# MSG General Meeting
# MINUTES OF MEETING
# 6:30 PM Wednesday, 12 September 2018
# Auditorium

## 1. Meeting Open

Meeting Opened By Donna Boaler at 6:35 PM

## 2. Attendance & Apologies

| Attended | Apologies |
|---|---|
| Brianna Harper | Amy Martin |
| Claire Lentz | Ann Kelly |
| Donna Boaler | Arjen Lentz |
| Jenny Nelson | Carla Rogers |
| Jodi Browning | Dale Hosking |
| Kim Born | Emma and Khris Bust |
| Kira Kovalevsky | Jennie Brown |
| Liam Gilliland | Jodi Birch |
| Michelle Woodman | Kelli Dick |
| Shannon Rogers | Liisa Ilov |
| Vanessa Baird | Rebecca Rowe |
| | Sandra Macha-Peck |
| | Tracey Wilson |

Nicola Seneviratne
Linda Gough - attending

## 3. Confirmation of the minutes of the previous general meeting

### Motions

The minutes of the meeting held on 1 Aug 2018 were a true and accurate record.
**Status:** Carried

180912-001 That the minutes of the August meeting be accepted as a true and accurate record
**Status:** Carried **Mover:** Michelle Woodman **Seconder:** Jodi Browning

## 4. Business arising from the minutes of the previous general meeting

4.1 Gala Wrap up
Thanks to Shannon and music staff for an excellent Gala. Shannon thanks community, caring about everything - changeover, lights, everything. Also thanks to parents and everything behind scenes. Thanks to staff, John forgot Nicola and Yvonne. Shannon special thanks to Nicola who has put in so much the whole year - we all appreciate all the work.Donna - use of canteen and Sabina worked really well. Jodi Browning put in run sheet, which really helped for end, especially etc. Add washing of tea-towels and tablecloths etc.
Also list of special guests to be invited needs to be given to Admin to organise for next year. Invite Minister now for next year.
4.2 Gala Raffle final update
Flexischools needs 5 - 7 days lead time - with printed list of prizes etc. Earned $60 less fee of $1.32. Need to set it up as an ongoing thing and switch it off after raffle. Then next year edit and switch on. Only worthwhile for Gala.
Kim will query raffle amounts in financial report, seems less than amounts on night. Somewhere between $1300 and $1700.

4.3 Use of Square
Worked very well. Got approval at P&C - decided to purchase iPad with Data so don't lose connection.P&C will buy a 2nd square for e.g. Twilight. Got $1,000 free transactions, after that 1.9%. Also breaks down stock.
4.4 Shopping bags fundraiser
Price range from $2.70 for standard green bags to $8.90.
Find out if can get black with white design.
4.5 Acoustic Treatments for practice rooms

### Motions

#### 180912-002 That MSG supply $5000 to Shannon for practise rooms

**Status:** Carried **Mover:** Jodi Browning **Seconder:** Michelle Woodman

### Action Items

#### 180801-001 Call Gap State High School

about Square

**Due Date:** Sunday, 19 August 2018 **Assigned To:** Vanessa Baird **Completed:** Sunday, 19 August 2018

#### 180801-002 Hire oven for Gala

**Due Date:** Wednesday, 15 August 2018 **Assigned To:** Shannon Rogers **Completed:** Monday, 10 September 2018

#### 180801-003 Contact Sabina and confirm catering for Gala

**Due Date:** Wednesday, 15 August 2018 **Assigned To:** Michelle Woodman **Completed:** Monday, 10 September 2018

#### 180801-004 From Home Ec

platters, teaspoons, cups and plates

**Due Date:** Wednesday, 15 August 2018 **Assigned To:** Shannon Rogers **Completed:** Monday, 10 September 2018

#### 180801-005 Ask Amanda Shea for bougainvillea for Gala

**Due Date:** Wednesday, 15 August 2018 **Assigned To:** Donna Boaler **Completed:** Monday, 10 September 2018

#### 180801-006 Volunteer register for Gala

**Due Date:** Saturday, 11 August 2018 **Assigned To:** Donna Boaler **Completed:** Monday, 10 September 2018

#### 180801-007 Raffle tickets on flexischools

**Due Date:** Wednesday, 15 August 2018 **Assigned To:** Vanessa Baird **Completed:** Monday, 10 September 2018

#### 180801-008 Shopping bag fundraiser details

look at small bags for handbag

**Due Date:** Wednesday, 15 August 2018 **Assigned To:** Claire Lentz **Completed:** Wednesday, 12 September 2018

#### 180912-001 Shannon to ask John about making shopping bag a whole school fundraiser

**Due Date:** Friday, 12 October 2018 **Assigned To:** Shannon Rogers

#### 180912-002 Check details of bag

**Due Date:** Friday, 12 October 2018 **Assigned To:** Claire Lentz

## 5. Correspondence - inward and outward

Steve Toomey $100 cheque donation for raffle prize for next concert.

### Attachments

Cheque received from Cr Steve Toomey.pdf

## 6. Business arising from the correspondence

## 7. Treasurer's report and financial statement

Total $7212.13 cash. Float still needs to come out. Final $6812.13
Gala after catering and bar, $1634.44 profit.
Programs made $378, but cost $600 to print... Still have several hundred - could put in Gala dvd.

### Attachments

MSG Treasurer Report Aug18.pdf

### Motions

180912-003 That the Treasurer's report be accepted as a true and accurate reflection

**Status:** Carried **Mover:** Jodi Browning **Seconder:** Kim Born

## 8. Instrumental Music Report

See above.
Next concert Nov 2. MC 3 - Juniors night - forecourt and auditorium. Forecourt senior ensembles. Junior ensembles inside. $10 outside ticket. $20 inside ticket (includes outside as well).
Food to be passed round outside after outside performance and finger food while inside is setup. People mill outside while inside is setup.

## 9. General Business

9.1 Senior Movie Night
carried over to next meeting
9.2 Final Music Concert
see above
9.3 Preliminary 2019 budget and fundraising discussion
carried over to next meeting
9.4 Combined Primary and high school concert
Volunteer register has gone out. Bree can drive food across to primary school. Food can go in fridge in kitchen. Sandwiches to come in to music dept in morning. Food served from 4:30pm.

## 10. Applications for membership

## 11. Meeting Close

On Thurs because of other committments
Meeting closed at 7:50 PM

### Next Meeting

**MSG General Meeting**
Thursday, 11 October 2018
Auditorium

M. Boaler
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*Signature*

## Actions Summary

| # | Title | Assigned To | Due Date | Completed |
|---|---|---|---|---|
| 180801-001 | Call Gap State High School | Vanessa Baird | Sunday, 19 August 2018 | Sunday, 19 August 2018 |
| 180801-002 | Hire oven for Gala | Shannon Rogers | Wednesday, 15 August 2018 | Monday, 10 September 2018 |

| # | Title | Assigned To | Due Date | Completed |
|---|---|---|---|---|
| 180801-003 | Contact Sabina and confirm catering for Gala | Michelle Woodman | Wednesday, 15 August 2018 | Monday, 10 September 2018 |
| 180801-004 | From Home Ec | Shannon Rogers | Wednesday, 15 August 2018 | Monday, 10 September 2018 |
| 180801-005 | Ask Amanda Shea for bougainvillea for Gala | Donna Boaler | Wednesday, 15 August 2018 | Monday, 10 September 2018 |
| 180801-006 | Volunteer register for Gala | Donna Boaler | Saturday, 11 August 2018 | Monday, 10 September 2018 |
| 180801-007 | Raffle tickets on flexischools | Vanessa Baird | Wednesday, 15 August 2018 | Monday, 10 September 2018 |
| 180801-008 | Shopping bag fundraiser details | Claire Lentz | Wednesday, 15 August 2018 | Wednesday, 12 September 2018 |
| 180912-001 | Shannon to ask John about making shopping bag a whole school fundraiser | Shannon Rogers | Friday, 12 October 2018 | |
| 180912-002 | Check details of bag | Claire Lentz | Friday, 12 October 2018 | |

## Motions Summary

| # | Title | Mover | Seconder | Status |
|---|---|---|---|---|
| 180912-001 | That the minutes of the August meeting be accepted as a true and accurate record | Michelle Woodman | Jodi Browning | Carried |
| | The minutes of the meeting held on 1 Aug 2018 were a true and accurate record. | | | Carried |
| 180912-002 | That MSG supply $5000 to Shannon for practise rooms | Jodi Browning | Michelle Woodman | Carried |
| 180912-003 | That the Treasurer's report be accepted as a true and accurate reflection | Jodi Browning | Kim Born | Carried |