

---

## **Minutes - CHS P&C Annual General Meeting (AGM) 19<sup>th</sup> March 2024**

Meeting commenced at 7.10pm

### **Welcome**

Nick Brady (President/Chair) welcomed everyone to the AGM for 2024.

### **Apologies**

Nick noted apologies from Mary Zdjelar, Corey London, Gitte Foran

### **New members**

New members were called for and noted all previous members were required to pay the annual subscription fee prior to the meeting closing. Nick confirmed he would make the payment via EFT for all current members.

New member Dario Stambolija

It was declared there were sufficient financial members for a quorum so the meeting could proceed.

### **Minutes of the previous AGM meeting (Receipt/Amendments/Adoption) – Nick Business Arising from Previous AGM - Nick**

Nick confirmed there wasn't a need to confirm minutes or any business arising from the previous AGM.

### **Receipt and adoption of the audited financial report – Nick on behalf of Corey**

Nick agreed and signed the report. Mary (Secretary) and Corey (Treasurer) to sign when available. Nick will provide them with an electronic copy that he has signed.

Simone (Auditor) presented her review of the report. Simone explained the auditor has to be independent from the preparation of balance sheet. She suggested the Treasurer prepare the report for her to audit next year. Simone noted the report was materially well presented, including the evidence provided, though noted there wasn't a starting balance for the bank account. The bank balance for beginning of the year was assumed to be correct. She noted there were 2 lots of insurance paid and did not make an adjust for them. 7 treasure reports and all relevant documents were reviewed as part of the audit.

Some amounts varied during the year from what was agreed to what was eventually paid. For example, the hall upgrade work ended up costing more than expected. The P&C committed \$31K – Tony took on the bill and the P&C reimbursed \$26K. Nick confirmed he had to go through his emails to find the supporting documentation for the amount paid. In future, the P&C need to ensure the supporting evidence for all amounts are accounted for in financial report.

Nick confirmed, the P&C needed to vote on:

- Closing the business online saver;
- Creating a better audit trail that is minuted;
- The cheque systems and how they are going to move forward from 2030 when cheques will no longer be in use. Given this change, there will need to be another form of evidence of payment required for the audit.

### **Receipt and adoption of the president's annual report – Nick**

Nick to arrange post the meeting.

# **CRONULLA HIGH SCHOOL P & C ASSOCIATION**



---

## **Elections - Nick**

### **Returning Officer (Tony Ibrahim)**

Tony confirmed his role as a returning officer.

Other roles as follows:

- **President** - Nick agreed to as a returning member.
- **Vice President** - Rebecca agreed to as a returning member.
- **Secretary** - Rebecca and Kylie nominated Mary, who indicated her acceptance of the role prior to the meeting if others members supported.
- **Treasurer** – In Corey's absence Nick gave a rundown of the role as per position description and the investment of time required. Kristen indicated she would take on the role which was accepted.

## **Approval of Signatories (Removal and Addition) - Nick**

Nick or Corey will arrange for the signatories to be updated with the relevant Commonwealth Bank accounts. Corey is to be removed. Mary and Kristen to be added.

## **Appointment of the P&C Associations auditor - Nick**

Simone agreed to continue in the role.

## **Adoption or review of by-laws, rules, policies, and procedures – Nick**

Members agreed to continue with the by-laws, rules, policies and procedures given the review of these was completed within the past 12 months.

## **Setting the annual subscription fee – Nick**

Members agreed to keep the subscription fee at \$0.50.

Nick confirmed he will transfer the annual membership money via EFT for all members.

Meeting closed at 7.37pm