

**2015 ANNUAL GENERAL MEETING MINUTES**  
**Sylvania Heights Before and After School Care**  
**Date – Monday 9<sup>th</sup> March 2015**

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**Attendees**

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Suzi Field (SF), Lorena Matthews (LM), Natalie Stoneham (NB), Nicola Stanbridge (NS), Jean Powell (JP), Harrison Moke (HM)

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**Apologies**

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Malcolm Germon (MG), Marie Hughes (MH), Kim Kemp (KK)

**Meeting opened at 7.30 pm**

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**Agenda Items**

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1. Welcome and Introductions – SF
2. Minutes from last AGM – SF
3. Correspondence In/Out – HM
4. Nominated Supervisor Report - HM
5. Financial Report – LM
6. Committee Nominations for 2015 - All
7. General Business – All
  - a. Facebook - SF
  - b. Fence Quotes - SF
  - c. Becklyn - HM
  - d. Direct Debit - SF
8. Business Without Notice – All

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**1. Welcome and Introductions - Suzi Field**

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- SF thanked everyone for coming.

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**2. Minutes from last AGM – Suzi Field**

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- Committee noted AGM minutes from 2014. Minutes moved and endorsed by LM and MG.

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**3. Correspondence In/Out – Harrison Moke**

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- No correspondence to report.

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**4. Nominated Supervisor Report – Harrison Moke**

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- **Families** - Approx 130 families are currently registered with the Centre, an increase of 10-15 families compared to 2014.
- **Casuals** - There is a need to look at the policies and procedures for casuals and waitlist. Casual spots cannot be kept open if there is a permanent booking wishing to take the place. Parents with

permanent bookings should be encouraged to advise the Centre ASAP if they know they will not be using the Centre due to illness/holidays etc.

- **Approved Places** - The Centre has applied for extra places increasing the capacity from 75, to 90 spaces for each session. HM advised that the application has been approved.
- **Fee Increase** - HM asked for an increase of \$1 per session, bringing the fees to \$11 for AM sessions and \$13 for PM sessions. The increase was approved and endorsed by the Committee to start Term 2 2015.

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## 5. Financial Report – Lorena Matthews

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- LM provided the Profit & Loss Statement from July 14 to Feb 15. The basic overview showed a total profit of \$174,905K and total expenses of \$212,019K, with a net loss of \$32K. LF has contacted the Bookkeeper to clarify the specifics as the expenses are not clear and no narrative has been given. HM does not feel the Centre's accounts have gone down by this figure, further investigation is required.

**Action:** *The Committee would like the Bookkeeper to attend the next meeting and provide a narrative to the report and also provide a report for the same period last year as a comparative. The turf was \$20K which could account for the discrepancy in outgoings, but the report provided does not indicate this.*

- Staff have not received superannuation payments for Jan – Feb – March 2015, they require it to be paid monthly.

**Action:** *SF to follow up.*

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## 6. Committee Nominations for 2015

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- Nominations for Executive Committee Positions
  - **President** – Suzi Field
  - **Vice President** – Lorena Matthews
  - **Secretary** – Natalie Stoneham
  - **Treasurer** – Malcolm Germon
- All positions were seconded and approved
- See attached forms for all Ordinary Committee Members
- Nicola Stanbridge completed the nomination form as a new Committee Member

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## 7. General Business

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- **(a) Facebook** – SF thanked NS for setting up the facebook page. All Executive Committee members and HF have administration rights to the page.
- **(b) Fence Quotes** – SF obtained quotes to replace the fence/railing for the front porch. One option is to purchase the materials ourselves and ask the school (Eddy) to install it. The Committee would like the fence/railing to be the same with what is currently installed out the front of the ITC room.

**Action:** *HF to follow up with MJ (School Principal) to see if they can provide details of the supplier used for the ITC room.*

**Action:** *SF to follow up with MJ to see if the school, as the landlord, can contribute to the funding. The Committee agreed that the look of the fence should be consistent with the rest of the school.*

- **(c) Becklyn** – There will be a presentation by Becklyn at 6.30pm on Monday 23<sup>rd</sup> March. Becklyn offer an outsourced function for compliance, administration, financial and booking/signing in

facilities for the Centre. It would give staff more time to focus on looking after the children. The Centre would save on bookkeeping fees. Costs are to be advised and the Committee will look at options and discuss after the presentation.

- **(d) Direct Debit** – The Committee agreed that Direct Debit would decrease the amount currently owed to the Centre, which is currently \$5K.

**Action:** SF to investigate options with the bank and other providers.

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## 8. Business Without Notice

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- **Sports Program** – This needs to be addressed and implemented.

**Action:** HF to investigate further on which providers are available, costs and what is included.

- **Election Day Fundraiser** – The students have been making jam to contribute to the fundraiser. HF will also be volunteering on the cake stall.

- **Menu** – The Committee would like to look at the menu and review at the next meeting.

**Action:** HF to circulate current menu. Committee to research breakfast and snack ideas.

- **Fridges** – The fridges are leaking and are aging.

**Action:** HF to obtain quotes. The Committee approved the purchase of 2 fridges up to the value of \$1K.

## End Minutes

**Minute Taker: Natalie Stoneham (Secretary)**

Meeting closed at 8.30 pm