Varsity College P&C Association

Wednesday 20th March 2024 – 7:00pm
The LENSE, Varsity College Primary Campus

ANNUAL GENERAL MEETING (AGM) MINUTES

Item no.	Item Description		
1.	**WELCOME AND PREVIOUS MINUTES**		
	1.1	Meeting opened 7:10pm Welcome to members and introduction by Colin Frew Attendees: Colin Frew (CF) James Noel Bernadette Oerton Kate Robinson Tinneke Luntungan Jenny Huang Lara Mutton Emma Silver Andrea Williams (AW) Meredith Graham Jackie Parass Nigel Hughes Karen Gravendyk (KG) Lizelle Freysen Nuala Quigley Joy Amosa Gae'e Augustino Gae'e Juliane Gold Suzanne Gough Catherine Fitzsimmons Sabrina Kellmann Mel Woolnough Alan Matteucci Deanne Olivari Charlotte Bridge* Trevor Coleman* Christine Choi* Cibele* Cindy Paterson* Cooper Anderson* Corrina James* Edith* James Harcombe* Gabrielle Marotte* Richard Jones* *indicates online attendance (monitored by NH)	
	1.2	Apologies Marian Frew	

Item no.	Item Description		
	1.3	Confirmation of previous annual general meeting minutes ***Acceptance of minutes:*** ***First Kate Robinson*** ***Second Bernadette Oerton***	
	1.4	Business arising from previous annual general meeting minutes nil	
2.	**REPORTS**		
	2.1	Receipt and adoption of the; • Association's audited annual financial statement Motion to accept audited financial statements ***First Kate Robinson*** ***Second Emma Silver*** ***Motion Carried*** • Treasurers report Not required	
	2.2	Receipt and adoption of the; • President's annual report (see attached) Farewell from Colin as he steps down from President role, wishing new incoming executive successful terms. Acceptance of report ***First Andrea*** ***Second Lara Mutton*** ***Report accepted***	
3.	**MEMBERSHIP**		
	3.1	Receive applications for membership (to include renewal of existing membership and new membership). Collected in person and via email. Secretary to collate	
4.	**ELECTION OF EXECUTIVE OFFICERS**		

Item no.	Item Description		
	4.1	Nigel Hughes thanked the outgoing P&C members who are vacating positions and not returning to the executive. Executive now vacated. Nigel called for nominations for the following Executive Officer positions; • President Andrea William nominated by Lara Mutton second by Bernadette Oerton Position accepted by Andrea Williams President elected unopposed. • Vice President Lara Mutton nominated by Bernadette Oerton Second by Andrea Williams Position accepted by Lara Mutton Vice President elected unopposed. • Treasurer Augustino Gae'e nominated by Andrea Williams Second by Joy Amosa Gae'e Position accepted by Augstino Gae'e Treasurer elected unopposed. • Secretary Meredith Graham nominated by Lara Mutton Second by Deanne Olivari Position accepted by Meredith Graham Secretary elected unopposed. Nigel welcomed new executive officers and handed meeting over to Andrea Williams, new incoming President.	
5	**QCPCA OFFICER**		
	5.1	Call for nominations of a Queensland Council Parents & Citizens Association Representative. Joy Amosa Gae'e self nominated First Lara Mutton Second Deanne Olivari Joy Amosa Gae'e nomination accepted unopposed.	
6	**BANK SIGNATORIES & BOOK KEEPING**		

Item no.	Item Description		
	6.1	Change of bank signatories to newly elected Officers Motion to remove Kate Robinson & Colin Frew from all Varsity College P&C bank accounts held with Bendigo Bank. Andrea Williams, Augustino Gae'e and Lara Mutton to be added as signatories to the Varsity College P&C bank accounts held with Bendigo Bank ***First Colin Frew*** ***Second Emma Silver*** ***Motion Carried***	All Exec members named in this motion to present to Bendigo Bank to arrange adding/removing from account/s
	6.2	Nomination of a Book Keeper for the Association Carry over to next meeting that we will review the personnel on the exec as being suitable to fill the position ongoing	Carry over
7	**APPOINTMENT OF ASSOCIATION AUDITOR**		
	7.1	Nomination of an Auditor for the Association Motion to continue with auditor, Keel & Associates, as per previous years. ***First Lara Mutton*** ***Second Emma Silver*** ***Motion Carried***	
8	**P&C CONSTITUTION**		
	8.1	Adoption of new model constitution No changes to constitution. Not required.	
9	**LIFE MEMBERSHIP AWARDS**		
	9.1	Honorary life membership award nominations No nominations received	
10	**GENERAL BUSINESS**		
	10.1	Adoption of 2023 Student Protection Risk Management Strategy Motion to hold over until next meeting. NH to follow up. Motion carried.	Carry Over NH to follow up.
	10.2	Sub-committee Varsity College Rowing Club Motion to continue the continued Rowing subcommittee ***First Emma Silver*** ***Second Lara Mutton*** ***Motion Carried***	

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	10.3	Motion to continue with March Insurance via P&C Qld First	
	10.4	New executive needs access to historical P&C records. Colin offered to email/send immediately. Also need to set up new email/access for new Executive. Query from membership regarding whether P&C minutes should be available online. Minutes used to be available online via website. NH agreed to follow up and have this reinstated.	Emails and minutes to be actioned
	Meeting closed at 7:32pm		

Attachments

1. Minutes of previous annual general meeting
2. Copy of President's report