

**Attendees:** Kylie Flannery, Lisa Bailie, Tania Styles, Tara Vade, Kristy Kabe, Marnia Teddy, Peta Lawrence

## ***Minutes/Action Plan for Term 3 and 4***

### **AGENDA ITEM: GOAL**

#### **Discussion:**

It was discussed by all attendees that the goal is to raise as much funds for the school to purchase materials and items firstly to start fundraising for music/sport and educational equipment

It was established through conversations with the Bendigo and Kylie Flannery – the Bank account was not yet opened due the bank not receiving the signed minutes. Sheree (P&C Treasurer) and Sharon (P&C President) will action asap.

Tania suggested we get going on some quick fundraising, like school lunches once a week/fortnight to gets some money in the bank. All attendees agreed.

Kristy Kabe suggested a budget be established. It is important to have a budget and a term calendar to list events and their budget. All attendees agreed.

**Conclusions:** Establish a budget ASAP before proceeding to big fundraising events

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
Establish Budget	Kristy/Kylie/Sheree	Asap

### **Agenda item: FUTURE EVENTS**

**Discussion:** It was agreed that the Chinese Banquet Event be put on hold for now. Confirmed sausage sizzle for the athletics carnival for Tues 8 Sept 2015. Hot Dog, juice box/water and chips to be pre-ordered by students for \$5. Kristy Kabe has trestle tables and Bendigo Bank can provide use of marquee and donate hats and drink bottles.

<b>Action items FOR SAUSAGE SIZZLE 8.9.2015</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ BBQ Bunnings or borrow ? Secret Harbour Surf Club?	Kristy/Tara	1.9.2015
✓ Letters out to parents	Tara/Kylie	1.9.2015
✓ f/up BBQ, marquee and drink bottles/hats from Bendigo Bank	Kylie	1.9.2015
✓ donations of hot dog buns	Lisa Bailie	1.9.2015
✓ donations or purchase of drinks (juice boxes/water)	Tara/Paula	1.9.2015
✓ Donations or purchase of sausages	Kylie	4.9.2015
✓ Donations of serviettes/sauces	Marnia	4.9.2015

**Discussion:** Confirmed School Disco for Wed 9 Dec 2015 – Entry Drink and Chips \$5.

Kindy to Yr 1 4pm to 5.30pm and

Yr 2 to Yr 6 - 5.45pm to 7.15pm.

Suggested to advise students there will be NO hot food at event.

Suggested food items – chips/nothing that would squish in the carpet.

Take home lolly/Goodie bag for students for \$2 or \$?

Will need a toilet monitor to escort students to the toilet

<b>Action items FOR DISCO 9.12.2015</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Apply to Bendigo Bank/Council for Grant to pay for DJ/Photo Booth/	Kylie/Sharon/anyone else..?	3.9.2015
✓ Find volunteers for Toilet Duty	Lisa/Marnia	5.12.2015
✓ Discuss using students from Comet Bay College for DJ/Lighting etc.	Tara/Lisa	30.10.2015
✓ Obtain donations or purchase of glow sticks/decorations	Paula	25.11.2015
✓ Obtain "tickets" for entry (raffle ticket stubs?)	Marnia	25.11.2015
✓ Start Advertise event – PrePurchase to start 8.11.2015	Tara/Marnia	20.10.2015

**Agenda item: FUTURE FUNDRAISING**

**Discussion: Yearly Planner 2016**

Kristy Kabe has sort quotes from WestCare for yearly Planners. Approx. cost is \$350 for 422 Planners to be distributed to each student with their school reports in term 4. All attendees agreed.

**Conclusions:**

Plan is to charge \$330 for each business to advertise. Only 12 spots available to advertise - possible profit approx. \$3960. Kristy advised that an invoice will need to be drawn up for each of the business who want to purchase a advertising spot

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Approach local businesses for advertising	Kylie/Kristy 5 each	ASAP
✓ Arrange invoices to be drawn up	Kristy/Sheree	ASAP

**Discussion: Engraved Pavers for Foundation Families/Students**

Tania Styles is still awaiting further information regarding templates and prices. It was suggested that plaques rather than pavers be quoted as pulling up pavers is a big job and hard getting it all level.

**Conclusions:** Confirmed that engraved plaques to be placed around the undercover assembly area.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Obtain quotes for plaques	Tania	ASAP

**Discussion:**

Have a Lunch Order day every Friday Fortnight (non assembly days)

Pie or sausage roll, drink and fruit cup – to promote healthy eating – suggested \$5 per order.

**Conclusions:**

Already have some pies and sausage rolls in freezer. Further discussions need to take place with the Canteen Committee

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Discuss above with canteen committee	Tara	Asap
✓ Donation of pies/sausage rolls	Canteen committee	Asap
✓ Donation/purchase of drinks	Canteen committee	Asap
✓ Donation of fruit/ and cups (Lisa Bailie has contacts)	Canteen committee	Asap

**Discussion:** Provide coffee and hot choc to staff students and parents on assembly days

Kylie Flannery happy to donate time and coffee machine on assembly days for people to purchase coffee/hot choc from 8.30 to 9am For \$3ea?

**Conclusions:** To start advertising in school newsletter and around school on the morning of assemblies

Action items	Person responsible	Deadline
✓ Liase with Peta re: advertising in school newsletter	Kylie	Asap
✓ Donations or purchase beans/milk/cups etc.	Kylie/Paula	Asap

### Discussion

Sunglasses for students to buy in faction colours and a message on 1 arm. Lisa Bailie suggested another school bought sunglasses for \$4 ea. and sold each pair for \$10.

Lisa suggested hand printed tea towels/aprons. Students draw up a template and is transferred to tea towel. Very popular at previous schools and a good fundraiser.

Kylie suggested Living Fundraisers – xmas cards/bday cards. Parents buy \$10 for a box of 10cards.

Bags (containing 6 boxed sets) to be sent home with students for purchase. Profit is 40% of sales. So \$24 per Bag.

Peta suggested a coin fundraiser like the Savlation Army hand out. It's printed cardboard with sticky holes that allows people to donate \$2 toward 3 different things. All agreed great idea. Kylie to get prices from print shops.

### Conclusions:

Kylie and Lisa to investigate and provide further information on above.

## ***Other Information***

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**NEXT MEETING Monday 1 Sepgtember at 3pm in Library.** Email correspondence in between is encouraged also!

There are a few other suggestions that didn't get discussed at this meeting.

Here are a few for your consideration.

- Basketball throw from ½ way line  
\$2 to enter – Winner \$50 or prize/voucher  
Could be held at lunch time/after school.
- Car Boot Sale/Swap Meet on oval
- \$10 per car - Have a sausage sizzle and/cake stall

### Gold Coin Donation Days

Crazy hair day

Dress up day – fav sporting team colours

Pajama day

### Raffle – **We will need to register for a gaming License**

A lot of local businesses can donate vouchers and their products.

Whistling Kite

Tracc Civil

Secret harbor Golf Club – golf voucher/lunch voucher/lessons

Jamaca Blue Coffee Shop

Oasis Beauty

Wild Posy

Dog Beach Deli

Bottle Shop]

Grace – Hairdresser

Carrie Caitlin – Photographer – 0433 573 969 (parent)

Just remember, that any donation you receive, please ensure that you draft a thank you letter or a Certificate of Appreciation. Very important for further donations.

If I can suggest that you all approach a few parents to get them helping out with this committee. The more people on this committee, the easier and fairer the work-load. We area all busy with work, families and after school commitments, but it would be extremely helpful to us all if we can evenly share this task.

Thank you 😊