



The Gap State High School Parents' and Citizens' Association

AGM Meeting Minutes
 13 March 2023 at 7:00pm
 The Gap State High School Library

Meeting open: 7.01pm

Attendees: Kym Bierenbroodspot, Erin Williams, Angela Windmill, Leigh Passfield, Rachel Greig, Anne McLaughlan, Janelle Grace, Veronica Stephenson, Francine McFadden, Belinda Poznik, Genevieve Healy, Skye Sewell, Lisa Lusty, Jodi Rees, Terri Bainbridge, Ariana Halberstater, Sally Bourne, Kerry Ashton, Trinity Ryan, Stephanie Smith, Rona Claffey, Adam Massey, Christiana Xu, Penni Davidson, David Nichols

Apologies: Leah Marshall, Elizabeth Watson-Brown

MOTION	BUSINESS RAISED	ACTION
Welcome to members and introduction of any special visitors		
Adopt the Agenda		
Request General Business items for later discussion Request any items of general business that members or visitors wish to discuss later		
Confirmation of the minutes of the last AGM meeting		
2023.3A.1	View 2022 AGM Minutes here Motion: "That the minutes of the 2022 AGM be accepted as a true record." Moved: Penni Davidson Seconded: Kym Bierenbroodspot	Secretary to publish the 2022 AGM minutes.
Business arising from the minutes of the previous AGM meeting		
Nil		
Receipt and adoption of Association's audited financial statement and Treasurer's report (including all relevant subcommittees' audited financial statements)		
2022 The Gap State High School P&C Association Audited Financial Statements TGSHS Financial Statements for the year end Dec 2022, Compliance Report and Auditor's Certification		

2023.3A.2	<p>Detailed Financial Reports Jan 2022 to Dec 2022</p> <p>View 2022 The Gap State High School P&C Association Budget here</p> <p>2022 Annual Treasurer's Report</p> <p>Motion: "That the Treasurer's Report (2022), the Audited Financial Statements (2022) and the Budget (2023) be received."</p> <p>Moved: Christiana Xu Seconded: Angela Windmill</p> <ul style="list-style-type: none"> • SHAPE Report • POPARTS Report • A4A Report • Student Support Parent Group Report • Building Fund Report 	
2023.3A.3	<p>Motion: That the sub-committee reports be accepted.</p> <p>Moved: Terri Bainbridge Seconded: Erin Williams</p>	
Receipt and adoption of President's annual report		
2023.3A.4	<p>View Annual President's Report here</p> <p>Motion: "That the President's annual report be received"</p> <p>Moved: Erin Williams Seconded: Kym Bierenbroodspot</p>	
Receive applications for membership (to include renewal of existing membership and new membership)		
2023.3A.5	<p>Motion: "That the 63 membership applications for 2023 be received"</p> <p>Moved: Christiana Xu Seconded: Penni Davidson</p>	

Elections of officers/executive committee		
2023.3A.6	<p>President</p> <p>Nomination: Erin Williams</p> <p>Moved: Kym Bierenbroodspot Seconded: Penni Davidson</p>	Send an email about VP and Secretary with position descriptions.
2023.3A.7	<p>Vice President</p> <p>Nomination: Leigh Passfield Moved: Angela Windmill Seconded: Penni Davidson</p>	
2023.3A.8	<p>Treasurer</p> <p>Nomination: Christiana Xu Moved: Leigh Passfield Seconded: Penni Davidson</p>	
2023.3A.9	<p>Secretary</p> <p>Nomination: to be filled Moved: Seconded:</p>	
2023.3A.10	<p>Minute Secretary (non-executive) during meetings</p> <p>Nomination: Moved: Seconded:</p>	
2023.3A.11	<p>Motion: That the new 2023 Executive Committee be endorsed</p> <p>Moved: Kym Bierenbroodspot Seconded: Janelle Grace</p>	
Change of bank signatories		
2023.3A.12	<p>Motion: "That the bank signatories are changed to the newly elected officers and the current executive are retained as signatories until these new signatories can be organised."</p> <p>Moved: Adam Massey</p>	

	Seconded: Leigh Passfield	
	Confirmation of continuing subcommittees of the association (including appointment of members of subcommittees)	
2023.3A.13	<p>SHAPE</p> <p>Chair: David Moran Secretary: Andrew McLean Treasurer: Not needed as sub-committee has no bank accounts.</p> <p>POPARTS</p> <p>Chair: to be filled Vice-Chair: Secretary: Steve Williams Treasurer:</p> <p>Student Support Parent Group (SSPG)</p> <p>Chair: Terri Bainbridge Vice Chair: Janelle Grace Secretary: Kym Bierenbroodspot Treasurer: Not needed as sub-committee has no bank accounts.</p> <p>A4A</p> <p>Chair: David Nichols Secretary: to be filled Treasurer: Not needed as sub-committee has no bank accounts.</p> <p>Motion: "That the subcommittees be constituted as detailed above".</p> <p>Moved: Kym Bierenbroodspot Seconded: David Nichols</p>	
	Appointment of association's auditor	
2023.3A.14	<p>Motion: "That XP Accountancy be appointed as the Auditor for 2023"</p> <p>Moved: Christiana Xu Seconded: Kym Bierenbroodspot</p>	
	Adoption of updated Student Protection Risk Management Strategy	

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2022 AGM Agenda

2023.3A.15	<p>Motion: "That the Student Protection Risk Management Strategy be adopted."</p> <p>Moved: Terri Bainbridge Seconded: Janelle Grace</p>	
Adoption of updated Constitution		
	<p>Adopt the updated constitution for 2023</p> <p>Updated Constitution</p> <p>Changes to building fund Not a parent you have to have a blue card (now mandatory)</p> <p>Moved: Leigh Passfield Seconded: Sally Bourne</p>	
General Business		
2023.3A.19	<p>Motion: "That P&C insurance is renewed every year prior to the AGM to ensure continuous coverage."</p> <p>Moved: Christiana Seconded: Angela</p>	
<p>Meeting closed at _____ 7.58___ pm</p> <p>NEXT MEETING: 11 March 2024, 7:00pm. Venue: The School Library</p>		