Minutes of Meeting of:
PARENTS AND FRIENDS MOTHERS COMMITTEE FOR:
ST MICHAEL'S CATHOLIC PRIMARY SCHOOL, SPRINGBANK
Meeting Held:
3RD MEETING Wednesday 25th March 2015 @ 2.30pm
Venue: St Michael’s School, Staff Kitchen

PRESENT: Julie Toohey, Rhiannon Denman, Cathy Hanrahan, Lisa McKenzie, Renae Robson, Anita Maher

APOLOGIES: Anne Hanrahan, Michael Kennedy, Louise Haintz

MEETING OPENED: 2.35pm

ACCEPTANCE OF MINUTES OF PREVIOUS MEETING of 4th March 2015
Motioned & Passed by: Renae & Julie

CORRESPONDENCE RECEIVED: “Our School Raffle” Scouts advertising material—Lisa to follow up if worth while—DID FOLLOW UP NO MINIMUM SALES, UNSOLD CAN BE RETURNED BUT WOULD HAVE TO ACCEPT 10 BOOKS UP FRONT WITH INTENT TO SELL—IF ALL SOLD WE WOULD MAKE $150

ITEMS DISCUSSED/BUSINESS ARISING:
• Market Day: Anne Hanrahan provided information via telephone to Lisa prior to the meeting commencing regarding follow up of liquor license requirements. Advised that unless school providing, not our requirement. Stall holders should have their own licences for this purpose. Anne has email confirmation in her records of this. She also advised that the person she was going to source some signage through is no longer doing this.
• Rhiannon reported that to date we had 3 bookings, and one further maybe. Confirmations to please be forwarded to these (Lisa to email).
• Louise Haintz has sourced some donations for raffle from Zyrella in Ballan—she will collect and drop to school
• Renae is attending a girls night and trade show this weekend—she will discuss potential stall holders and interest at these events while she is there
• Nothing has been done in relation to further advertising at this time—ie, radio and newspapers—Rhiannon made a list of local papers
• Decided that there would be a set up for stall holders from 7-8am and cars must be removed off site during the operating hours of the market, unless the car is the “boot” or stall itself within the 3 x 3 meter space
• We discussed that market would not be a success unless we had at least 20 stalls on the day—with that in mind, revist where we are at in the first week back of term and if no further interest, might postpone event until October
• PDF flyer to be distributed again in A4 size to families for further distribution
• Painting of Toilet doors: Lisa to source paint, preferably solar guard high gloss that doesn’t require a primer before the painting day

PRINCIPALS REPORT: NA at this time (usually done at School Advisory Council meetings, of which there are occasions where both the SAC and P&F committees come together)

TREASURERS REPORT: NA at this time—however, change of signatories forms to be followed up

MEETING CLOSED: not noted

NEXT MEETING: not yet set—to be discussed on the painting day Wed 15th April—first week back of the term

Items for next meeting Agenda:
MARKET DAY:
Follow up road signage with Chris Leonard of PRD
Catherine King donation if possible
Any more bookings
Bungaree coffee van perhaps?
Advertising radio and newspapers? - cost however, how much money in P&F to cover
Delegation of jobs: road signs, BBQ arrangements supplies and provisions, measuring church grounds to determine how