Varsity College P&C Association

Wednesday 19th February, 2025

Location: LENSE Primary Campus

SPECIAL MEETING

MINUTES OF MEETING

Topic	Discussion	Actions/Follow up
1.1 Open meeting 5:05pm	Welcome & Opening Remarks (Chair) • Reminder that this meeting is a special meeting and therefore is only for the discussion of the Mother's day stall and associated items on the agenda	
1.2 Apologies & Attendance (Secretary)	Attendance: **Andrea Williams, Corby and Lara Mutton, Emma Silver, Cindy Paterson, Jackie Van Baren, Linda Kerr, Sophie, Lauren.** Apologies: Meredith Graham, Tinneke	
1.3 Mothers Day Event Overview	Discussion on putting items on flexi schools in advance, they take a fee but may waive it for Mothers Day. Allows business to make up stock to orders with no excess stock. Raised concerns on who wants to co-ordinate orders, and distrubution on top of the stall organising. Suggestion that Wave (CRM) could do this, but need to look into it, possibly for Fathers Day. Will still be more work. Concern raised on profit margin of stock. Trial small amount from local business', (50 items max/product, max 3 different items per supplier, non perisable).	

1.4 Tenders	• Call for Tenders: Ella and Lisa Clarkson Y8, Bath Self-Care soak bags, bracelets, phone charms and scrunchies), Retail $2-$7. Ella and Lias were not present. Matt Hallam (Hallam Tinkering), Timber etched/cut outs for key rings, photo frames. Matt was not present for the meeting. Cindy (W Events Group/Flowers by W) presented a single gerbera wrapped with a bow, sell for $5, P&C get $1. Lara and Corby (Lush + Sassy) presented mug, gift card with the art competition on them. 11 products offered. Sell for $4-$12. Cards being a separate item to streamline the physical card making process. • Review of Tenders • Consignment options Order vis flexischools, still time consuming, lose profit in fee, manage pre orders, could take away from stall profits, confusion for pre paid etc. Suggest 50 items pre bought, will have to store excess stock.	
1.5 Event Planning	Meeting booked to order stock from exisiting suppliers Sun 23 Feb, 1pm at Laras house, Linda to assisst. Other suggestions to be forwarded to the WhatsApp Events group Chat.	
1.6 Vendor Approval Vote	**Motion to accept Cindys business supplying a single flower for both stalls: First: Jackie, Second: Lauren. Motion carried.** **Motion to accept Lara's family business Lush and Sassy as a supplier for both stalls: First: Emma, Second: Jackie.**	
1.7 Additional Comments	Vendors asked to leave the room including VP (Lara). An open discussion was had between members at the meeting. Identified and explained 'conflict of interest' with Lara's VP role and her 'family' business. Exec. Approval independent of VP was agreed during current meeting for Lara's business. With a limit of 3 products exclusive of the printing of the Art Competition cards approved. This is already part of the approved budget for the stall stock from previous meeting. **Motion to accept Lara's conflict of business and stay on as VP. First: Andrea, Second: Sophie. Motion carried.** To create a fair opportunity we will limit each vendor to 150 products max (3x50 products). Any other terms and conditions to be reviewed and assessed at a P&C meeting.	

Meeting closed at 6pm