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| Date:  | **Wednesday 21st June 2017** | Meeting opened at: | 7.30pm | Location: | Te Totara Primary School – Staffroom |
| Attendees:  | Scott Mehrtens (SM), Vicki Jordan (VJ), Nalina Dheda (ND), Brian Sheedy (BS), Cyra Wells (CW), Jemma Campbell, (JCa), Liz Mahon (LM), Andrea Larsen (AL), Jasmine Cobby (JCo), Liz Gordon (LG), Rae Gunn (RG) |
| Apologies: | Anna Smart, Raewyn Oliver, Sharnyn Haseltine, Jason James, Jackie Smith, Renee Kruger – Apologies moved by Liz, second by Rae, all in agreeance. |
| Item | **Topic** | **Discussion** | **Actions** |
| 1 | **Welcome from Chairperson** | Welcome from Scott, and a thank you for joining us tonight  |  |
| 2 | **Minutes from 2016 AGM** | * Minutes reviewed from 2016 AGM reviewed.
* Brian moved the minutes as true and correct, Second by Scott. Everyone else in favour.
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| 3 | **Chairperson’s Annual report** | * Scott Mehrtens read his annual report – Acknowledged all active members of the PTA, and also previous PTA Committees. Thank you to the executive committee.

See attached report from ChairpersonChairpersons adopted as true by Scott and everyone agreed |  |
| 4 | **Annual Financial Report** | * + Financial Report read by Treasurer Nalina Dheda – Ending 31st December – Profit of $32,000. Key events were the raffle sales, iceblock sales and discos.
	+ Financial Statements have been given to the charities commission.
	+ See attached financial report summary
	+ Financial report moved as true and correct by Scott, second by Vicki Jordan, and everyone agreed
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| 5 | **Election of Executive Committee** | Election of committee * Chairperson: Scott Mehrtens nominated by Liz Gordon. Second by Nalina Dheda, Everyone in favour, Scott elected
* Deputy Chairperson: Liz Gordon nominated by Scott Mehrtens. Second by Vicki Jordan. Everyone in favour. Liz nominated.
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|  |  | * Secretary: Jasmine Cobby stepping down. Rae Gunn nominated by Vicki Jordan. Second by Liz Gordon. Everyone in favour – Rae elected.
* Treasurer: Nalina Dheda nominated by Scott Mehrtens. Second by Liz Gordon. Everyone in favour. Nalina elected.
* Communications Officer: Vicki Jordan nominated by Liz Gordon. Second by Rae Gunn. Everyone in favour. Vicki elected.
* Event Co-ordinator: Scott read out the description for the position – Jemma Campbell nominated by Vicki Jordan. Second by Cyra Wells. Everyone in favour. Jemma elected.
* Everyone to sign position agreement at the end of tonight’s meeting.
* Nalina to get paperwork for the bank to remove Anna as a signatory on the account.
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| 6 | **Review of the PTA Constitution** | Current constitution was read through – accepted as true and correct and no changes are to be made. Everyone in favour.  |  |
| 7 | **Disco Committee Setup** | * Disco will be held on Friday 11th August.
* A committee needs to be set up – Vicki will put up communication on the facebook page and in the newsletter to call for helpers
* Gav to help with music – Andrea said he will
* Brian will speak to Anna about After School Care on the Thursday and Friday so the hall can be set up etc.
* Liz Mahon has access to suppliers for lights, necklaces etc and will get pricing for the committee.
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| 8 | **Disco Theme** | Suggestions so far:* Winter Wonderland
* Friends love fun
* Neon
* Alice in Wonderland
* Sports
* Fancy
* Onesies (could be turned into PJ Party)

Theme decided is: PJ PartyPossible can and coin idea was discussed but was decided to keep these two things separate* Need a decent backdrop for photos – maybe ask Kate McMorran if she is able to help with this.

Idea from Rae – a painting of a bed headboard as a backdrop with a sheet to holdVicki has volunteered to be the photographer for the disco |  |
| 9 | **General Business****Open Forum** | 1. Update on the tennis court covering – the 5 year property plan is underway – we are waiting for the final condition assessment – heat pumps, drainage etc. This all needs to be approved by the ministry. Wont know how much surplus there is until all this is done. Celeste is working in the background to prepare trust grant applications.
* Donations from behind the scenes may be coming.
* Sponsorship wall – will depend on the design of the court. Maybe families could pick a brick – legacy wall maybe? It’s a no brainer to have a sponsorship wall.
* Money which the PTA has pledged to go towards the court covering is to be put back into term deposit for another 3 months as it is not needed to go to the school just yet as waiting for the Ministry – this could take a couple of months.
1. The PTA really wanted to have a project to focus fundraising on. Last PTA meeting it was briefly discussed some new project ideas – we don’t want the court covering to become a stale project.
* The school has completed a survey for the children about what they would like at school – information is being collated so will be interesting to see what they say – this could be a basis for the next big project? Also the student council could be involved in this.
* Bike/scooter area?
* More playground?
1. There is also the possibility of the school buildings needing to be extended in the future as there are more properties becoming available in the area – this is something that needs to go through the ministry so nothing on this as yet.
2. Retirement home going next door – negotiations regarding fences etc are happening
3. Executive committee are to have a strategic planning meeting to discuss events and projects for the year and will present it at the next meeting.
4. All committee members signed position agreement.
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| 10 | **Close meeting** | Meeting closed 8:45pm **Next Meeting: 2nd August 2017 – 7:30pm Staff Room** |  |
| Distribution | **Te Totara PTA Facebook; Te Totara School website – PTA page.**  |
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