuck shop
- Confirmation from Brian Swile that blue card details for P&C Staff and volunteers are collected and kept on the school register
- Agreement to transfer 25k to CMS trust account to avoid any potential issues with changeover in signatories

Motion:

That the following applications for membership be accepted:

Katherine Britton, Carolyn Hurley, Lisa Mangan, Janet Thomson, Allyson Seymour, Les Ball, Brian Swile, Junn Kato, Wayne Hooper

Moved Lisa, 2nd Carolyn. All in favour, passed.

Meeting closed at 6.34pm by Katherine.