St Andrew’s Community Association
Meeting Minutes
7pm, Wednesday 2nd March 2016

**Attendance**
Andrew De Zilva – Chair
Lou Bennet – Deputy Chair
Natalie Wilson – Treasurer
Tim Beiers – Secretary
Terese Halvorson – PCP Co-ordinator
Tracey De Zilva – PCP Co-ordinator
Emily Carter – Events Co-ordinator
Megan Towner – Events Co-ordinator
Conor Fardon – Events Co-ordinator
John Leyden – Principal
Lena Malfitina
Therese Hargreaves
Louise Page
Perry Limb
Rebecca Greenwood
Brett Mosedale
Aron Bendell
Luke Ferdinands
Nathan Williamson
Councillor Steven Toomey – The Gap
Mark Furner – State Government Member

**Apologies**
Meg Andrews, Marianne Schmidt, Peta Pitcher, Kylie Thomas, Cathie Heinemann

- **NOTE FOR FUTURE CA MEETINGS** – As well as listing the decision making of important CA business, it will be meeting practice to ensure that any objections are noted during the raising of motions. Any objection not resolved at the time will be noted in the minutes.

- **Guest - Mark Furner – State MP**
  Mark spoke about the Peter Doherty grant for teachers, the “Welcome to Parliament” event for school leaders, his support for school events, developing an award for school student leadership, and an invitation to the opening of the first stage of the nearby “Cycle Way” on Saturday 12th March (also the day of the Helping Hands event) and the local Clean up Australia event.

**Last month’s activities and actions**

- School update – Delivery of visible learning continues. Reviewing homework through a working party involving parents and teachers. Ongoing connection with MJR. Further teacher development through trips to Sydney and Hobart. Swim carnival was a great day and Fit Club is conducted on Tuesday and Thursday with the support of the teacher. Raised $15,000 for Orange Sky Laundry and the donation of funds will be attended by school representative. John on leave 4th Sept and will be assisting mission work in Ireland.

- Pastoral Care Parent (PCP) start of year summary – Friendship trees finalised. PCP meeting to learn and engage with the whole team, sharing plans and actions. Confirmation that the point of truth for school information is the school website and newsletter. Events calendar has been released. A calendar version and list version is available. A huge thank you to all that volunteer to be PCPs.

- Treasury update - $4000 raised through last year’s extravaganza. Currently there is approximately $50,000 in the account. (ACTION: Nat to review options to decrease ongoing fees for account use)

- Fair info – Car ‘art union’ raffle is continuing. Still looking for a third prize of $500-$900 value. Requesting the approval of $15000 for the purchase of the raffle prizes and running costs. RAISED: Tracey De Zilva, SECONDED: Emily Carter. No objections (ACTION: The relevant payback as presented at the CA Planning meeting will be provided as an attachment to the minutes sent through to attendees for review)

  - Requesting approval for $45000 in preparation for the planned Fair costs. The detail regarding expenditure timing will be
submitted by the Fair Committee at the next CA meeting to ensure that release of funding does not over extend current available funds. RAISED: Andrew De Zilva  Seconded: Lou Bennett (ACTION: Note the requirement to review the minimum required to maintain in the account prior to Fair)
  o Requesting approval for $2000 for the purchase of a shipping container to store equipment and goods, predominantly donations RAISED: Tracey De Zilva SECONDED: John Leyden (ACTION: obtain shelving from QUT donation)
  o 74 entries to the Fair logo competition.

**Items for discussion/decision**

- **Unanimous support gained for to approve Andrew De Zilva, Nat Wilson and Lou Bennett to open a Suncorp bank account for the St Andrew’s Community Association and act on it. The account is to be a ‘two to operate account’. RAISED: John Leydon SECONDED: Paul Knight. No objections.**
- **Formal correspondence requesting the payment of the Annual P&F Queensland levy of $3835.40 has been received. Following discussion, a recommendation to donate $3500 was agreed upon. RAISED: Andrew De Zilva SECONDED: John Leyden. No objections**
- **Involvement in Great Western Cash for Schools. RAISED: Conor Fardon SECONDED: Lena Malfitana (ACTION: Add to Newsletter and PCP comms in due course)**
- **Discussion regarding the further assistance for St Vincent De Pauls. Blanket, Curtain and Doona drive was suggesting and consideration will be given for the potential to obtain or assist with storage of donations.**
- **Entertainment Books will be offered under the guidance and efforts of Sandi Jeffries (thank you Sandi), through the same ‘opt in’ program as last year – RAISED: Andrew De Zilva SECONDED: Lou Bennett**
- **Discussion on cooling options at the school (air con, water coolers, fridges)**
  - Following an opportunity for views to be posed on what the parent and school priorities for ‘cooling options’ could be, it was agreed that the CA will work with the school towards the goal of air-conditioned/cooling all teaching/classroom environment including funding and resourcing assistance. As discussion point, no formal commitment has been entered into. A big thank you to John Leyden for taking the time to share the school’s vision for cooling the school.
- **Upcoming events:**
  - Skate Night
  - P&F AGM (feedback to come from the next meeting)
  - Approval for $400 expenditure for Helping Hands RAISED: Tracey De Zilva SECONDED: Tim Beiers
  - Election BBQ – Approval for $1000 to put on BBQ RAISED: Tracey De Zilva SECONDED: Rebecca Greenwood

**Any Other General Business from the floor**

- **Cr Steve Toomey: Upper Kedron Development discussion and its impact to the community and the school district area, Discussion on the use of the oval (ACTION: Tim to follow up regarding maintenance)**

**Items for next meeting**

- **Funding of the P&F conference decision held over**

Close – 8:42pm (Apologies to all who attended for the late finish)

**Detailed Fair report:**

**RAFFLE**

We are progressing the car art union (raffle) with a view to replacing the live auction. Anticipated costs of $12-14K for an entry level car (through Zupps Aspley) and printing of $1000. Second prize has been donated by Urban Refinishers (Chris Vera) $1000 custom designed & made furniture Third prize – position vacant... donation required of approx. value $500-$900 10,000 tickets printed @ $5 each (maximum amount under Qld Art Union legislation) with possible profit of $35K Roughly 420 families x 1 book of 10 tickets ($50) = $21,000. We know all families will not be able to accommodate this volume, but we also know many of us will be able to sell multiple books. Discussions have commenced with a rep from Mt Maria College P&C to support this initiative through MMC Possible options for increased sales include parish, other Cath Ed Schools, outpost sites (Brookside/Great Western)
Request for approval to spend $15,000

OPERATIONAL EXPENDITURE
Rides
last year cost $15000 – ride selections have been made in line with last year’s expenditure
Income from arm band sales last year was approx. $25k
Request for approval to spend $15,000

Catering/food/consumables
Last year cost $20,000
Offerings will be in line with 2015 & it is expected that a small increase in catering will be experienced
Request for approval to spend up to $25,000

Equipment (tables, chairs, trailer freezers etc)
Last year cost under $5,000
Request for approval to spend up to $5,000

Resale items (lucky dip, lollies, show bags)
Last year cost under $5,000
Request for approval to spend up to $5,000

Miscellaneous costs (permits, cleaners, waste management, security etc)
Last year cost under $5,000
Request for approval to spend up to $5,000

Last year’s costs for the fair were approximately $45,000. The committee will again streamline purchase functions to maximise return and secure donated goods to reduce costs.
Keep in mind we returned to the CA in 2015 a profit of $57,000. We need to spend it to make it!!

Logo comp 74 entries, judging underway and winner (arm band) will be announced at line up on Monday.

A few new committee members have joined the team (Steve Harvey Risk, Aron Bendell (Raffle), Jen K (leadership team) and once we finalise who is returning from 2015 we will put a call out for committee and convenor vacancies.
This year’s committee includes:
Peta Pitcher, Tracey De Silva, Shelly Ward, Leanne Howell, Jen K, Paul Knight, Aron Bendell, Megan Towner, Conor Fardon, Nat Wilson, Steve Harvey

Formally acknowledge 2015 committee retirees Anne-Maree Maw, Alison Schutt and Sandi Jefferey

This year with support of the school and wider community will be bigger & better than ever (again – I know we say it every year)

Cheers
Peta