

**Albany Creek State School
Prep P&C Sub-Committee 2014**

-COMMITTEE MEETING MINUTES-

The Prep P&C Committee met in the Prep 1 Classroom, Albany Creek State School at 7:00pm on Monday, 17 February 2014.

Present Jane Boardman (Secretary), Jac Jones (President), Stacey Fleming (VP), Nicole Harrison (Treasurer), Tamara Eaglesham, Samantha Palmer, Hayley Lowe, Rebecca Krampere, Robyn Dunphy, Anthea Blackburn, Christine Slatter, Greg Bird, Josh Mumford, Kerri-Lee Halas, Lorelie Javier, Sharon Leishman, Nerida Leal, Kara Poole, Michelle Royle, Mandy Johnson

Apologies Jan Wood, Karla Grecian, Kacie Gall, Lisa O'Connor, Jane Prior, Faye O'Brien

1. Welcome and Apologies

The meeting opened at 7:10pm. The Chair welcomed everyone, above apologies noted and all new Committee Members/Helpers introduced themselves.

2. Minutes

No previous Minutes.

3. Business Arising

Membership forms were handed out and these will be approved at the main P&C meeting on Tuesday 18th February 2014.

4. President's Report

Membership forms were handed out and these will be approved at the main P&C meeting on 19th March 2013. Jac will email the 2 class reps that were unable to attend tonight to request their outstanding forms (Amy P5 and Greg P1). Jane will deliver completed forms to the office tomorrow.

5. Fundraising

Term 1

Easter Raffle

The Easter Raffle was discussed at length and a plan put into place to cover everything that needs to be done.

The Prep Easter Concert will be on Wednesday 2nd April 2014 at 2pm and the majority of the Easter Raffle will be pre-drawn, with the larger prizes being drawn at the concert. Tickets will be \$1 each.

Jane will email all old Easter Raffle documents from 2012 that she has for amendment and re-use to Stacey and Nerida.

A class list needs to be obtained (Jac will get this from Karen Yates in the office and then email the list to the class reps for obtaining details of families with twins, Jehovahs Witness families or any families who may have opted out). This list will also need to be used to coordinate which raffle ticket numbers have gone out to which family and details of money/tickets returned.

Flyers/posters will go up asap around the Prep Campus (Stacey/Nerida), details will also be put in the Creek Weekly (Jac).

Tickets will be issued and go out on 3rd March 2014 and need to be back by 24th March. When raffle money starts to come in it will go in the money boxes located in the school office and Prep 1. Then it will be collected by the office staff, sorted and be ready for counting. It needs to be counted by 2 members of Prep and then the money and amount given to Karen Wilson for banking. This needs to be done on a Tues and Thursday morning. Nicole/Samantha will do this on a Tuesday and Sharon/Christie will do this on a Thursday morning. Michelle has raffle tickets left over from the Trivia Night so will organise return of these. The tickets we use need to have the school stamp on them, this can be obtained from the office (Karen or Megan upon her return).

There will be a box outside each classroom to put raffle donations in. Haley will collect chocolate or perishable donations and store them at her home until the morning of 28th March when raffle prizes will be put together at 9am of 28th March in the Parents Room (several volunteers put themselves forward at the meeting tonight). The boxes will also need to have other items emptied regularly. Someone from each class will be responsible for their class box. This will be decided at the next Prep P&C meeting.

Jac will speak with Karen Wilson (Assistant Treasurer, Main P&C).

Term 2

Entertainment Books

Stacey is the coordinator for this fundraising event and will get in touch with the relevant contact person at Entertainment Books. Michelle gave the flyer/letter to Stacey for follow up. The books will be released after the official launch in April. Posters will be put up around the school as this is available to the whole school (or outside parties). The books can be paid for online or in cash at the Tuck Shop. Details also need to be placed in the Creek Weekly (Jac will liaise with Stacey re getting this done). Michelle R can also organise for a notice to be put outside on the school board so that members of the public can see it and purchase if they wish.

Picture Plates/Clocks

This will be discussed at a later meeting.

Greeting Cards

Diane Drysdale coordinated this activity last year but it wasn't a huge success at the time, however there are 30 boxes remaining (5 boxes of which are Christmas cards) and these have all been paid for. They sold for \$27 per box last year. Nerida will contact Carly Mattea (who has been involved with this fundraiser in the past) and Di to find out where the boxes are and for further information. It was discussed that the excess boxes could be sold at the Twilight Markets or as a one off fundraiser at some point in the year. It was also mentioned that they could be sold at the Winter Carnival however Kerri-Lee felt this might detract from other more traditional stalls that require smaller amounts of money.

Term 3

Prep Disco

This will be discussed at a later meeting.

Term 4

Tea Towels/Family Photo Shoots

These will be discussed at a later meeting.

The committee spoke about possibly adding in additional fundraising activities and Jac asked for any recommendations. Nerida put forward the possibility of a Prep Recipe Book and she will get further information on this and present to the committee at the next meeting. Josh Mumford is going to look into the possibility of a sausage sizzle to be held at Harvey Norman or somewhere similar, he will present this to the committee at the next meeting.

6. Treasurer's Report

Jac (President) reported that last year Prep made the following from fundraising:

Easter Raffle - \$1,053 net income (in the past, families from prep have donated all the prizes, e.g hampers are made up from the donations, so all of the proceeds from ticket sales is profit)

Entertainment Books - \$598 net income

Boxed Gift Cards – no profit made on these but there are several boxes still on hand to be sold at a later date

Picture Plates & Clocks - \$1,196 net

Family Photo Shoot - \$315 net income

Teatowels - \$232 net income (end of year fundraiser, this is more a memento to have from prep as each child draws a stick figure of themselves and all of the pictures are printed on a teatowel)

Bunnings BBQ – approx. \$3,200 net income. (There were two bbqs run by prep in 2013. One day mid-week and one day on a weekend)

7. Any Other Business

Newsletter

Mandy Johnson has kindly offered to produce the newsletter once per month. The first edition will be sent out asap. Jane will send a template from 2012 if she has one, if not Mandy will try to track one down from the previous Committee. Mandy to send to Michelle Royle for editing prior to it being distributed to parents.

Winter Carnival

This will be discussed in depth at the next meeting. It needs to be decided if Prep will have the usual traditional stalls and if there will be a group of stalls with volunteers on a roster or if each class will host its own stall.

8. Next Meeting

Wednesday 12th March at 7pm in the Prep 1 Classroom (meetings will usually be held on 2nd Wednesday of each month but can be changed periodically if members of the Committee cannot attend or if it clashes with school events). This date will allow time to put items forward at the main P&C if needed.

There being no further business, the meeting concluded.