



BOB HAWKE COLLEGE P&C

Executive Committee

10 March 2020

Meeting Minutes

PRESENT: Solmaz Biet, John Burke, Wayne Dropulich, Malcolm Harrison, Amanda Jones, Meena Thiru, Claire Turpin

APOLOGIES: Dipali Patel, Melissa Twiss

Meeting commenced at 6:10pm

1. Introductory Remarks

1.1. Wayne opened the meeting.

2. Acceptance of Previous Minutes

2.1. Not applicable.

3. Business Arising

3.1. Not applicable.

4. Correspondence

4.1. **IN** – Incorporation documents and email from WACSO Secretary. Wayne to save scans in Google drive until formal location is finalized.

4.2. **IN** – Bill from WACSSO

4.3. **OUT** – Announcement regarding next P&C meeting date and reminder regarding sub-committee nominations.

5. Principals Report

5.1. A formal report was not prepared, however John suggested we seek parental input on ideas for fundraising and future allocations of funds.

6. School Board Report

6.1. Not applicable

7. P&C President's Report

7.1. Not applicable

8. Treasurers Report

8.1. Not applicable

9. General Business

9.1. **Incorporation Update:** WACSO confirmed that the P&C is officially incorporated and provided incorporation documents.

9.2. **Meetings:** Future meeting schedule was confirmed as Tuesday, 6:30pm, Week 3 and 8 of each term. Location tentatively confirmed as the Library. Next meeting will be Tuesday, March 24, 2020.

9.3. **Bank account:** Meena to research bank policies regarding annual changing of signatories. The four signatories are to be President – Wayne Dropulich, Vice President – Amanda Lightman-Jones, Treasurer – Meena Thiru, and Secretary – Dipali Patel.

9.4. **Source of Funds:** John presented check for \$2000 from the Department of Education. The school will hold the check until the bank account is established. Voluntary Contributions for P&C from parents were not included for 2020. For

future years, contributions are to be approved by the board prior to the end of the school year.

- 9.5. **Communications and file storage:** Amanda to research URL, email and website options for the P&C. Facebook group currently exists named “Bob Hawke College Parents”, consider switching this group to be P&C in future. General meeting alerts to be sent via Compass and Facebook for now.
- 9.6. **Sub Committees:** Events and Social Media sub-committees to be nominated and voted on at next general meeting. Terms of Reference provided by Wayne to be compared to WACSO standard. Future sub-committees to consider include, Transportation, Acquisitions, Sustainability.
- 9.7. **General discussion:** Fatheringproject.org to be researched and considered. Sporting clubs to fall under P&C governance in future for liability coverage. More research needed.

10. Next Meeting Dates

- 10.1. Tuesday, March 24, 2020, 6:30pm in the Library