

East Launceston Primary School Parents and Friends Association Inc.

Minutes of General Meeting held at East Launceston Primary School on the 3rd of May 2017.

Meeting opened at 7:05pm

1. Present/Apologies:

- a) **Present:** Jess Downie (President - Chair), Sarah Foster (Vice-President), Ross Smith (Treasurer), Paul Vandenberg (Secretary), Claire Robertson (Executive), Leigh Anthony (Executive), Libby Glover (Executive), Angela Rose-Eadie, Rosemary Brain, Michael Brain, Rachel Brown, Lucy Robbins, Michael Lowe, Sam Bucknell, Michael Douglas, Hugh Christie, Richard Talbot, Toby Gardner, Anna Hills, Kathryn Pugh, Meg Anderson.
- b) **Apologies:** Angela Phyland (Executive), George Hyde, Derek LeMerchant, Christina Brown, Alvaro Ascui, Jodie Lowe, Rob Watson, Lea Watson, Ross Somann-Crawford, Suzie Somann-Crawford, Emmy Brient, James Fell, John MacLaine, Kristy Fairbairn.

2. Capital Works Project update

Jess Downie provided an update to the Capital Works Project. Jess stated that the Executive have been told by the DoE last week that the Minister has accepted preferred position of the Land Swap Proposal and that an agreement will be negotiated with DoE. The members of the P&F will vote on the acceptance of the agreement. She also said that a Development Application will be submitted to Launceston City Council by the DoE. Jess said she will communicate all information as it becomes available. When formal notification is received, it will be entered into correspondence.

Michael Lowe asked about a letter to certain members regarding a warning. He asked were the Executive trying to limit freedom of speech, and that the members have the right to object.

Jess said that this will be dealt with in Correspondence.

Jess stated that the Executive has been as open as possible, and that the material in the public domain attacks the Executive and the Association. She said that having an opinion is okay, and the Executive are not telling people what to think. Everyone has a vote in this process.

Hugh Christie asked was the decision by Minister last week? Jess responded yes, and that time was needed to develop the agreement.

3. Minutes of Previous Meeting:

Paul Vandenberg called for the minutes of the previous meetings to be confirmed as a true and correct record.

- a. Ordinary General Meeting on 5th of April 2017. Moved: Paul Vandenberg, Seconded: Rachel Brown. **CARRIED.**

Jess Downie reported she didn't respond to Minister officially on behalf of the P&F, as indicated she was going to do so in the minutes (this was not an Action item)

4. Business arising from previous minutes:

Actions noted in the previous minutes:

PREVIOUS ACTION: Jess Downie to create proforma template for members to use to write to the Minister.

Jess Downie reported that this had been completed.

No further action required

PREVIOUS ACTION: Paul Vandenberg to send out email to all members updating progress on the Land Swap Proposal.

Paul Vandenberg reported this had been completed.

No further action required

PREVIOUS ACTION: At the May meeting determine date for either May 26 or June 2 for Cocktail Party.

It was decided to set the date as June 2. Questions were asked if it should be a bring a plate event or be catered? Lucy Robbins and Leigh Anthony to investigate options provide Jess with information. There was further discussion in 'Fundraising'.

UPDATED ACTION: Paul Vandenberg to email Lucy Robbins the invitation when ready and Ross Smith to organise liquor licence. Claire Robertson to email Lucy Robbins a 'Save the date' graphic for the newsletter.

PREVIOUS ACTION: Lucy Robbins to advertise for builders to quote through school newsletter. Executive to obtain quotes for remedial work to stairs.

Lucy Robbins reported that a parent and teacher works at Fairbrothers, and he was coming in tomorrow. Lucy to keep Executive informed.

UPDATED ACTION: Lucy Robbins to keep Executive informed on quote for remedial work to stairs on oval.

PREVIOUS ACTION: Paul Vandenberg to call for expressions of interest from members to form a P&F committee for work on constitutional changes for 2017 AGM.

Paul Vandenberg reported that this had been done and one expression of interest had been received.

UPDATED ACTION: Paul Vandenberg to send further email calling for expressions of interest for members to form a P&F committee for work on constitutional changes for 2017 AGM.

PREVIOUS ACTION: Jess Downie to provide regular meeting reports on obtaining an exemption from Education Act regarding the removal of incorporation of school associations

Jess Downie reported there is no update.

UPDATED ACTION: Jess Downie to provide regular meeting reports on obtaining an exemption from Education Act regarding the removal of incorporation of school associations

PREVIOUS ACTION: Donation of \$855 to be made to the CJ Austen Gofundme campaign.

Ross Smith reported that the money was available for donation, but needed the details on how to do it.

UPDATED ACTION: Paul Vandenberg to provide details on how to make donation to the CJ Austen GoFundMe page to Ross Smith.

PREVIOUS ACTION: Executive to organise for a working bee to clean out under the Pavilion.

Sarah Foster said that we were waiting for school to come back from holidays. The question of that dates and times were good. It was decided that a Sunday the 18th of June from 1pm was suitable. The question was asked do we need a skip? Ross Smith suggested that we do tip runs with trailers and we should ask members for 'free' tip ticket donations.

UPDATED ACTION: Paul Vandenberg to email all members for the Working Bee on the 18th of June from 1pm asking members to bring a trailer, and for members to donate 'free entry' tip tickets.

PREVIOUS ACTION: Paul Vandenberg to send email to all members on the 6/4/17 for Hot Cross Bun orders.

Paul Vandenberg reported that this had been done.

No further action required

PREVIOUS ACTION: Paul Vandenberg to investigate costs and practicality of setting up a PayPal merchant account.

Paul Vandenberg reported that for monthly sales up to up to \$2,500 the charge by PayPal is 2.6% + \$0.30 per transaction.

The assembled members decided that due to the generally small size of purchases that this was not worth it. Direct deposit to be the preferred option.

No further action required

PREVIOUS ACTION: Paul Vandenberg to find Entertainment Book landing page for P&F and send email to members and put on website.

Paul Vandenberg reported that this had been done.

Jess Downie said she attended the launch and would leave 10 books at office. She said there was a hard push for the digital membership at the launch.

No further action required

PREVIOUS ACTION: Paul Vandenberg to send an email to all members asking for expressions of interest for members of the School Fair committee.

Paul Vandenberg reported that this had been done, and two expressions of interest received.

UPDATED ACTION: Paul Vandenberg to send a further email to all members asking for expressions of interest for members of the School Fair committee.

PREVIOUS ACTION: At May meeting set date for the School Fair for 2018.

Rachel Brown suggested April as Easter is late March/early April. Libby Glover asked should it be a twilight fair? The assembled members though probably not as pack up would be very late. It was decided to come back to this next meeting.

UPDATED ACTION: Decide date for School Fair for 2018.

PREVIOUS ACTION: Rachel Brown to research specifications for soccer nets for schools.

Rachel Brown reported that there are none for soccer nets.

No further action required

PREVIOUS ACTION: Paul Vandenberg to get quotes for soccer nets.

Paul Vandenberg reported that after consulting Launceston United Soccer Club that Sport First in Kings Meadows had been contacted for quotes for soccer nets. The advice received back was that they could only supply goals and nets, not the nets themselves.

Paul reported that Sport First suggested high quality knife proof fishing net.

Hugh Christies asked were the nets going to be there permanently or put up and taken down each day. Paul Vandenberg responded they were to be permanent.

Rachel Brown asked that we also investigate pegging the goals to the ground.

Michael Douglas (post meeting) volunteered to get quotes for fishing nets for goals.

UPDATED ACTION: Michael Douglas to get quotes for fishing nets for soccer goals.

5. Financial report.

Ross Smith then presented the financial reports for month ending 30/4/2017.

Hugh Christie asked about the splitting of the report into the various accounts. Ross reported that the splitting of accounts was traditionally assigned and that other accounts not feeding general account and most expenses came from the general account.

Michael Lowe asked if a decision had been made about accountancy software? Ross responded that MYOB had been chosen and he was in the process of getting training for MYOB. Michael asked if this will make the audit process easier? Ross responded that yes, it would make it much easier.

Move to accept financial reports: Ross Smith. Seconded: Leigh Anthony. **CARRIED**

6. Correspondence.

Paul Vandenberg reported there had there were several pieces of outgoing and incoming correspondence to note.

Letters of warning were sent to members 155 and 153 on the 13/4/2017. The grounds of the warning were that they were deliberately working against the decision of the members of the Association to negotiate an agreement based on the accepted Land Swap Proposal and were obstructing the Executive from the enacting of that decision. The members were given the options of:

1. Stop and desist from the obstructive behaviour; or
2. Resign their membership from the ELPS P&F Association.

Both members responded on the 19/4/2017 and 20/4/2017 respectively that they did not believe their behaviour constituted obstruction of the decision by the Association and did not agree to undertake either of the options presented to them.

Paul reported that email correspondence had been made with Andrea Dawkins MP on the 8/4/17 regarding her sponsorship of the 'Save East Launceston Recreation Ground' House of Assembly ePetition asking her to remove her support and sponsorship for the ePetition. A response was received on the 10/4/17 stating that her sponsorship of the ePetition did not mean she was acting on behalf of the petitioner, FELO, or the Tasmanian Ratepayers Association. A further email was sent on the 13/4/17 noting that by sponsoring the ePetition it indicated her support for it, and again asked that this be withdrawn. A response was received on the 13/4/17 that she was not 'sponsoring' the petition but was presenting the petition on behalf the petitioner.

Paul reported that a request had been received from Derek LeMerchant on the 12/4/17 for the P&F to provide budget figures for the 2016/2017 financial year, and include year to date figures of actual expenses and revenue against the budget figures.

7. Business arising from correspondence.

Jess Downie stated that the emails to Andrea Dawkins were to correct misinformation about petition. Jess has talked to Andrea Dawkins subsequently.

Michael Lowe asked why the members receiving the letters of warning weren't named. Jess said it was not appropriate to name the members in publicly published minutes and there are issues around privacy. Jess stated it was up to the Executive to decide if further action would occur.

Jess commented that information circulated from FELO referenced to the 2012 P&F Executive as 'visionary', and the current P&F as 'power hungry'. Jess pointed out the current President, Treasurer and Secretary were members of the P&F in 2012 and contributed to the Masterplan. Jess stated that the Executive will utilise the Masterplan to work alongside what is developed.

Michael asked what the issue was with Andrea Dawkins sponsoring the petition. Paul Vandenberg said that the sponsorship gave the indication that she supported the basis of the petition.

Michael asked what further steps against members who got warning. Jess responded that the Executive were being cautious, and did not want to expel members unless absolutely necessary.

Leigh Anthony stated that the members who received the warning were actively and publicly working against the association and the decision of the majority of the members. Paul Vandenberg stated that there was a clear difference between objecting to decisions and obstructing the enactment of the decision. There are appropriate channels for demonstrating an objection through meetings and correspondence to the Executive.

A question was raised from the floor regarding the Chant Street property currently up for sale. Jess stated that the P&F had looked at it, and told the DoE about it. Rachel Brown stated that the DoE had indicated that it would require too much money for making it fit for purpose. Jess said the Executive did have the conversation about it, and potentially purchasing the property ourselves as the site had potential, but a decision had been made to not pursue it.

8. Pavilion/Oval

1. Co-ordinator report

Paul Vandenberg reported that Meg Culhane (Pavilion Co-ordinator) indicated there was nothing to report.

2. Cleaning and maintenance.

Lucy Robbins reported that the rats were now gone. Ross Smith reported that the plumbing had recently been checked and that the Pavilion was due for its quarterly maintenance check. It was suggested by Michael Lowe that we clean out kitchen at the same time as pavilion working bee. Leigh Anthony stated that the fridge would go to the tip.

9. Clothing pool.

Sarah Foster reported there was nothing much to report. More volunteers had been found and asked that this item be removed from newsletter.

10. Fundraising

- a. Cocktail Party – A number of items requiring attention were discussed. The summary was:
- Glass hire. Previously through Weeding Party Hire.
 - Catering. Lucy Robbins and Leigh Anthony to investigate options provide Jess with information.
 - Prices. Depends on catering. Previously was \$25 with an open bar to 8:30pm., then charges for drinks after that. Decision was made to lower the charge, but not have an open bar.
 - Waiters. Leigh Anthony to approach Launceston College for students for wait staff. Also, possibly approach Drysdale for students.
 - Drinks. Quantities dependent on numbers. Approach Skye Barone from Boags for beer, and Gus Peel from Tamar Ridge for wine. Will also need soft drink and water. Ross Smith to organise liquor licence.
 - RSVP date a week before (26/5/2017).
 - Photo booth. Approach Claudine Bell.
 - Music. Playlist or live music. Meg Anderson to look for live performers.
 - Time. Decided 7-10pm.
 - Heating. May want to use outdoor gas heaters.
 - Executive meeting next week to organise.
- b. Hot Cross Buns – Jess Downie reported that the Executive had had received many complaints that the buns were stale, which was very disappointing. Jess said she will have a conversation with Manu Bakery. We may send something to members after the conversation. A decision was made to not do Easter Buns next year.
- c. Entertainment Book – nothing to report
- d. Trivia night – nothing to report
- e. School Fair – see item under *Business Arising from Previous Meeting*
- f. Mother's Day stall – Paul Vandenberg to send email and school to put in newsletter. Claire Robertson to provide words. Ross Smith said there was stuff under the Pavilion left over from previous stalls.

11. Requests for school funding.

Paul Vandenberg reported there had been no requests for school funding received. Rachel Brown and Lucy Robbins confirmed there were no requests.

12. School report.

Rachel Brown reported Emmy will return for short periods as she transitions back to work. She is unable to sit for long periods. Rachel said there have been a few staff changes with Mrs Hewitt moving to Launceston College. There was one new staff member.

Rachel said a new fence has been installed in Early Childhood area to keep the younger students safe, especially helpful for the pre-kinder children.

Rachel said NAPLAN testing begins next week and the student led conference scheduled for the 19-30th June.

13. General business.

Ross Smith asked that a call for volunteers for school banking be published in the newsletter.

14. Closure: Meeting closed at 8:35pm

15. Next Meeting: Wednesday the 7th of June at 7:00pm at ELPS.