



Mordialloc Preschool Inc. Committee Meeting Minutes

Date:	23 November 2021
Time:	7.30pm
Location:	Zoom

Annual General Meeting 2021

1. Welcome and apologies

a. Attendees:

Georgie McAdam, Donna Burke, Dearne German, Yvonne Mitchell, Marg Van Wees, Di Formosa

Ngaire Long, Karen Henderson, Catherine Frawley, Erin Pattie-Thomas, Adam Whatmore

Sharon Witteveen (TRY Children's Services Area Manager)

Families - 25

b. Apologies: Richard Verrelli

Erin welcomed everyone to the AGM and ran through the agenda.

2. Confirmation of minutes of previous AGM

2020 minutes confirmed moved by Ngaire, seconded by Karen & Adam

3. President's report - 2020/2021 Highlights

- Introduced 5-hour 3 YO session for 2022
- New Kindergarten Logo & Website upgrade
- Successful recipient of Kingston Community Grant to support purchase of Indigenous Culture Learning resources
- Applied for shade sails for yard through DET Shades Grant Scheme (notification of application expected Nov. 2021)
- New Square terminal - card and contactless payments
- Set up petty cash system for teachers
- Equipment purchases - large circular rug for 4YO room, couch for 4YO room and a variety of educational toys and resources
- Fundraising - Bunnings BBQ, child art tea towels, Easter picnic and raffle, Stuck On You & Entertainment Book

4. Treasurer's report

Bank balance 30 Sept 2021

- \$19,188 in transaction account
- \$62,379 in term deposit

Committee Fundraising Earnings \$3796

- Updating gardening/working bee tools
- Outdoor playground equipment
- Discovery learning play resources such as binoculars, telescope, magnifiers
- New couch and circular rug for 4YO room

Overall committee finances are down \$5080 for the year

- Investing in technology priority
- New iPads
- Square contactless payment terminal
- Zoom account
- Social media advertising
- Website and logo redesign and update

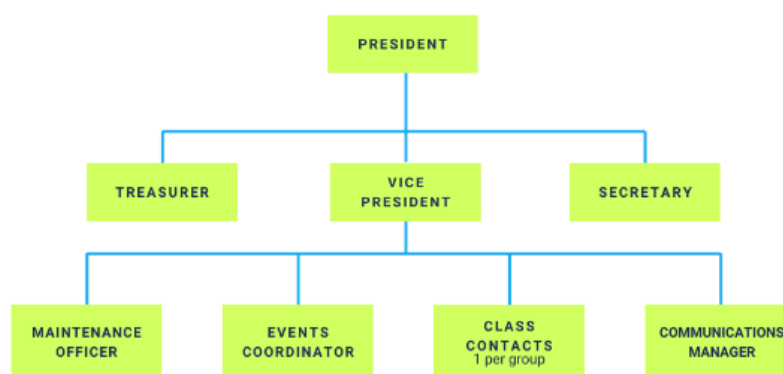
5. Thank you

Thank you's were expressed to:

- The volunteers and educators for their dedication and work through another challenging COVID year. Their commitment and passion has ensured the children have had a great year at kinder regardless of the circumstances they were delivered in.
- The generous sponsors of the Committees activities - Bakers Delight Thrift Park, PFM Events Moorabbin, The Butcher Club Southland, Barry Plant Real Estate and City of Kingston.

6. Election of committee members for 2021/2022

a. Description of committee positions



- **President**

- Primary point of contact for parents and teachers
- Chairs Committee meetings and helps prepare agenda

- Supports the general day to day running of the kindergarten as required
- Liaises with Committee members, teaching staff and TRY Children's Services
- Proposes strategic direction and coordinates activities of Committee
- **Vice President**
 - Chairs meetings in the absence of President and assists President as required
 - Organises grant applications throughout the year
- **Treasurer**
 - Oversees the financial situation of the Committee
 - Maintains the financial records
- **Secretary**
 - Takes and distributes meeting minutes
 - Deals with any correspondence necessary, incoming and outgoing mail
- **Maintenance Officer/s**
 - Organises any maintenance that is required
 - Oversees working bees
 - Prepares and updates maintenance plan
- **Events Coordinator/s**
 - Organises events and fundraising activities
 - Coordinates and delegates event and fundraising jobs for committee members
- **Class Contacts (1 per group)**
 - Assists with social activities for their group to help parents get to know each other
 - Produces parent duty rosters each term
- **Communications Manager**
 - Organises communication posts to families via Storypark
 - Designs events flyers and promotional materials
 - Maintains kinder website and Facebook page
 - Liaises with TRY Marketing

b. Position nominations

The following 2021 committee members will be re-nominating for 2022 to ensure consistency across the years:

- President - Erin Pattie-Thomas
- Treasurer - Ngaire Long
- Communications Manager - Karen Henderson

No further nominations were made.

2022 parents were encouraged to join the committee by emailing president@mordiallocpreschool.org.au or completing the form on the website www.mordiallocpreschool.org.au/agm

7. Any other business

a. Bunnings BBQ

Bunnings has offered Mordialloc Preschool to host a fundraising BBQ on 30 January 2022. The Committee requested help from 2022 parents to run the day.

Email events1@mordiallocpreschool.org.au with offers for help.

b. Kinder uniforms

Mordialloc Preschool tshirts, jumpers and hats are available for children to wear to kinder. They are not mandatory but the children enjoy wearing them, the hats have a board brim and size toggle, and they wash well.

School Uniforms

**Mordialloc
Preschool**

Bucket Hat \$15

SM (adjustable 50cm to 54cm)
MED (adjustable 54cm to 58cm)

In accordance with our sun smart policy, it is compulsory for each child to have a sun-safe bucket hat which will be stored at kinder for the duration of the year.

T-shirt \$18

Premium Pre-shrunk 100% cotton
200 gsm, Regular fit

Size 4 (35.0cm ½ chest)
Size 6 (37.5cm ½ chest)

Jumper \$28

310gsm Low Pile Poly/Cotton Fleece
Double Stitched Neck & Shoulders
and Double Stitched Armholes & Cuffs

Size 4 (38.5cm ½ chest)
Size 6 (42.0cm ½ chest)



All items available in:
Royal Blue
Hot Pink
Purple
Red

Bundles

Hat + T-shirt	\$30	Hat + Jumper	\$40
Hat + T-shirt + Jumper	\$55	2x T-shirts	\$30
T-shirt + Jumper	\$40	Hat + 2x T-shirts	\$45

ALL HATS, T-SHIRTS AND JUMPERS WILL BE AVAILABLE FOR PURCHASE DURING ORIENTATION
(Please note there may be limits to the amounts of each colour and size)



8. Meeting close

The meeting closed 8.45pm