



ANNUAL GENERAL MEETING MINUTES

19th Mar 2024, 7.30pm

Mowbray PS Library and Online

Item	Description	Responsible Person
1	Introduction & Welcome Apologies Daniella Kucic (Music Convenor) See Appendix A for Attendance Register	Chair
2	Call for new members	Chair
3	Confirmation of the minutes of the previous AGM Motion to adopt the minutes of the 2023 AGM. Proposed by Aly Richards, Seconded by Diana DeBelin, Motion carried	Chair
4	Business arising from the minutes of the previous AGM None	Chair
5	Receipt and adoption of the audited financial report See Appendix B Motion to adopt the Audited Financial Reports for 2023 as presented. Proposed by Amy Tang, Seconded by Aly Richards, Motion carried	Treasurer
6	Receipt and adoption of the President's annual report See Appendix C Motion to adopt the Presidents Report for 2023 as presented. Proposed by Angela Sharpe, Seconded by Diana DeBelin, Motion carried	President
7	Elections by a ballot of members to the positions of: President Vice Presidents Secretary Treasurer Additional Executive members (up to 6) Executive - Music Convenor Executive - Events and Fundraising Lead Executive - Online Coordinator Executive (Other) Motion to elect the Executive Positions for 2024 as presented, proposed, seconded and carried in Appendix D	Returning Officer
8	Election of representatives Canteen Coordinator - Second Hand Uniform Coordinator Motion to elect the non-executive positions for 2024 as presented, proposed, seconded and carried in Appendix D	Returning Officer
9	Approval of Signatories (Removal and Addition) Motion to make the following changes to bank account signatories and	New Chair



	<p>access (including online) on bank accounts held by the Mowbray Public School P&C Association at Westpac Bank (Accounts: Music 032-085 532685, Cash Reserve 032-085 437063, Solutions One 032-085 437055, Term Deposits 032-108 587049 and 587073) and Commonwealth Bank (Account: Building Fund 062-192 1034 2187) effective immediately:</p> <p>(1) Removal of 2023 Secretary Amy Harbin, 2023 President Alisma-Joan Richards, 2023 Treasurer Amy (Hei Yee) Tang as signatories, master authorities and online banking administrators (as relevant).</p> <p>(2) Addition of 2024 President Gemma Louise Starzec-Conti and 2024 Treasurer Daniella Kucic as signatories, master authorities and online banking administrators (as relevant).</p> <p>Proposed by Gemma Starzec-Conti, Seconded by Aly Richards, Motion carried.</p> <p>2024 Secretary (currently vacant) - if position filled will be added in the future as signatories and Administrators (as relevant).</p>	
10	<p>Appointment of the P&C Associations auditor</p> <p>Motion to appoint Mark Wilkinson as auditor for 2024. Proposed by Gemma Starzec-Conti, Seconded by Aly Richards, Motion carried</p>	New Chair
11	<p>Adoption or review of by-laws, rules, policies, and procedures</p> <p>No changes.</p>	New Chair
12	<p>Setting the annual subscription fee</p> <p>Motion to set the annual subscription fee for 2024 at \$1.</p> <p>Proposed by Gemma Starzec-Conti, Seconded by Courtney Wong, Motion carried</p>	New Chair
13	<p>Close</p> <p>Meeting closed at 8.30pm</p>	New Chair



ANNUAL GENERAL MEETING MINUTES 19th Mar 2024, 7.30pm
Mowbray Public School Parents and Citizens Association Inc.

Appendix A - Attendance Register

MOWBRAY P&C ANNUAL GENERAL MEETING - Attendance Record							Meeting Date: 19/3/2024	
Membr Type	Start	End	Child/ren Year	Name	Email	Role	Attendance	
Ex-Officio				Caroline Alford		Principal	x	
Ex-Officio				Mandy Ryan		Deputy Principal	x	
Ex-Officio				Bruce Francis		Deputy Principal		
Parent	Feb 24	AGM 25	Year 6	Alisma-Joan Richards	alimarichards@gmail.com	President 2023	x	
Parent		AGM 24	Kindergarten, Year 2	Amy Harbin	amestar81@hotmail.com	Secretary 2023	x	
Parent		AGM 24	Kindergarten	Amy Mui	amy.yeap.1@gmail.com			
Parent	Feb 24	AGM 25	Year 1	Angela Sharpe	angerobsharpe@gmail.com	Executive 2023	x	
Parent	Feb 24	AGM 25	Year 4	Anna Tullett	annakreft80@gmail.com			
Parent	Feb 24	AGM 25	Kindergarten, Year 5	Antonella Monaco	aceravolo1@gmail.com		x	
Parent	Feb 24	AGM 25	Year 2, Year 5	Beau Gutry	beautgutry@gmail.com		x	
Parent		AGM 24	Year 5	Chris Stauber	cstauber22@gmail.com			
Parent	Feb 24	AGM 25	Kindergarten, Year 3	Courtney Wong	courtneyjwong@gmail.com	Executive 2023 - Events	x	
Parent	Feb 24	AGM 25	Kindergarten, Year 5	Cristina Villamayor	mrsvillainime@yahoo.com.au	Vice President 2023	x	
Parent	Feb 24	AGM 25	Year 4, Year 6	Daniella Kucic	daniella.kucic@gmail.com	Executive 2023 - Music Convenor	Apologies	
Parent	Feb 24	AGM 25	Year 4, Year 6	Danielle McKenna	ajdlmckenna@gmail.com		Online	
Parent	Feb 24	AGM 25	Year 3, Year 4	Diana de Belin	diandalex2012@gmail.com	Vice President 2023	x	
Parent		AGM 24	Kindergarten, Year 2	Edward stanton-Cooke	eddie.stanton-cooke@hotmail.com	Executive 2023		
Parent	Feb 24	AGM 25	Kindergarten, Year 3	Erin Clarke	ehohenshelt@gmail.com		Online	
Parent	Feb 24	AGM 25	Year 1	Gemma Starzec-Conti	gemmastarzec@gmail.com	Executive 2023 - Events	x	
Parent		AGM 24		Hei Yee (Amy) Tang	amyhy.tang@gmail.com	Treasurer 2023	x	
Parent	Feb 24	AGM 25	Year 2, Year 5	Heidi GUTRY	heidigutry@gmail.com		x	
Parent		AGM 24	Year 3 & Year 5	Hollie Whale	hollie.whale@yahoo.com		x	
Parent		AGM 24	Kindergarten	Isabelle Kremer	isabelle.kremer@gmail.com			
Parent	Feb 24	AGM 25	Kindergarten, Year 2	Jessica Stubbs	jess@aitchison.com.au		x	
Parent	Feb 24	AGM 25	Kindergarten, Year 2, Year 3	Joanne Cartledge	fairyjo20@hotmail.com		x	
Parent	Feb 24	AGM 25	Year 2	Joyce Yeung	yeungyan@gmail.com		x	
Parent	Feb 24	AGM 25	Year 1, Year 2	Kate Allsop	kateallsop@live.com		x	
Parent	Feb 24	AGM 25	Year 4	Lo Chi LEUNG	leunglc123@gmail.com			
Parent	Feb 24	AGM 25	Kindergarten	Luca Busin	luca.busin@gmail.com			
Parent	Feb 24	AGM 25	Kindergarten	Melissa Huzij	melissasalata@gmail.com			
Parent	Feb 24	AGM 25	Kindergarten	Mona Peters	monopeters18@gmail.com		x	
Parent		AGM 24	Year 2	Nicole Pusic	nbpusic@gmail.com			
Parent		AGM 24	Kindergarten	Odile Fajardo	odilefajardo@hotmail.com			
Parent		AGM 24	Year 5	Patricia Torres	litletorres22@hotmail.com	Executive 2023 - Online	Online	
Parent	Feb 24	AGM 25	Kindergarten, Year 1	Sally Greenwood	sallymgreenwood@hotmail.com			
Parent	Feb 24	AGM 25	Kindergarten	Simone Gigg	simone.gigg@gmail.com			
Parent	Feb 24	AGM 25	Year 5	Suzanne Varrall	s.varrall@gmail.com			
Parent	Feb 24	AGM 25	Kindergarten	Veronica Lee	veronicaleedrayton@gmail.com			
Parent	Feb 24	AGM 25	Kindergarten	Zahra Rahimpour	zrahimpour@yahoo.com			

Memberships Activate at Close of Meeting

Parent	Mar 24	AGM 25	Year 1, Year 3	Bianca Rutten	bianca.l.design@gmail.com		Online
Parent	Mar 24	AGM 25	Year 2	Natalie Collins	nat_collins@hotmail.com		Online
Parent	Mar 24	AGM 25	Kindergarten	Paras Nicols	paras.nicols@hotmail.com		Online
Parent	Mar 24	AGM 25	Kindergarten, Year 3	Victoria Taylor	vickie161@hotmail.com		
Parent	Mar 24	AGM 25	Kindergarten	Yelena Aghababova	y.aghababova@gmail.com		

Applications Incomplete (awaiting payment)

Parent			Year 2	Danielle McGovern	danz_mc@hotmail.com		
Parent			Kindergarten, Year 3	Veronika Hryshko	veronika.protasova@gmail.com		
Parent			Year 3	Suzy Lim	josephsuzannelim@gmail.com		
Parent			Year 4	Sumit Sharma	ss.05@outlook.com		

Non Members

parent			Kindy, Yr 2	Katelyn Kent	katelyncat2002@yahoo.com.au		x
parent				Duncan Hui			Online
parent				Selen			Online
citizen				Andrew Nelson	awnelson@optusnet.com.au	Willoughby Council - Cycling & Infrastructure	x



Appendix B - Audited Financial Report

<https://mowbraypandc.org.au/s/2023-Audited-Financial-Report.pdf>



Appendix C - President's Annual Report

Prepared by: Aly Richards, P&C President

Presented at: Annual General Meeting: 19 March, 2024

Mowbray Public School P&C promotes the interests of and supports the development and further improvement of Mowbray Public School for all students, teachers, staff members, and our local community. In 2023, I am pleased to say that we lived up to our association goals.

In 2023 we continued to work closely with our Principal Caroline Alford, to ensure that the P&C are working in alignment for the benefit of the students and wider school community. Mowbray P&C was able to contribute an additional \$50,000 in 2023 towards new play spaces in the school - bringing our contribution towards this project to \$100,000.

We were able to achieve our fundraising targets through the generous voluntary contributions of our Mowbray families and some great fundraising events including the Colour Explosion and Tropicana event. Thanks to the support of Lane Cove local businesses and Mowbray families who donated raffle, auction and event prizes. Thanks also to the classroom teachers and students at Mowbray who made our amazing Class Art which was auctioned.

The Music Program continued to flourish in 2023, being the first year of a true "one program" subcommittee. Thanks to the Music subcommittee and our Band and Strings Conductors for their efforts in 2023. Our Strings and Band ensembles participated in and achieved recognition in a number of competitions and performances throughout the year and interest in the program increased at the end of year recruitment.

There were a number of P&C initiatives that were implemented in 2023 which have made a substantial improvement to the operations of the P&C and our engagement with the community. Thanks to Daniella Kucic and Amy Tang for their work on engaging a bookkeeper and auditor. This has improved our processes for both the P&C Treasurer and Music Subcommittee Treasurer. We created a separate group for the Class Parents community, providing "ready to go" communications and a support network for Class Parents. This has improved engagement and seen an uplift in participation in 2024. We also started on the P&C website refresh, which has just been completed. Thanks to Pat Torres for her assistance with this project.

Our biggest challenge for 2023 was volunteer participation. We were able to continue all events and canteen operations but it took many requests to get volunteers, and in some instances it was the efforts of the P&C Executive Committee and some dedicated volunteers who filled in the gaps on the day. We have experimented with some measures to reduce the volunteer requirement in 2024 without sacrificing events and operations - the canteen is currently being staffed by Sweet Temptations staff 3 days a week and we



are consolidating Mother's Day and Father's Day to one event (Parents and Carers Morning Tea). Hopefully we can improve volunteer participation as the school grows.

The outgoing P&C Executive leaves the association in a very strong position from both a financial and operational perspective. I am sure that I speak for all of us when I say that we have been proud to serve the Mowbray school community.

As this is my final year as P&C President, I would like to thank the outgoing P&C Executive team - Vice Presidents Di DeBelin and Cristina Villamayor, Secretary Amy Harbin, Treasurer Amy Tang and Executive members Angela Sharpe, Eddie Stanton-Cooke, Music Convenor Daniella Kucic, Online Lead Pat Torres and Events Leads Courtney Wong and Gemma Starzec-Conti. It's been a great experience to work with you and you should be proud of what we achieved together in 2023. Thanks also to the ongoing support from the school - Principal Caroline Alford, Deputy Mandy Ryan, General Assistant Alan Brown, the team in the office and teaching staff. Finally thank you to all our P&C members and Mowbray families for continuing to support Mowbray P&C.



Appendix D - Nominations & Elections

Position	2023 Position Held by	Nomination	Nominated by	Seconded by	2024 Position Elected to	Outcome of ballot (if any)
OFFICE BEARERS						
President	Alisma-Joan (Aly) Richards	Gemma Starzec-Conti	self	Heidi Gutry	Gemma Starzec-Conti	N/A
Vice President	Diana De Belin	Jessica Stubbs	Kate Allsop	Cristina Villamayor	Jessica Stubbs	N/A
Vice President	Cristina Villamayor	Joanne Jenkinson	Kate Allsop	Diana De Belin	Joanne Jenkinson	N/A
Treasurer	Hei Yee (Amy) Tang	Daniella Kucic	self	Courtney Wong	Daniella Kucic	N/A
Secretary	Amy Harbin				VACANT	
NON-OFFICE BEARER EXECUTIVES						
Executive - Music Convenor	Daniella Kucic	Diana De Belin	self	Beau Gutry	Diana De Belin	N/A
Executive - Music Convenor	N/A	Cristina Villamayor	self	Heidi Gutry	Cristina Villamayor	N/A
Events and Fundraising Lead	Courney Wong	Heidi Gutry	self	Beau Gutry	Heidi Gutry	N/A
Events and Fundraising Lead	Gemma Starzec-Conti	N/A	N/A	N/A	N/A	N/A
Executive - Online Coordinator	Patricia Torres				VACANT	
Executive	Angela Sharpe	Angela Sharpe	self	Amy Harbin	Angela Sharpe	N/A
Executive	Eddie Stanton-Cooke	Beau Gutry	self	Heidi Gutry	Beau Gutry	N/A
Executive	N/A	Antonella Monaco	self	Diana De Belin	Antonella Monaco	N/A
REPRESENTATIVE POSITIONS						
Canteen Coordinator	Gemma Starzec-Conti				VACANT	
Second Hand Uniform Coordinator	N/A	Victoria Taylor	self	Gemma Starzec-Conti	Victoria Taylor	N/A