

**St Joseph's School Waroona P&F
Meeting Minutes**

August 9, 2016

Meeting opened: 7.00pm

Present: Melissa Fuller, Brooke Hammond, Belinda Curtis, Lisa Gallin, Travis Bienkowski, Jen Stokes, Jeanette Stampone, Trish Rossell, Natasha Pitter, Naomi Edwards, Stacey Reynolds

Apologies: Stacey Gaston, Janice De Rosa,

Opening Prayer read by: Travis Bienkowski

Minutes from Previous Meeting

Moved: Belinda Curtis **Seconded:** Trish Rossell **Carried.**

Business arising from minutes - Nil

Correspondence In – Nil

Correspondence Out – Nil

Reports

Treasurer: Report was presented by Simone Magno in absence, *please see attached report*

Principal: Report was presented by Travis Bienkowski, *please see attached report*

Parish: 75th Anniversary Mass and Morning Tea

School Board: Showgate information update.

Moved: Trish Rossell Seconded: Natasha Pitter that the report be accepted.
Carried.

Agenda Items

BBQ Donation

- As the BBQ was donated for the purpose of a Father's Day prize it was decided to use it as 1st Prize in a Father's Day Raffle

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- Lisa Gallin to send home a sheet of 10 tickets per family and the be raffled off at the Athletics Carnival.

Father's Day Stall

- Belinda, Katie, Rebecca & Natasha are all stall co-ordinators.
- A Flyer has been created to advertise the stall
- The Kindy Class will have their stall on 25th August.
- Father's Day Stall to be held on Friday 2nd September.
- See attached flyer for information

Family Bingo Night

- The school basketball courts are the be the venue
- Curtis Electrical has kindly donated lighting for the event
- Activities on the night, such as face painting, bouncy castle and monster raffle are all being planned
- Carol Hull will M.C. the event
- School trestle tables will be utilized, approx. 8 people per table.
- A P&F canteen will be run on the night selling, snack plates, cool drink etc

Sausage Sizzle at Athletics Carnival

- Jen & Stacey to co-ordinate
- The key for the power to be acquired from Shire prior to the day.
- A stall will provide coffee, tea & cake. Cake to come from donations via class reps

Bunnings Sausage Sizzle

- To be held 15th of October 2016
- Time slots will be for two hours, first shift commencing at 7:00 am with the last shift finishing at 5:00pm. Details to volunteer can be found at Bunnings Sausage Sizzle Volunteers
- Four people required per shift as outlined in Bunnings operational specifications. 1/Money, 1/Cook,1/Serve & 1/ Bun holder.
- Updated insurance certificate is required from Catholic Education Department to be submitted no later than two weeks before event to secure booking.
- Catering recommendations are between 700-750 sausage sizzles . Price capped at \$2.50 as stipulated by Bunnings. (Costing TBA by Naomi Edwards) preliminary quotation for sausages is \$289. Buns to be supplied by same vendor costing TBA. Onions required 25kg (costing TBA)

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- Additional items such as napkins, garbage bags, aprons, utensils, condiments, disposable gloves, food storage containers are to be provided by hosting body. Bulk wholesale vendor quotations are being investigated costing's TBA.
- No one under the age of 15 years is permitted in the cooking area of the sausage sizzle as stipulated by Bunnings.
- Bunnings will supply the following: Gas (no limit), bbq's, two esky's , blackboard signage, hot water to clean bbq and trestle tables.
- Additional esky's required for sale of drinks. Melissa Fuller has a large esky she has generously offered for the day.
- Cash float of \$300 will be required on the day as recommended by Bunnings.
- If projected sales of 750 exceeds before 4pm we are required to purchase additional supplies and continue selling.
- Drinks as outlined by Bunnings 4 carbonated and 1 water. Price capped at \$1.50. Costings TBA.
- Raffle on the day. We are permitted to hold a raffle on the day to be setup outside the front entrance underneath the external entry cover. Discussion of prize to be drawn on the day TBA. Children are permitted to participate as part of business and enterprise, however adult supervision will be required in addition to sausage sizzle volunteers.
- Final costings to be provided no later than 19th of August 2016. They will be emailed to Stacey Reynolds to be distributed to members. Projected costings including contingency \$800. Projected profit \$ 3000 (This does not include raffle) **projected profit estimate only based on sale of 750 sausage sizzles assuming each purchased a drink.

Fundraising Ideas

- Committee voted against lunch order bag fundraiser
- Committee voted for the Toy Catalogue fundraiser

Grant Application Status

- Good Guys Doing Good Week Nominations - applications to be in by 28th August. Jeanette will apply for an item that we can later raffle and raise funds for the P&F.
- Royalties for Regions - it was mentioned that the latest R4R funding is now open. Suggestions for items included a fridge for Pre-primary and air-conditioning for the canteen. Jeanette will look into the conditions and closing dates and get back to the committee.

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Meeting Closed: 8.08m

Next meeting: Tuesday 13^h September 2016 7pm