

# Macquarie Anglican Grammar School Parents and Friends

## AGM 2023 Agenda and Minutes, 13 February 2024

Date:	Tuesday 13 February 2024
Time:	6.00pm
Venue:	Boardroom above Reception or via Zoom
Minutes taken by:	Ali Attenborough
Attendees:	Helen Smith, Tammy Batho, Yvette Lloyd, Danielle Costa, Bill Williamson, Alison Mitchell, Ali Attenborough, Jo Rankmore, Sally Murray, Vik Kumar, Mary Nushaj, Vanessa Uerbergang, Lyndal Cook, Sarah Christian, Terrilee Amatto, Archana Palaparathi.  Macquarie Anglican Grammar School Parents and Friends Association Constitution – April 2104 6.5 Quorum for general meetings (b) Twenty members (20) or 10% of the membership, whichever is the fewer, present (being members entitled under this Constitution meeting) constitute a quorum for the transaction of business or a general meeting.
Apologies:	Hannah Boland, Annabel Orford

1. Acknowledgment to Country	Ali Attenborough	
2. President's Report	Sarah provided an informal update.	Motion: The President's update be accepted. Moved: Sally Jenkins Second: Lyndal Cook
3. Treasurer's Report – 2023	Not presented.	
4. Audit Report recommendation/presentation of Management letter from Christies Accountants and Advisors.	Bill presented Macquarie P&F 2023 Audit and Financial Report.	Motion: The Audit and Financial 2023 report be accepted. Moved: Yvette Lloyd Second: Sally Jenkins
5. Audit appointment – call for nominations to undertake the 2023-24 Macquarie P&F Annual Financial Audit	Ali suggested that the incoming Committee make arrangement for 2024 Audit of P&F financials. Christies Accountants and Advisors have provided this service for the past four years, taking payment to trigger indemnity insurance then donating this payment back to the P&F. Christies Accountants and Advisors no longer have an audit department so another auditor will need to be sought.	Motion: Incoming committee to discuss and appoint 2024 Auditor at next meeting. Moved: Yvette Lloyd Second: Vik Kumar <i>Carried</i>
6. Minutes from previous AGM 1 November 2022.	Minutes from the 2022 AGM accepted as read.	Motion: The 2022 AGM minutes are a true and accurate record.

		<p>Moved: Lyndal Cook  Second: Ali Attenborough</p>
<p>5. Business Arising</p>	<p>Elections – positions declared vacant.</p> <p>President  Vice President  Secretary  Treasurer</p> <p>These positions and that of the School Executive member are the formally elected positions in line with the Constitution.</p> <p>All present agreed to appoint to further positions of:  Boarding Representative  Senior School Representative  Junior School Representative</p> <p>All elected positions and additional positions filled. Sarah Christian and Alison Mitchell welcomed and thanked all incoming committee members.</p> <p>General Note:</p> <p>P&amp;F Bank Account – Current signatories Sarah Christian, President and Bill Williamson Treasurer will be stepping down from their roles tonight and as such will need to be removed from the Macquarie P&amp;F bank account. It is proposed that new signatories be Mary Nushaj – incoming President and Yvette Lloyd – incoming Treasurer (effective 13 February 2024).</p>	<p>Motion – Elect Mary Nushaj as President  Move: Lyndal Cook  Second: Ali Attenborough  <i>Carried</i></p> <p>Motion – Elect Lyndal Cook as VP  Move: Sally Murray  Second: Sarah Christian  <i>Carried</i></p> <p>Motion – Elect Yvette Lloyd as Treasurer  Move: Helen Smith  Second: Danielle Costa  <i>Carried</i></p> <p>Motion – Elect Tammy Batho as Secretary  Move: Sarah Christian  Second: Helen Smith  <i>Carried</i></p> <p>Motion – Elect Sally Murray as Senior School representative  Move: Terrilee Amatto  Second: Danielle Costa  <i>Carried</i></p> <p>Motion – Elect Helen Smith as Boarding Representative  Move: Sally Murray  Second: Ali Attenborough  <i>Carried</i></p> <p>Motion - Elect Terrilee Amatto as Junior School Representative  Move: Danielle Costa  Second: Lyndal Cook  <i>Carried</i></p>

**Signed:**

**President/Chairperson**

**Date:**