

**Draft Meeting Minutes – Macquarie P&F
AGM 2 December 2025**

Agenda Item	
Attendance	<p>Alison Mitchell Jo Rankmore Sally Murray Lyndal Cook Kathleen McNamara Yvette Lloyd Terri-lee Amatto-Shipp – via Jess Watts – via AVL Amy Smith Helen Smith</p> <p>Apologies Ginny Brown</p>
	<p>Welcome to country</p> <p>Meeting opened at 6:20am by Sally Murray</p>
Previous Minutes	<ul style="list-style-type: none"> - Minutes from 9 December 2024 - Moved by Sally, seconded by Yvette - No actions arising.
Presidents report	<p><u>Community and events</u></p> <p>This year were:</p> <ul style="list-style-type: none"> • Mix and Mingle • 5 year strategic plan event • Easter raffle – previous year sponsors for prizes • MGT – snack boxes <p>Major fundraising was second hand clothing pool</p> <p>Second hand space in old container was becoming problematic to use. Old logo items removed not much stock available this year. Claire Booth thank you – has organised \$500 voucher to Kings Hall to provide to encourage donations. We now have our lovely clothing pool</p>

bin. Best thing ever did. Lots of space. It has been good and there hasn't been rubbish in there.

Biggest project this year has been the shipping container which will be the home of P&F and clothing pool. It has taken a lot to get that to point to be used summer and winter. To do that it needed insulation whirly bird etc. Much slower process than anticipated.

Hope to have it finished this Sunday – panelling, floors and electrical and plumbing.

Then will be able to move it over to school and on the site.

Need permission from school to get ramp built on site. Hope to do it in January when people not on site.

Hope first day open will be the goal setting day.

It did cost a bit more than expected but think it will be worth it.

Fundraising

Provide support to school to purchase things that may not be in their budget.

Haven't had much opportunity to put out some options for items for the school but hope to next year when we rebuild our funds.

Processes and communications and pathways positive engagement with Kasey. Positive engagement knowing who to go to for communications

Thank small but mighty team, Yvette treasurer, Kathleen as secretary, Lyndall VP, Claire, Helen, Terri lee and Jo and Allison.

Moving forward – container – this year curtain hope to in future have a

Second hand washing machine and iron and second-hand sewing machine to make repairs

May in future need air conditioner but not just yet

	<p>Small team limiting and reducing what we can do hard to get engagement with parents, new people around and ideas from others.</p> <p>Motion to accept – Lyndall Seconded by Yvette</p>
<p>Treasures Report</p>	<ul style="list-style-type: none"> - Draft report - Similar format - Accepted by ACNC - Total income \$11900 – little bit lower - Because of clothing pool sales – due to old logo and not much stock. - Net profits – deficit \$15000 - We made significant grants to school: - Grants – laser engraving machine, Branded shade gazebo, Piano <p>Parents night out just snuck into this financial year and the mix and mingle event.</p> <p>At moment our main assets is cash \$13000 at time of writing transaction \$21000</p> <p>Lots spent on shipping container.</p> <p>Does include clothing donations box.</p> <p>As draft can't ask that it be accepted.</p> <p>Tabled for noting.</p> <p>Need to get financial reviewer statement.</p> <p>May just need to pay someone to review – risk of verifying something Boyce needed approval from their insurance team.</p> <p>Resolved that we just pay for the review.</p>
<p>Subcommittee</p>	<p>Second hand clothing pool - don't have an inventory</p>
<p>Election of office bearers</p>	<ul style="list-style-type: none"> - Yvette standing down but remain on the committee - Sally – into 2nd year - Lyndall into 3rd - Kathleen into 2nd

	<p>Voting rights and to get minutes reminder about yearly gold coin donation</p> <p>Anyone else want to join committee – Jess watts – nominated</p> <p>Amy Smith – provided gold coin donation</p> <p>Clothing pool coordinator to be added to executive expectation attending 50% of meetings– moved by Sally, Lyndall to second the motion</p> <p>Passed</p> <p>Claire into 2nd year</p> <p>Membership fee should remain as gold coin donation.</p> <p>Apportionment of auditor – Yvette trying to sort that.</p> <p>Feelers out for new treasurer, nothing yet.</p>
<p>Alison</p>	<ul style="list-style-type: none"> - Thank you to committee for volunteering your time coming around frequently - Sally fretful about money into the container – need to put money in to get it done
<p>General business</p>	<ul style="list-style-type: none"> - Yvette thanks for her time as treasurer and thankyou to Allison and Jo and thanks for your support <p>Meeting closed – 6:47pm</p>

