

	2015 - MEETING 1
	HELD SUNDAY 1ST FEBRUARY 2015
	KINDERGARTEN ROOMS - UNIT 2
Kenmore Park Preschool and Kindergarten Association Incorporated	
Meeting of the Committee of Management	

Welcome: Emily opened the meeting and welcomed the committee at 2PM

1. Apologies: Liza Brock; Peter Britten; Joanna Harvey

**Number required for a quorum on this Committee is 6**

2. Attendees:

**Members:** Emily Douglas; Caryn Harris; Kerry Alcock; Sarah Moses; Steve Quilter; Louise Gibson; Beth Fowler; Laura Greive; Clare Robinson; Lydia Reid

**Staff:** Anne Kelly

3. Minutes of Management Committee meeting 30th October 2014 presented and adopted:

Moved by	Beth Fowler
Seconded by	Emily Douglas
Amendments	None

4. Previously enrolled families membership taken as terminated

Moved by	Emily Douglas
Seconded by	Sarah Moses

Current enrolled families to be accepted as Ordinary members upon payment of membership fee.

The current Register of Members was tabled and accepted.

Written application from Emily Douglas (non-enrolled family) presented for voting.

Nominated by	Beth Fowler
Seconded by	Caryn Harris
Vote	Passed (9 in favour)

5. Business arising:

- a. from previous Minutes:

Item	Outcome
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Budget	Kerry and Teresa to rework budget to account for staffing changes and other budget changes
Website Management	Chris has passed on all access details for the website and site has been successfully updated by Peter Britten and Emily Douglas.

b. from committee reports:

Item	Outcome
Community Fresh Organics	The Community Fresh Organics vege box scheme not running for the foreseeable future.
GCBF Grant	Emily has been working with CBF team to identify the issues with the unsatisfactorily acquitted grant from 2011. Emily to contact Lois Smith for further information. Most likely outcome is to repay the \$1711.97 to the CBF unit.
Sunsmart Grant	Louise to contact Brisbane Shade Sails to organize a quote to submit for portable shade sails

c. from 'Other Business': None

#### 6. Record of actions taken by the committee since last committee meeting:

- a. Meeting held in January regarding admin hours for Co-Directors (Kitty, Emily, Teresa, Annie and Kate). Advice sought from Gowrie and Community Management Solutions. Compromise reached whereby Co-Directors receive 2.5 hrs per week staff cover to complete admin work on-site whilst remaining Responsible Person for the Kindy. Lower cost of assistant cover constitutes a cost saving, whilst providing time for essential admin. This arrangement is to be reviewed and committee/staff to continue to work toward a mutually acceptable solution.
- b. Inez arranged repair/replacement of damaged shade sails for AON insurance claim. Should be installed within 7-10 business days of this meeting.
- c. Committee roles vacated by Kitty Kendall (President) and Inez Forkgen (Workplace Health and Safety).

#### 7. Nominations / Appointments to Management Committee roles

- a. Emily Douglas resigned as Vice President

<b>Position</b>	<b>President</b>
Nominated person/s	Emily Douglas
Nominated by	Beth Fowler
Seconded by	Louise Gibson
Results of votes	9 in favour

<b>Position</b>	<b>Vice President</b>
Nominated person/s	Caryn Harris
Nominated by	Emily Douglas
Seconded by	Lydia Reid
Results of votes	9 in favour

<b>Position</b>	<b>Marketing and Advertising Coordinator</b>
Nominated person/s	Sarah Moses
Nominated by	Emily Douglas
Seconded by	Caryn Harris
Results of votes	9

The roles of Workplace Health and Safety Coordinator, Grants Coordinator (2) and Maintenance Coordinator (2) remained vacant.

#### 8. Correspondence:

Inwards:

Date	Type	From	Summary
13/01/2015	Letter	CM Solutions	Confirmation of payment, access instructions
30/01/2015	Email	Office Fair Trading	Annual return forms
21/01/2015	Email	Jarred McGoldrick	Access details to Office 365
18/12/2015	Email	Bill East, KUC	Congratulations regarding ELLA trial

Outwards: None

#### 9. Business arising from Correspondence:

Reply letter to Bill East's congratulations email.

#### 10. General Business

##### a. Submitted general items:

Topic	Replace Auditor
Presenter	Emily

Discussion	<ul style="list-style-type: none"> <li>• The previous years annual financial report does not comply with current auditing standards. It was felt that a more thorough, compliant audit was necessary going forwards.</li> <li>• The replacement of MSI Taylor as auditor was supported at a vote by members. Steve Quilter brought it to the attention of the committee that the auditor cannot be removed at a Management Committee meeting, if appointed at an AGM.</li> </ul>
Motion	Search for a new accountant
Proposed by	Emily Douglas
Seconded by	Laura Greive
Actions to be taken	To further research appropriate procedure to replace auditor at Special General Meeting later in the year.

b. Reports:

- Director's report – Annie / Kate
- Treasurer's report – Kerry
- Fundraising report – Beth / Laura

Bunnings sausage sizzle raised approx. \$500 from the stall held on 23<sup>rd</sup> January.

Beth and Laura have listed a number of ideas for this year's fundraising.

Making the fundraising a targeted agenda and specific amount, also progress to be on display at KPPK.

Ideas were discussed about making the open day into more of an event/festival; possibly holding another Teddy bears picnic; holding a morning tea for local businesses; kids mini disco, mini mudder.

KUC is having a celebration in September to mark 130 years. KPPK is invited to participate in celebrations.

Looking at fundraising options that seek donations outside of just the KPPK community.

Laura is submitting another letter to Bunnings for a second sausage sizzle stall.

- Newsletter & Website report – Position vacant
- Maintenance report – Steve
- Grant Coordinator's report – Louise

Louise looking into the large and small grants available to KPPK. Some discussed were Lord Mayors Suburban Initiative grant; Landcare; Artist in residence and GCBF.

Also mentioned looking for a local (possibly parent) architect to draw plans and quote for creating disability access for Unit 1. Grants available once this is done.

- Feedback from Parent Representatives
- c. Other Business - There was no other business.

Confirmation of date of next meeting: Thursday March 26th 2015 at 7.30PM

**Meeting closed at 3.48PM**