**Stella Maris Catholic Primary School - *Parents and Friends Committee***

**Meeting Minutes**

**Tuesday 12th April 2016**

**Present/Apologies**

Attendees: Katrina Evans, Veronica Thomas, Angela Gillett, Rebecca Vella, Jessica de Boer, Rachel Bromley, Stephanie Van der Does, Laura Afferi, Olivia Prestinenzi, Giuliana Dumble, Megan Burrett, Janine Miller

Apologies: Maria Chetcuti, Susan Alvear, Narelle Watt, Mary Waidyesekera, Liz Bowman, Emmaline Rowland, Steve Harrison, Krissy Breytenbach

**Introduction**

Some new members present tonight so the attendees introduced themselves.

**Correspondence**

Distributed

**Financial Report**

Steph presented two financials. $33k in the account at present. Family Fun Day financial report was also presented. It is still to be finalised, as we are still waiting on some expenses to be submitted. Janine advised there was also some market stalls income to be presented.

**Events**

Hot Cross Buns

* We used Point Cook store this year after a couple years with Altona Gate. Feedback from organiser and some committee members was that the buns were not fresh (depending on flavour; choc were the worst). Consider going back to Altona Gate next year.

Easter Raffle

* All went off ok. Nothing to report.

Adidas Fun Run

* Steph reported that sponsorships were coming in for students. All materials have been distributed to classrooms; however there have been reports of students not receiving. Exec will go over details with Steve next week.

*Action:* Consent form to be put on the P&F page for parents reminder.

Hot Dog Day

* Narelle not present but reports were that everything went well as normal.

Mother’s Day Breakfast

* Meg presented some great new ideas for the Mother’s Day brekkie, along with proposed costing. After a lengthy discussion it was agreed that we would go with the new menu of pancakes with toppings and sides for the Mums and children. We will not provide cereals for the kids. There was lots of discussion around proposed costings and it was agreed to have a budget of $650. We aim for this to be a “no cost” event with the costs being absorbed by the raffle ticket sales.
* Discussion around table centrepieces and associated costs. Jess advised that she *may* be able to source a donation of fresh tulips.
* Meg advised that she had booked in “The Teeny Rabbit” coffee van for the event, however it was decided that the timing of the breakfast probably was not suitable, so will alter the timings for the Fun Run.

*Action:* - Exec to confirm all details with Steve for approval.

- Katrina to send Meg last year’s flyer. Flyer is due to go out Tuesday 19th April.

Thermomix Raffle

* Discussion about the proposed raffle. It was decided that it was too rushed to attempt it for Mother’s Day.

*Action:* - Exec to discuss with Steve for approval.

Mother’s Day Raffle

* Olivia advised that the prizes were almost all finalised. We have been fortunate to have some items from Fun Day market stall holders that we can utilise. The raffle tickets have been printed and Olivia will sort and organise for distribution via the office on or before Tuesday 19th April.
* Agreed that mums do not need to be present on the morning to win a prize.

*Action:* Olivia to finalise raffle prizes and tickets.

Mother’s Day Stall

* Giuliana and Jess will be working with Laura to hand over to her. They advised that this is going along to plan. Discussion around increasing prices in line with supplier increases. Existing price of $6 has remained unchanged for 4 years. This year, gifts will increase to $7 and the handmade cards will increase from $1, to $2.

Bunnings BBQ

* Bec and Angela are looking after the event. Katrina advised that she has lodged and registered the Street Trader application. Katrina will also respond with details to Antionette from Bunnings.

*Action:* Rachel to send volunteer spreadsheet and flyer to Bec and Angela.

**Newsletter**

All items to be sent to Rachel for inclusion by Monday 18th April.

**Next Meeting**

Tuesday 3rd May 7:30pm