



Minutes of Executive Meeting

24 April 2024

Held:Conference Room (upstairs) in the Main Administration Building at Mount Lawley Senior High School.

Meeting opened: 6.08pm

Attendance:

Helen Goldsmith (Chairperson)

Karina Seng

Yvette Sholdas (Co-vice chair)

Monique Herbet

Ana Santos (Co-Vice Chair)

Louise Aston

Adam Pontague

Adrian Heil

Apologies:Paul Atkins and MalayParikh

1. General Business

We started the meeting with going straight into the Motions for LAA

1.1 **Motion**that the LAA Treasurer reimburse/pay fee for sign up genius for 3 x months at \$25 per month subscription to subscriber delegate when receipt provided by the LAA Committee

Resolution: That the P & C approve to pay \$25 per month subscription to Genius for 3 months. *Moved by Adrian Pontague and seconded by Ana Santos. Motion carried.*

1.2 **Motion**that the LAA treasure refund \$15 to Pam Gleisinger for double payment of entrance fee in error

Resolution: That the P & C approve the refund of \$15 to Pam Gleisinger. *Moved by Helen Goldsmith, seconded by Adrian Heil. Motion carried*

1.3 **Motion**that the LAA Treasurer reimburse for online raffle managementsystem 'Raffle Link' for annual fee subscription of \$120, when receipt provided by the LAA Committee.

Resolution: That the P & C approve the payment of \$120 for Raffle Link Subscription. *Moved by Helen Goldsmith, Seconded by Yvette Sholdas. Motion Carried*

1.4 **Motion**that the LAA Treasurer reimburse/pay fee for Raffle Permit to permit holder to pay license to hold the permit of \$128.

Resolution:That the P & C approve the payment of \$128 for Raffle Permit. *Moved by Adrian Heil, seconded Ana Santos. Motion Carried.*



1.5 **Motion** that the LAA treasurer refund \$15 to Chloe Hadfield, if she has paid entrance fee, as she is ineligible to enter due to being a MLSHS student.

Resolution: That the P & C approve the refund of \$15 to Pam Gleisinger. *Moved Adrian Heil, seconded by Helen Goldsmith. Motion Carried.*

1.6 **Motion** that the LAA committee be supplied a \$200 budget for incidental expenses

Resolution: That the P & C approve a \$200 budget to cover incidental costs. *Moved by Helen Goldsmith, seconded Ana Santos. Motion Carried.*

1.7 Discussed running a major raffle and purchasing a Mazda vehicle to raffle. A major raffle of this nature can significantly increase funds raised for SVAPA and the Music Program. A raffle has less overheads to put online and has a greater opportunity for marketing over a longer period. It stands to double funds raised from prior year.

Risks are well mitigated with contingency plans. If funds are not raised, there is no lock into purchasing the car. The \$5,000 donation is not contingent on purchase of the car.

A raffle license is required whether raffling a car or not. Financials from the P & C are required to get a license.

Insurances and liabilities need to be confirmed for car being on the school premises.

Actions:

- Paul Atkins to provide P & C financials to xxx to complete license application.
- Adam to request extension of the car dealerships insurance to cover liability while the car is on the school property.
- Adam to also confirm that there is no education requirements to be met having the car at the school

Motion that the P & C Treasurer/LAA Treasurer purchase of Mazda 2 vehicle subject to approval to run raffle and sale/draw of raffle, from Wanneroo Mazda, at \$25,000 from funds received by raffle, within 30 days of raffle draw, subject to permit requirements.

Resolution: That the P & C approve the purchase of a Mazda 2 vehicle, at \$25,000, subject to car dealer extension of liability while car on the school premises and confirmation that education department has no issue with the car being on the premises. *Moved by Adrian Heil, seconded by Ana Santos. Motion carried.*

1.8 **Motion** to pay a total of \$78,871.44 to the school for payment of outstanding invoices as follows:

- Invoice 42919 for the amount of \$17,210.00 for shade structure as per minutes dated 18/9/23
- Invoice 42673, Payment for the homework club of \$4,290.52



- Invoice 42209, Supply and install all bench seating for \$24,915.00.
- Invoice 42320, Student diaries for 2024 \$12,927.75
- Invoice 40332, Homework club for 2022 \$3,023.20
- Invoice 40334, Various Invoice \$779.97
- Invoice 40555, Student diaries for 2023 \$10,725.00
- Invoice 42092, P & C donation for language and arts festival \$5,000

Note: These school invoices that are overdue have been previously motioned but were not in the minutes, so these are now being added to allow full payment to be made to the outstanding bills for the school

Resolution: That the P & C approve payment of the outstanding invoices totalling \$78,871.44. *Moved by Louise Acton, seconded by Monique and seconded Monique Herbet. Motion carried.*

1.9 Discussed the motion process. Have set up a motions spreadsheet, in google drive as a live document, and will provide access to office bears and the conveners of sub committees and music treasurer.

Motion: to change the manual motion process to use digital forms and spreadsheets.

Resolution: That the P & C approve the change in motion process to use a google form that feeds into a spreadsheet. *Moved by Helen Goldsmith, seconded by Adrian Heil. Motion carried.*

2. Other business

Discussed Liquor license for the art auction. In the past application has been completed by an individual. It is correct process for the liable entity and receiver of funds to be the license holder. This means the P & C need to apply for the license and appoint a specific manager.

Helen Goldsmith raised the P & C insurances need to be checked to confirm adequate coverage given the obligation as LiquorLicense holder.

P& C are required to submit a letter confirming they will the permit holder, with the appointed Manager to be KeiranKirry

Actions:

- Helen to provide a letter to liquor and gaming to confirm the P & C will be the permit holder
- Helen to speak to WASCCO about our insurance before providing a written notice



- P & C to go back to LAA with an approval once WASCCO approval received, by no later than 1 May.

2.1 Motion to accept the P & C being the licensee for the liquor license for the Art Auction and Kevin Kirry the approved Manager, on the confirmation from WASCCO and checking of the P & C's insurance

Resolution: That the P & C approve being the liquor licensee for the Art Auction.
Moved by Adrian Heil, seconded by Ana Santos. Motion Carried.

Next Meeting: Monday, 20 May 2024, 5.30pmin the Conference Room (upstairs) in the Main Administration Building at Mount Lawley Senior High School.

Meeting closed: 6.51pm