The meeting opened at 6.30pm.

1. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held in June 2013 were tabled.

Motion to approve minutes proposed by Peter Chester and seconded by Janice Cutajar. Voted on by P&F and motion carried.

2. BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING

2.1 Shelter Between Main Building and Pavilion
Paul Drewniak has continued consultations with Brisbane Catholic Education regarding the construction of a covered walkway between the main building and the Pavilion. A survey has been carried out to determine the existing levels prior to further planning.

Action: Paul Drewniak to follow up with Peter Lyons regarding the Foster’s grant.

3. CORRESPONDENCE

Correspondence IN :-

3.1 Lite n Easy Fundraising
Paula Lamprecht forwarded details of a Lite n Easy Fundraising idea. It was agreed that although
it was a good suggestion, the small size of our school would make it difficult to produce a profit.

**Action:** Jeanine Fenton to send a response to Paula Lamprecht thanking her for her suggestion.

3.2 The Brisbane Archdiocesan Parents & Friends Council invitation to an evening with Anthony Ryan -

3.3 Change to Liquor Licensing Laws –
http://member.qcec.catholic.edu.au/Files/e3b5a1eb/093%20Change%20to%20Liquor%20Licensing%20Laws.pdf

Correspondence OUT: -

- Nil

### 4. REPORTS

**4.1 Principals Report**

To be provided.

**4.2 Treasurer’s Report**

June 2013

**Income**
- Festival $50,989.66
- Bunning’s BBQ $3,212.90
- Entertainment Books $390
- Mother’s Day $173.25
- Interest $29.52

**Expenses**
- Bunning’s BBQ $330
- Arts $1,469.64
- Library $779.18
- IT $1,107.45
- Festival $1,608.42

Balance of P & F Accounts
- Chq Account $67,727.68
- Tuckshop $16,766.57 @19/06/13
- Uniform $9,822.20 @28/06/13
Combined Funds $ 94316.45
Carried fwd PF allocated Funding $ 48458
IT $20893 School Supplies $20 000 Library $4124 Arts $3441
Unpresented Chqs $ 4034.57
Allocated Funding and un presented chqs ( $52492)
Available funds $ 41824.45 ( PF Float $15 000 for Festival)

4.3 Tuckshop Report

1. Financials - Full monthly report attached.
   - Monthly summary below:

   Total receipts $1 803.76
   Total expenses $1 088.33
   PROFIT (LOSS) $715.43

   YTD Bank Balance as at 17.06.2013: $

   Notes regarding financials:
   - Tuckshop was closed last week of term due to lack of volunteers and then from 26 June for School Holidays.

2. Issues/Events:
   - On-line ordering only from Term 3 has commenced. Over 200 orders on-line. Say there’s still another 50-80 to go. Orders received on bags were given vegemite sandwiches.

4. Request:
   - Nil

TUCKSHOP ACCOUNTS 2013 - YEAR TO DATE

<table>
<thead>
<tr>
<th>Month</th>
<th>Receipts</th>
<th>Payments</th>
<th>Profit &amp; Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>$3,716.02</td>
<td>$2,897.88</td>
<td>$818.14</td>
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<tr>
<td>March</td>
<td>$3,187.25</td>
<td>$1,472.73</td>
<td>$1,714.52</td>
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<tr>
<td>April</td>
<td>$1,920.09</td>
<td>$1,390.87</td>
<td>$529.22</td>
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<tr>
<td>May</td>
<td>$3,844.83</td>
<td>$2,084.94</td>
<td>$1,759.89</td>
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<tr>
<td>June</td>
<td>$1,803.76</td>
<td>$1,088.33</td>
<td>$715.43</td>
</tr>
<tr>
<td>July</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>August</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>
MINUTES CONTINUED

September $0.00  
October $0.00  
Nov/Dec $0.00  

Totals $14,471.95 $8,934.75 $5,537.20

June

Receipts (notes 1 - 3)
05/06/13 Deposit 490.00  
Plus cash payments 64.10  
On-line 388.50  
On-line service fee -11.66  
Total receipts $930.94  

12/06/13 Deposit 493.00  
Plus cash payments 100.75  
On-line 287.70  
On-line service fee -8.63  
Total receipts $872.82  

Total receipts $1,803.76

Notes
1. Receipt details taken from deposit records
2. Total receipts calculated by adding amount deposited to the cash taken from receipts to pay invoices
3. Closed last week of term due to lack of volunteers and then from 26 June for School Holidays

Payments

<table>
<thead>
<tr>
<th>Invoice date</th>
<th>Date Paid</th>
<th>Payment details</th>
<th>Supplier</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/06/2013</td>
<td>5/06/13</td>
<td>Cash</td>
<td>Woolworths</td>
<td>Food supplies</td>
<td>6¢</td>
</tr>
<tr>
<td>11/06/2013</td>
<td>12/06/13</td>
<td>Cash</td>
<td>Coles</td>
<td>Food supplies</td>
<td>2¢</td>
</tr>
<tr>
<td>10/06/2013</td>
<td>12/06/13</td>
<td>Cash</td>
<td>Woolworths</td>
<td>Food supplies</td>
<td>7¢</td>
</tr>
<tr>
<td>30/06/2013</td>
<td>30/06/2013</td>
<td>Cheque 30150</td>
<td>Sushi Yatto</td>
<td>Food supplies invoices</td>
<td>15¢</td>
</tr>
<tr>
<td>30/06/2013</td>
<td>30/06/2013</td>
<td>Cheque 30151</td>
<td>Quality Food Services</td>
<td>Food supplies invoices</td>
<td>55¢</td>
</tr>
<tr>
<td>30/06/2013</td>
<td>30/06/2013</td>
<td>Cheque 30152</td>
<td>Homestyle Bakeries</td>
<td>Food supplies invoices</td>
<td>20¢</td>
</tr>
</tbody>
</table>
### Total payments

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Receipts</strong></td>
<td>$1,803.76</td>
</tr>
<tr>
<td><strong>Less: payments</strong></td>
<td>$1,088.23</td>
</tr>
<tr>
<td><strong>Profit (loss)</strong></td>
<td>$715.53</td>
</tr>
</tbody>
</table>

### Fundraising

#### 5.1 The Festival Review
The Festival was a great success. A Stallholders meeting will be held in the coming weeks to review the event. Toni Williamson said that Shane O’Brien had done an excellent job cleaning up the Pavilion after the Festival and suggested a thank you card was in order.

**Action:** Jeanine Fenton to invite Brian Nally to the next P&F meeting so that he can provide more detail. Jeanine Fenton to organize a thank you card to Shane O’Brien on behalf of the P&F Committee.

#### 5.2 Student Disco 23rd August
Celia Mason said she would organize a date claimer on the front of the newsletter for the Student Disco and planned to sell tickets to the event approximately 3 weeks prior to the date. It was also suggested that Grade 7 children could start mentioning the upcoming disco in the School Assembly Weekly Snippets.

#### 5.3 Parent Disco 13th July
Peter Chester said that 16 tickets to the event had been sold so far. Catering numbers have been reduced. It was decided to go ahead with the event because cancellation fees would be incurred for the DJ and the catering at this stage.

#### 5.4 Woolworths Earn and Learn Program
Jeanine Fenton reported that over 10,000 stickers had been collected by the school. As per previous discussions, Paul Drewniak will liaise with Sister Anne regarding items to be purchased. The stickers will be submitted in the next week and we will then receive confirmation from Woolworths, including details of how to order items from the MTA website.

**Action:** Paul Drewniak to discuss items for purchasing with Sister Anne.

#### 5.5 Bunning’s Sausage Sizzle
The Sausage Sizzle was a success with a profit of $2400. Bunning’s staff complemented the Holy Cross team on their good clean up of the area. Jeanine Fenton has submitted a letter applying for another sausage sizzle in the second half of the year. Thanks once again to Joe Zitny and all the volunteers for making the day a success.
5.6. Father’s Night 30th August
To be discussed further next month.

5.7 Pizza Day
No update.

5.8 Election BBQ and Cake Stall
Jeanine Fenton advised that Natalie Finney had offered to run the Cake Stall again.

5.9 Father’s Day Stall
Mariska Intelisano said she would like to use the new building for the stall. Set up would take place on the 29th August and the 30th August. She suggested placing all presents on the table so the children could see the gifts and then putting their selection in gift bags. This would also reduce the work involved in wrapping all gifts prior to the day.

6. Grants Proposals
None.

7. Other Items

7.1 New Tuckshop Convenor
Sharlene Hamblin said she wanted to step away from her role as Tuckshop Convenor and was looking to handover the position by the end of Term 3.

Action: Peter Chester to discuss this matter further with Sharlene and place an advertisement for a new Tuckshop Convenor in the School Newsletter.

7.2 World Teacher’s Day 25th October
Jeanine Fenton suggested the P&F could provide a morning tea or lunch for all teachers and staff to celebrate World Teacher’s Day. It was discussed that a lunch could be set up in the new building. Further discussion will take place closer to the time.

7.3 The Federation of P&F Association’s invoices
Tony Artuso will investigate to see if the number of students is correct in relation to the fee being charged by the Association.

Action: Tony Artuso to check accuracy of student numbers on invoices.

7.4 Registering with the Australian Charities Not for Profit Commission.
No action to be taken at this stage.

7.5 Brett’s Hardware Update
Janice Cutajar to investigate the profitability of a fundraising barbecue at Brett’s Hardware.

Action: Janice Cutajar to contact Brett’s Hardware and enquire how many sausages are typically sold.
8. Next Meeting – Wednesday 7th August 2013

Meeting Closed at 8.30 pm.
ACTION FOLLOWUP LIST:-

<table>
<thead>
<tr>
<th>Topic</th>
<th>Action</th>
<th>Owner</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Festival</td>
<td>• Brian Nally to be invited to the next P&amp;F meeting</td>
<td>Jeanine Fenton</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Thank you card to be organized for Shane O’Brien</td>
<td>Jeanine Fenton</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Disco</td>
<td>• Place the date for the disco on the front page of the school newsletter</td>
<td>Paul Drewniak</td>
<td></td>
</tr>
<tr>
<td>Tuckshop Convenor</td>
<td>• Place advertisement for the position in the school newsletter</td>
<td>Peter Chester</td>
<td></td>
</tr>
<tr>
<td>Lite n Easy Fundraiser</td>
<td>• Thank you response to be sent to Paula Lamprecht for her suggestion.</td>
<td>Jeanine Fenton</td>
<td></td>
</tr>
<tr>
<td>Federation of P&amp;F Assoc invoices</td>
<td>• Check student numbers on the invoice are correct</td>
<td>Tony Artuso</td>
<td></td>
</tr>
<tr>
<td>Woolworths Earn &amp; Learn</td>
<td>• Paul Drewniak to discuss items to be purchased with Sister Anne</td>
<td>Paul Drewniak</td>
<td></td>
</tr>
<tr>
<td>Brett’s Hardware BBQ</td>
<td>• Investigate potential fundraising profit of the bbq</td>
<td>Janice Cutajar</td>
<td></td>
</tr>
</tbody>
</table>