

# Mimosa Public School Parents & Citizens Association

**ABN 982 422 096**

## General Meeting Agenda



Date: Tuesday 12<sup>th</sup> March 2019

Time: 8.00pm (Note later start - Fundraising Workshop 7pm – 8pm)

Location: Mimosa Public School Library

Item	Duration	Speaker
<b>Opening</b> Call meeting to order, welcome current members and introduce new ones. Record attendance, sign in sheet, and apologies and introduce any visitors.	2 min	CH
<b>Minutes</b> Discuss and approve minutes from previous meeting. These have already been circulated therefore please read through these before the meeting (or visit Mimosa Public School Website <a href="#">&lt;GE to Insert hyperlink when available&gt;</a> )	2 min	CH
<b>Principal's address</b> – by exception	5 min	MF
<b>Reports – Q&amp;A:</b> Some reports are posted on P&C website. Please read through these before the meeting so that you can raise any questions that you have at the meeting.		All
<b>President</b>	5 min	CH
<b>Treasurer</b> – by exception	5 min	SP
<b>Band Committee</b> – by exception	5 min	AC
<b>Canteen Committee</b> – by exception	5 min	AE
<b>Uniform Shop Committee</b> – by exception	5 min	
<b>Social and Fundraising Committee</b> – by exception	5 min	MC
<b>Agenda items placed on notice</b>		
Ballot for executive and sub-committee position - Treasurer	2 min	MF
Facebook – need someone to be responsible	2 min	EM
Just One Thing survey	2 min	EM
<b>Business Arising from Previous Meeting or Carried Over</b>		
Organisation chart and parent survey progress	2 min	EM
Adopt Audited Financial Statements – Outgoing Treasurer	2 min	SP
P&C Vacant Positions Update (Paid uniform Shop Coordinator)	2 min	DM
<b>Correspondence</b>	2 min	GE
<b>General Business:</b> Deal with new business items. This may include new urgent matters, rule changes, general matters arising, long-term plans etc.	10 min	
<b>Business Carried over to next Meeting</b>	2 min	
<b>Closing</b> <ul style="list-style-type: none"><li>Next meeting Tuesday 9<sup>th</sup> April 2018.</li><li>Agenda items and written reports submitted by COB Fri 29<sup>th</sup> March 2019.</li></ul> Close meeting, thanking attendees, indicating the time.	2 min	

Mimosa P&C welcome all new members. Membership or renewal of membership is available at the cost of \$1.00 paid to the secretary at any time during the financial year. Membership is valid for one P&C financial year, which expires in February, regardless of when membership is paid.