

Friends of Woodlands Primary Inc General Meeting

8 February 2024

Meeting opened 7.25pm

Present: Kim Grant, Tory Buchanan, Nicole Kyle, Gemma Emmerson, Rebecca Whyte, Jodie Whitson, Hayley Mitcheson

Apologies: Brodie Henderson, Nicole Mitchell, Nadine Bennett

Previous Minutes: Read out by Gemma Emmerson, found to be true and correct. Nil matters arising.

Moved: Kim Grant

2nd: Kate Gough

All in favour

Reports:

Chairperson: Attached

Moved: Gemma Emmerson

2nd: Rebecca Whyte

All in favour

Treasurer: Attached

2023 Audit complete

Alicia Froger (Assistant accountant SBS Bank) has supplied audit certificate, only discrepancy found was no invoice/receipt for payment \$300.00 to M Crean for OLA cleanup in December. This was approved by Rebecca and Gemma so needed minuted. For future reference this is an annual payment of up to \$1200, paid quarterly.

PTA would like to thank Alicia for her time and effort put into the audit, we appreciate your help very much. She has declined any payment.

Payment made to Woodlands Butchery for sausages purchased in December for end of year function.

Van Eck put through their stationary payment into PTA account so this was transferred back into WFPS account.

Total in account as of 8 February 2024 is \$3147.09

Moved: Rebecca Whyte

2nd: Nicole Kyle

All in favour

General:

· St Woodys Bets & Balaege

Planning well under way for this.

Calling for donations of milking quality balaege and prizes for the silent auction.

Sam Riley is no longer the person to contact regarding the rugby club hireage as previously mentioned. Contact is to be through Rebecca Whyte for all bookings and queries etc

Bales to possibly be delivered to the Rugby Club or Rebecca has offered to have them delivered to her house, this way there is a tractor for unloading so they wont get damaged and anyone donating can deliver at any time. Tractor/truck accessible. Kapuka Heenans Transport have offered to collect and deliver at a full unit load (approx. 36 bales)

Food to be sourced possibly through New World – Gemma Emmerson to look into this.

Savouries

Grazing Table/platters

Kate Gough has completed the health and safety plan – attached

Reciept book needs to be purchased, and invoices to be sent through treasurer after for purchases not paid for on the night.

Pat Dickson has been employed to be the bar manager for the night. PTA decided on payment of \$200.00 for the night

Moved: Kate Gough

2nd: Rebecca Whyte

All in favour

Courtesy Coach fuel has been kindly donated by Kapuka Heenans Transport.

Donation box to be put in van and any cash left in this to go to Knapdale School for the use of their vehicle for the courtesy coach.

Price of ticket has been increased to \$50.00 per person, to include funny money, 1 x free drink and supper.

Moved: Kim Grant

2nd: Kate Gough

All in favour

Brodie to send alcohol list to Rebecca at rugby club as she can get alcohol at a discounted price, and delivered directly to the club. Rebecca has also said that any left over alcohol may be purchased by the rugby club for their season rather than returning items.

Advertisement to be sent to rural delivery drivers - pamphlet drop to include RD1, RD2 and RD3. To be invoiced and PTA will incur this fee

Moved: Kate Gough

2nd: Rebecca Whyte

All in favour

Any other expenses and costs associated with the St. Woodys Bets and Balaege have been approved for payment with supply of invoice/receipt by the committee attending tonights meeting.

This is to include food and alcohol.

Moved: Kate Gough

2nd: Tory Kyle

All in favour

Tickets approved to go live for sale

Next St. Woodys Bets & Balage Meeting 4th March 2024, 7pm at Woodlands Rugby Club.

- Planning calendar held over until next meeting
- Teacher request/wish list form to be reintroduced and any requests to be accepted or declined at each meeting
- Constitution

This has been declined due to the numerous names of our PTA.

Was agreed upon that we are now known as "Friends of Woodlands Primary Inc"

Moved: Rebecca Whyte

2nd: Tory Buchanan

All in favour

Bank account name to be changed and Rebecca to start this process and supply documents for next meeting.

Facebook page has been changed

Tory has paid the registration fee to NZ Companies Office which totals \$102.22 – PTA to reimburse

Moved: Gemma Emmerson

2nd: Kim Grant

All in favour

A RealMe account has been activated and the password was agreed to be shared with the secretary and treasurer appointed. This entitles these persons to have access to information on the constitution and legal responsibilities required of the PTA. This will be changed at each AGM, or whenever the election of positions change, and will then go to the new office bearers.

Moved: Kate Gough

2nd: Tory Buchanan

All in favour

- The Woodlands Pool & Recreational Trust have kindly agreed to be grant holders ONLY for the grants associated with the pump track. They have no responsibility for applying for the grants.
- Michael Crean is to be paid \$1200 annually for cleanup of the OLA. This is to be paid quarterly or when he has completed the job on task. We are extremely grateful for all the hard work he does down at the OLA and wish to thank him again for his time.

Moved: Tory Buchanan

2nd: Rebecca Whyte

All in favour

- Easter Raffle will no be completed this year due to our major fundraiser event. PTA still happy to pay for easter eggs for the children to do an easter egg hunt. Rebecca to organize this with Nikki

Moved: Kate Gough

2nd: Rebecca Whyte

All in favour

Topics for discussion at next meeting:

OLA donation – do we still fund this annually as contributing \$1200 towards cleanup

Library Book donation - \$1000

Reading Book donation - \$1000

Due to lack of funds can any of these payments wait until after major fundraiser or later in the year?

Meeting closed: 8.38pm

Next meeting : 21st March 2024, 7pm at Woodlands School