

ST JOSEPH'S CATHOLIC SCHOOL P.T.F.A MEETING

15th October 2008

Meeting Opened 7.45pm (in Office/Staffroom area)

PRESENT: D Whyte (Chair), M Kerbers, P Vergeest, K Schreurs, K Numa, F Hermann, F Bethel, A Graham-Sommerville

APOLOGIES: B Finnigan, F Goldfinch, J Burtenshaw, J Smedts, K Frater, J Walker, A Barry, J Ganley, A Finnigan, R Wood

MINUTES LAST MEETING:

David checked that everyone had read and was happy with SEPTEMBER Minutes
No issues were raised

Moved Minutes be accepted: K Numa
Seconded: P Vergeest

CORRESPONDENCE:

Inwards:

- National Pen Company x 3 – *Fundraiser*
- The House of Fundraising – *Fundraiser*
- BOT Minutes September Meeting
- Big Pirana for Kids – *Fundraiser*
- Jack n Jill Portraits – *Cheque & Letter*
- Catholic Diocese – *Funding Information*

Outwards:

- **Thank You Letters** – Grandparents Day

Discussion was held about the BIG PIRANA flyer and that this looked like something we could circulate through the school community and give us the opportunity to earn a little money off. Michelle will contact the company and get some flyers/letters and organise these to go home in early November.

Moved that Correspondence be accepted: D Whyte
Seconded: F Hermann

TREASURERS REPORT:

Michelle presented the report for this month on Blake's behalf.

Opening Balance	\$ 11, 053.22
INCOME	\$ 4, 766.10
EXPENSES	\$ 3, 301.23
Closing Balance	\$12, 518.09

Discussion was held about the DVD orders and profit. And also the Camp Account money for the Senior Students and also the remaining amount to be paid to the school for Camp Transportation. Michelle confirmed that we still needed to be invoiced by the school for \$6, 300.00 for this. Arnna will arrange invoice ready for NOVEMBER meeting.

Also a brief discussion was held about the logistics of the accounting side of things for the payment of costs for the Recipe Book. Arnna advised the committee the easiest way for this to be handled for the GST side of things is for all costs and payments received for those costs – sponsorship for advertising spots etc should go through school accounts. A meeting will be arranged with Recipe sub-committee, Arnna and Blake to discuss this.

Moved the Treasurers Report be accepted: F Bethel
Seconded: K Schreurs

GENERAL BUSINESS

Quiz Night:

Michelle confirmed with the committee that due to lack of team entries this had been postponed and would now be held in Term 1 of 2009 – as this would be a nice way for the new members of the committee to come on board and get involved. Discussion held about date and we are looking at holding it on the 13th of MARCH 2009, which happens to be Friday the 13th and close to St Patrick's Day so it leaves all sorts of possibilities for teams as far as costumes are concerned. Michelle will contact Parish about booking Hall for that night. And also will advise the Council in the New Year for the licence.

Recipe Book:

Michelle read a report – from an email – from the sub committee. This stated that advertising spots had been purchased and Michelle confirmed that some money had been received for this into the PTFA bank account. We need to know a production date and when we believe this will be available for sale within the school. As per discussion in Treasurers report – discussions need to be held regarding costs etc.

Chocolate/Lolly Fundraiser:

Michelle updated the committee on where this was at with now that we have stopped circulating boxes within the school community. She tabled the final Overview for this and Arna asked her for an electronic copy which she will forward to her. Not looking too bad as far as outstanding boxes are concerned. And the leftover boxes will be easy to get rid of at both Golf Tournament and Christmas Carol Night. Arna pulled out a box full of electronic prizes that have been received from the distribution company. Discussion was held about how we should deal with all of these and it was decided we could use them for a fantastic Electronic raffle in the winter months of 2009. A prize will be awarded to the top seller of the chocolates before the end of the year. Michelle will liaise with the office to follow up on outstanding amounts owed for boxes issued and the money to be paid over for the Senior Camp Accounts. This was yet again another great Fundraiser for the school community and a lot of Senior Students paid good amounts off their camp accounts this way and this was well supported this year.

Cards/Calendars 2008:

Fleur reported that all the order forms had been circulated through the school community and that orders needed to be in by the 7th November 2008. The price has not increased from last year and is \$11.00 per Calendar and \$12.00 for Cards, which means we need to pay \$6.50 for each calendar ordered and \$8.00 for each card pack ordered. And the profit for the committee is \$4.50 on each calendar and \$4.00 on each card pack. Michelle confirmed that between her and Joanna the money would be checked against the orders and money banked. Michelle will get the spreadsheet to Fleur so she can update the orders weekly as they come in – order forms will be collated daily and handed to Fleur at the end of each week. Michelle will also organise for a note to go into the School Newsletter to remind the community about the orders and final date.

Production DVD's 2008:

Michelle tabled the Overview for this. This was a good little earner for the committee with us making \$865.00 off the 173 copies ordered. \$200.00 still needs to be paid to Filmit (Neil Wilkinson) for the DVD's, Michelle will follow this up and ask him for a final invoice for payment at the November meeting. Also Michelle suggested to the committee that instead of the school handing over the \$200.00 that had gone through the school account (via Internet payments) for DVD copies that we leave it with the school to cover the Photocopying costs for the Committee for the year. Everyone agreed that this was a good idea. Arna also asked Michelle for an electronic copy of the DVD overview – Michelle will arrange this as well. Michelle also thanked Paula and Caprice for their support with the DVD orders for the Production – it all went very smoothly, with only ONE DVD not paid for at this stage, Michelle will follow this up with the office.

Golf Tournament 2008:

Narrows has been booked for the 23rd November for this fun day. Letters have been sent out to Business/Families within the school community who maybe could provide Hole Sponsorship for the Day. Penny did say that at this stage this was quite slow and discussion was held about this maybe having to do with the current economic outlook, she is hoping that we will at least get 15 HOLE SPONSORS for the day. Discussion was also held about the meal and catering on the day and it was decided that Narrows Club would be asked to do this at around \$10.00 per person. Penny also is to be put in touch with Steve McNae to get some guidance from him on the whole run of the day and the score tallying etc. Penny also confirmed that Prizes were needed for the day so could the committee start thinking about people who could maybe provide these. There will be some raffles on the day – meat packs and bottles of wine will be obtained for these. Fiona H confirmed that any leftover bread and sausages from Mission Day will be made available for the Golf Tournament. Penny also estimated that around 8 helpers would be required for the day.

Mission Day 2008:

Arna confirmed that we will need to do a Sausage Sizzle on this day – as we have always done. Fiona has ordered the Bread and the Sausages, and David will pick those up on the day and also be on the BBQ. Michelle will organise the orders and also email everyone to get helpers on the day. Arna will ask the office to organise the notice to go home for the orders. Due to the school currently not having a kitchen for preparation of the bread and sausages Michelle will get in touch with Dianne to see if it would be okay to utilise the Parish Hall kitchen for this.

Christmas Carol Night 2008:

Arna confirmed the date for this is THURSDAY 11TH DECEMBER. Michelle informed the committee that we needed a co-ordinator for this night. Discussion was held and it was decided that a little sub-committee will be formed with some of the current committee and also approaching some new Mothers within the school to come on board and help out with this – Michelle and Penny will talk to some new Mums about this. Annie will provide some guiding support for this sub committee. Michelle confirmed the dates for the grocery raffle items and will organise the flyer for this to go home – she will ask Ray Powell if he would mind working on this with her. As in previous years the ticket cards will go home with ONE card per family being sold at \$2.00 a ticket (there are 10 tickets on a card). Michelle will ask Fiona Goldfinch if she can organise the raffle items once they are at school ready for the big night. And of course there will be a prize available for the TOP TICKET SELLER. Mufti Days for this will begin on the 14th of November 2008.

Meeting closed @ 8.50 pm

**NEXT MEETING – MONDAY 3RD NOVEMBER 2008
in Office/Staffroom Area @ 7.30pm**

All are welcome – see you there.