

Management Committee Meeting, Monday 11 February 2019
AGENDA

1	Attendance and apologies
2	Minutes of previous meeting
3a	<p>Actions identified in previous meeting:</p> <ul style="list-style-type: none"> • Cheque from Grill'd ACTION: Shareen Forsingdal to write a thank you letter to Grill'd. • List of Activities for 2019. ACTION: Jenni Dabelstein to finalise list of activities for 2019 and circulate to P&F Committee. • CHAC Laptop for P&F use ACTION: Peta Prestidge to confirm that two laptops will be provided to the P&F Committee. • P&F Communications ACTION: Pauline Wyatt and Carole Branton to meet with Peta Prestidge to discuss P&F Committee communications in more detail. • Constitution of P&F: role of P&F and fundraising ACTION: Briar Ballantyne will take to P&F Primary Sub Committee for further discussion. • Storage availability for P&F ACTION: Dave Pavish will try and find a larger storage space within the College. • P&F link on CHAC website ACTION: Peta Prestidge to arrange for P&F link on CHAC webpage. • TAS Survey ACTION (for Feb 2019 meeting): Gary O'Brien to present TAS survey results.
3b	<p>Ongoing Action Items:</p> <ul style="list-style-type: none"> • Queensland Container Refund Scheme • P&F corporate credit or debit card • P&F Roles Descriptions and addition of a communication role
4	<p>Correspondence – incoming and outgoing</p> <ul style="list-style-type: none"> • Mumslink email, catalogue and order form (attached). • Montville Fundraiser email, catalogue and order form (attached).
5	President's Report
6	Treasurer's Report
7	Principal's Report
8	<p>Other reports</p> <ul style="list-style-type: none"> • Canteen • Uniform Shop • Primary Sub-Committee
9	P&F Communications: Peta Prestidge
10	Primary School Village Program
11	Uniform shop – purchase of chairs
12	Trivia Night Theme: Page, Stage and Screen
11	General Business
12	Close