St Eugene P & F Special Meeting
Minutes
Wednesday 13th February 2013

Names have been changed to initials for publication on the school website, other correspondence have been removed from this version of the minutes and are available upon receipt of a request in writing.

1. Meeting commenced: 7:12pm
3. Apologies: NM, DA, DG, AD, PS
4. Minute taker: KV
5. Chairperson: LD
6. The purpose of the meeting is to consider changes to the constitution, details contained within signed Notice of a Special Meeting document and to consider the proposed Policy & Procedure Manual document.

Copies of both documents have been circulated via email prior to the meeting.

Change 1  Section 2  Interpretation (d) The Executive
From:
d “The Executive” means those “Ordinary Members” elected or appointed to fill the positions of President, Vice President, Secretary, Treasurer, PR Coordinator, Grants Coordinator, Events Coordinator, Assistant Secretary, Assistant Treasurer and the Principal and College Chaplain or others as elected to be “Executive Members”.
To:
“The Executive” means those “Ordinary Members” elected or appointed to fill the positions of President, Vice President, Secretary, Assistant Secretary, Treasurer and College Chaplain. College Principal, Head of Secondary, Head of Primary or their nominees.

The above previously circulated proposed change was amended at the meeting to reflect the correct titles, details below were voted on by those present.

d “The Executive” means those “Ordinary Members” elected or appointed to fill the positions of President, Vice President, Secretary, Assistant Secretary, Treasurer and College Chaplain. College Principal, Head of Secondary, Head of Primary or their nominated representative.

All present accepted the amendment as tabled at the meeting.

Change 2  Section 2  Interpretation (k) Friends
From
k “Friends” are College teachers, staff and other Members of the Parish/College community interested in pursuing the objectives of the P&F Association by their regular attendance at meetings. The names of “Friends” are to be agreed at an AGM or regular meeting of the P&F Association.
To
k “Friends” are College teachers, staff and other Members of the Parish/College community interested in pursuing the objectives of the P&F Association. The names of “Friends” are to be agreed at the first meeting each year or subsequent meetings of the P&F Association.

All present accepted the proposed changes.

Change 3  Section 2  Interpretation (l) “Principal”
From
1 “Principal” means College Principal or his authorised representative.

To
1 “Principal” means College Principal, Head of Secondary, Head of Primary or their authorised representative.

The above previously circulated proposed change was amended at the meeting to reflect the correct titles, details below were voted on by those present.

1 “Principal” means Principal, P to 12 Heads, or their nominated representative.

All present accepted the amendment as tabled at the meeting.

Change 4 Section 4 Association Membership (4.1, b)

From
4.1 The Membership of the Association shall consist of:
   a. the parent/s and or carer/s of each child enrolled at the college who shall be called Ordinary Members;
   b. The College Chaplain, and Principal or their nominees who shall be called Ex-Officio Members;

To
4.1 The Membership of the Association shall consist of:
   a. the parent/s and or carer/s of each child enrolled at the college who shall be called Ordinary Members;
   b. the College Chaplain, College Principal, Head of Secondary, Head of Primary or their nominees who shall be called Ex-Officio Members.

The above previously circulated proposed change was amended at the meeting to reflect the correct titles, details below were voted on by those present.

4.1 The Membership of the Association shall consist of:
   a. the parent/s and or carer/s of each child enrolled at the college who shall be called Ordinary Members;
   b. the Parish Priest, Principal, P to 12 Heads, or their nominated representative who shall be called Ex-Officio Members.

All present accepted the amendment as tabled at the meeting.

Change 5 Section 5 Executive Membership (5.1)

From
5.1 Membership of Executive shall consist of:
   a. President, Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Events Coordinator, PR Coordinator and Grant Coordinator.
   b. The College Chaplain, College Principal, Head of Secondary, Head of Primary or their nominees as Ex-Officio Members.
   c. Representatives made up of Ordinary Members as agreed by the Association from time to time.

To
5.1 Membership of Executive shall consist of:
   a. President, Vice-President, Secretary, Assistant Secretary and Treasurer.
   b. The College Chaplain, College Principal, Head of Secondary, Head of Primary or their nominees.

The above previously circulated proposed change was amended at the meeting to reflect the correct titles, details below were voted on by those present.

5.1 Membership of Executive shall consist of:
   a. President, Vice-President, Secretary, Assistant Secretary and Treasurer.
   b. The Parish Priest, Principal, P to 12 Heads, or their nominated representative their nominees.

All present accepted the amendment as tabled at the meeting.
Change 6  
Section 5.4 Vacancies on Executive (a)

From
a  The Executive shall have power to appoint a member, who may or may not already be a member of the Executive, to fill any casual vacancy caused by the resignation or removal of an office bearer, on the Executive until the next Annual General Meeting.

To
a  The Executive shall have power to appoint a member, who may or may not already be a member of the Executive, to fill any casual vacancy caused by the resignation or removal of an office bearer on the Executive until the next Annual General Meeting with the exception being the role of Treasurer, which cannot be held by an existing member of the executive together with their other role on the executive.

All present accepted the proposed changes.

Change 7  
Section 5.5 Functions of the Executive (c)

From
 c  Formulate bylaws for adoption, repeal or amendment by the General Meeting of the Association, designed to promote the good governance and management of the Association.

To
 c  Formulate bylaws for adoption, repeal or amendment by the Special General Meeting of the Association, designed to promote the good governance and management of the Association.

All present accepted the proposed changes.

Change 8  
Section 6.2 Agenda of Annual General Meeting (a)

From
The business to be transacted at every Annual General Meeting shall include:
  a  The reading of the minutes of the previous Annual General Meeting

To
The business to be transacted at every Annual General Meeting shall include:
  a  Minutes of the previous Annual General Meeting, circulated prior to the meeting, will be tabled for acceptance as an accurate record.

All present accepted the proposed changes.

Change 9  
Section 6.4 Calling of Meetings (b)

From
b  The President or in his/her absence the Vice President shall convene Special General Meetings of the Association when:
  i.  Directed to do so by the Executive or,
  ii. Upon being given a request in writing signed by not less than 3 of the Members of the Executive or not less than 6 Ordinary Members or Friends and clearly stating the purpose for which the meeting has been requested.

To
b  The President or in his/her absence the Vice President shall convene Special General Meetings of the Association when: Upon being given a request in writing signed by not less than 3 of the Members of the Executive, Principal (or their nominated representative) and 3 Ordinary Members or Friends and clearly stating the purpose for which the meeting has been requested.

All present accepted the proposed changes.

Change 10  
Section 6.5 Conduct of Meetings (f)
The Secretary shall cause full and accurate minutes of all question, matters, resolutions and other proceeding of every meeting of the Executive, the Annual General Meeting, the General Meeting and any Special General Meetings, to be entered in a book to be provided for that purpose. Such book is to be open for inspection at all reasonable times by any member of the Association who applies to the Secretary for that inspection.

The above previously circulated proposed change was amended at the meeting to reflect the options of both electronic and physical records, details below were voted on by those present.

The Secretary shall cause full and accurate minutes of all question, matters, resolutions and other proceeding of every meeting of the Executive, the Annual General Meeting, the General Meeting and any Special General Meetings, to be kept electronically and/or physically to be provided for that purpose. Such minutes are to be available for inspection at all reasonable times by any member of the Association who applies to the Secretary in writing for that inspection.

All present accepted the amendment as tabled at the meeting.

Change 11 Section 7.2 – Alteration of Constitution

From:

7.2 Notice of any proposed amendment shall be given in writing to the Secretary. The notice should be signed by 3 Members of the Executive Committee, College Principal (or deputy) plus 3 Members who support the proposal. Immediately following receipt of such Notice, the Secretary shall notify the terms thereof to the Ordinary Members, with the date, time and place of the Special General Meeting called for that purpose. The meeting shall take place within one calendar month of the notice of the meeting called for that purpose.

To:

7.2 Notice of any proposed amendment shall be given in writing to the Secretary. The notice should be signed by 3 Members of the Executive Committee, Principal, or their nominated representative, plus 3 Members who support the proposal. Immediately following receipt of such Notice, the Secretary shall notify the terms thereof to the Ordinary Members, with the date, time and place of the Special General Meeting called for that purpose. The meeting shall take place within one calendar month of the notice of the meeting called for that purpose.

All present accepted the amendment as tabled at the meeting.

Change 12 Section 8 Funds
Correction of numbering within section, in order of publication within document dated 10/03/09.
8.3 duplicated, second reference should be 8.4
8.4 should then be 8.5
8.6 - correct
8.5 should be 8.7
8.6 should be 8.8
8.7 should be 8.9
8.8 should be 8.10
8.9 should be 8.11
8.10 should be 8.12
8.11 should be 8.13
8.12 should be 8.14

All present accepted the proposed changes.

Change 13 Section 8 Funds (8.2)
From:
8.2 The financial year of the Association shall be from 1st November to 31st October.
To:
8.2 The financial year of the Association shall be from 1st January to 31st December.

All present accepted the proposed changes.

Change 14 Section 8 Funds (8.4)
From:
8.4 Proper books and accounts shall be kept and maintained showing correctly the financial affairs of the Association, and the particulars usually shown in books of like nature. Such books are to be open for inspection at all reasonable time by any member who applies to the Secretary for that inspection. The Treasurer should present an updated report to each General Meeting.
To:
8.4 Proper books and accounts shall be kept and maintained showing correctly the financial affairs of the Association, and the particulars usually shown in books of like nature. Such books are to be open for inspection at all reasonable time by any member who applies to the Secretary in writing for that inspection. The Treasurer should present an updated report to each General Meeting.

The above previously circulated proposed change was amended at the meeting to reflect the options of both electronic and physical records, details below were voted on by those present.

8.4 Proper books and accounts shall be kept and maintained showing correctly the financial affairs of the Association, and the particulars usually shown in books of like nature. Such books are to be kept electronically and/or physically and are to be open for inspection at all reasonable time by any member who applies to the Secretary in writing for that inspection. The Treasurer should present an updated report to each General Meeting.

All present accepted the amendment as tabled at the meeting.

Change 15 Section 8 Funds (8.6)
From:
8.6 All accounts other than petty cash transactions shall be paid by a cheque signed by any two of the President, Vice President, Treasurer, Assistant Treasurer or Secretary. Cheques shall be crossed “Not Negotiable” except those in payment of allowances or petty cash recipients, which may be open.
To:
8.6 All accounts shall be paid by a cheque signed by any two of the President, Vice President, Treasurer, Secretary or Assistant Secretary. Cheques shall be crossed “Not Negotiable”.

All present accepted the proposed changes.
All present accepted the proposed changes.

Change 16  Section 8 Funds (8.7)
From:
8.7 Any expenditure in excess of ONE HUNDRED DOLLARS ($100.00) for one item or TWO HUNDRED DOLLARS ($200.00) in any one month for multiple items must be approved by a General Meeting. The use of Petty Cash will be reported in the Treasurer’s Report at each Monthly Meeting of the Association.

To:
8.7 Any expenditure, not approved at a meeting, in excess of ONE HUNDRED DOLLARS ($100.00) for one item or TWO HUNDRED DOLLARS ($200.00) in any one month for multiple items must be approved by 3 members of the Executive and the details reported by the Treasurer at the next Monthly Meeting of the Association.

All present accepted the proposed changes.

Proposed Change 17  Section 8 Funds (8.9)
From:
8.9 The Association shall not borrow money except:
   a. In accordance with Clause 9 below,
   b. For the furtherance of its objectives and
   c. Where a Special General Meeting called for the purpose has granted approval.

To:
8.9 The Association shall not borrow money except:
   a. For the furtherance of its objectives and
   b. Where a Special General Meeting called for the purpose has granted approval.

After discussion, proposed change number 17 was withdrawn and Section 8.9 will remain unchanged.

Change 18  Bylaws
That the Bylaws (text detailed below) which are attached to the Constitution document dated 10/03/2009 be repealed and replaced by the Policy and Procedure Manual. Refer to separate Proposed Policy and Procedure Manual document.

Bylaws – 10/03/2009
A bylaw is a law made by your local Parents and Friends Association pertaining to a particular issue. They must relate to functions and powers of the P&F Association.

1. P & F Levy
A P&F fundraising levy will be levied on every family at St Eugene College at the rate of $50.00 per family per year. This levy will be collected in the college fees and then passed to the P&F Association by the College.

2. Procedure for Funding requests - Under $2000.00
A. Any funding request must be made in writing on a Funding Request Form and accompanied by a written quote if applicable.
B. Completed Funding Request Forms are to be forwarded to the P&F President, Treasurer or Secretary who will table the Funding Request at the next P & F Meeting.

3. Procedure for Funding requests - Over $2000.00
A. Any funding request must be made in writing on a Funding Request Form and must be accompanied by 2 written quotes.
B. Completed Funding Request Forms are to be forwarded to the P & F President, Treasurer or Secretary who will table the Funding Request at the next P & F Meeting.
C. The Funding Request will then be advertised in the College newsletter and on the P & F Website to allow feedback to be received.

D. The request will be discussed at the next general meeting and voted upon.

4. Funding for Sport Representatives
St Eugene College P & F will fund sporting requests for Qld School competitions, both regional and state, to the value of 20% of the total cost to a maximum of $150.

All students will be entitled to receive funding towards one Qld school sporting competition. Subsequent requests will be considered on a case by case basis dependent on available funds.

5. Social Club
St Eugene College P & F donates $100 per term, payable at the beginning of each term, to the college for Social Club purchases.

6. Art Show
St Eugene College P & F donates $200 towards prizes at the annual Art Show

7. Funding for Musical Instruments
St Eugene College P & F donates $1000 to the college each year to purchase an instrument to assist students not able to afford them and rent them out at a nominal rate.

8. Fundraising Policy
As per College Board statement

9. Clearing of funds
At the end of each year any unused monies left in allocated funds will be cleared.

10. ID Badges
Each year new committee members will be issued with an ID badge. These badges are obtained Action Trophies, Burpengary and it is the responsibility of the secretary to order these badges.

11. Procedure for Nominating for Committee positions
A. The committee Positions to be advertised will be decided at a general meeting prior to the AGM.
B. A list of the committee positions that people can nominate for will be advertised in the College newsletter and on the P & F Website prior to the AGM.

12. P & F box
The P & F has a lockable box located in the Resource Centre for notes, money etc. The Secretary has a key to this box and there is a key and register available at the resource centre desk. All persons opening the box need to sign the register. The Secretary is responsible for ensuring the register has enough pages.

13. P & F Storage
The P & F has storage facilities in the Nazareth Centre. There is a built in cupboard that is currently holds secretarial and treasury records. The secretary has the key to this cupboard. The secretary has a key to this cupboard. There are two free standing cupboards (one wooden, one metal) holding gifts for the stalls. There are to be no items stored on top of these free standing cupboards.

The Stall Co-ordinator has the keys to all of these cupboards. This room is available for P & F access at the following times: t.b.a.

No access after 2.30pm on any day as it is being used by OHSC. Keys to this building are obtainable from the school office and the parish office.

14. P & F access to the Office area (needs to be confirmed with Donna Young at the beginning of each calendar year)
a) No access to the Office area prior to 9am
b) Limited access during morning tea and lunch periods
c) Need to sign in at Front Office and sign out when leaving
d) Access to back area is via the entry to the left hand side of reception, not through Finance area
e) All photocopying is to be done at the Resource Centre. As a courtesy please check with the Resource Centre staff before using.
f) P & F should supply own coloured paper for use in the copier
g) Requests for assistance should be sent through to pburpengary@bne.catholic.edu.au and they will be distributed to the appropriate staff at the College

15. USB sticks and Folders
Each committee member has a folder detailing their role. This folder is to be used during the year to hold any relevant information pertaining to the position.

In the month prior to the AGM these folders are to be handed to the Secretary so they can be updated and then handed out at the AGM to the relevant committee members.
The following positions – President, Vice President, Secretary, Assistant Secretary, Treasurer, Volunteer Team, Stall Co-ordinator, Disco Co-ordinator, Grants Co-ordinator, PR Co-ordinator – have been issued with an USB stick. This stick is to be used to store relevant documentation produced within this position. This stick is to be passed onto the new committee member.

16 Purchase of gifts for staff members
A St Eugene College P&F will purchase a gift to the value of $25 for any staff members who have been a part of the college staff for a minimum of two years. (part or full time). Traditionally these gifts have been a Willow Angel for female staff and a pen with name engraved for male staff.
B St Eugene College P&F will purchase a gift to the value of $50 to be purchased for principals.
C St Eugene College P&F will purchase a thank you card for any staff member who leaves the college in under two years.
D St Eugene College P&F will purchase a gift to the value of $25 for any staff member on the birth of their baby.
E St Eugene College P&F will purchase flowers / gift / donation to the value of $80 for any death / serious illness occurring to an immediate family member of either staff or college family.

17 Reports /Newsletter items from Co-ordinators
A All co-ordinators are to hand a written report to the secretary by the end of the each general meeting. These reports are able to be emailed to the secretary prior to the meeting.
B All co-ordinators who wish to place a notice in the newsletter need to word this appropriately and email/hand it to the Assistant Secretary by the Sunday night of the week of the newsletter they would like it to appear in. The Assistant Secretary is responsible only for compiling the newsletter items to be sent to the college secretary, not the wording of.

All present agreed to repeal the By-laws and replace them with a Policy and Procedure Manual. The proposed Policy and Procedure Manual, a copy of which was previously circulated, will be tabled for discussion at the February General meeting to be held immediately after this special meeting.

Meeting closed: 7:50pm