



# Management Meeting Minutes

**Date** Wednesday, 25<sup>th</sup> May 2022 @ 7pm  
**Location** ONLINE via Zoom  
**Attendees** Emma Rochford (ER); Melissa Walkinshaw (MW); Tegan Lee (TL); Danielle Edgar (DE); Linda Dow (LD)

1.	Meeting Open at 719pm	Emma Rochford
2.	Apologies none	Emma Rochford
General Business:		
3.	<p><b>Change to Bendigo Bank</b></p> <ul style="list-style-type: none"> <li>Two accounts, one with debit card</li> <li>No fees</li> <li>ER to confirm OK with QKR!</li> <li>ER to confirm the process for authorising payments</li> </ul> <p><b>Moved (pending QKR!) ER Seconded MW</b></p>	Emma Rochford
4.	<p><b>Volunteer Sign-up Page</b></p> <p>Online link for people to sign-up, trial for donut drive. Is in newsflash this week, will go up on Facebook in next donut post.</p>	Linda Dow
5.	<p><b>Donut drive</b></p> <p>Sales are tracking slow, need to boost. Plan to send SMS or newsflash next Monday if sales not over ~500 boxes.</p>	Emma Rochford
6.	<p><b>Disco 22 July (Term 3, Week 2):</b></p> <ul style="list-style-type: none"> <li>Budget for food, glow, hair colours, can of drinks \$1500</li> </ul> <p><b>Moved MW Seconded TL</b></p> <ul style="list-style-type: none"> <li>Playlist &amp; Setup – Alisha’s phone, ER to ask Nate to emcee</li> <li>List in staff room for teacher room (include emcee)</li> <li>Process re wristbands – wristbands after lunch to classrooms, payments at door with cash or EFT.</li> <li>QKR to pre-pay for entry and hair. ER &amp; TL to organise.</li> <li>Close QKR 20<sup>th</sup> July</li> <li>Think about prepay glow options.</li> <li>MacDonalds at Beenleigh for water coolers – MW to contact</li> <li>Order wristbands – Ebay MW 2000 (2 colours)</li> <li>Ordering – glow LD</li> <li>Ordering hair stuff – DE</li> <li>Ordering – food TL &amp; ER</li> <li>Ordering – packaging for food &amp; gloves LD</li> <li>Hall booked – LD 130-6pm</li> <li>Cans of drinks and sausage sizzle to be done by P&amp;C – raise at next General Meeting.</li> <li>Hot drinks options? MW to ask Jay if he is available serve from 3pm – 6pm</li> </ul>	Emma Rochford



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7.	<p><b>Winter Concert 22 June (Term 2, Week 10)</b></p> <ul style="list-style-type: none"> <li>• Has a note gone home – ER to follow-up</li> <li>• Ordering – food – hotdogs &amp; drink \$6 OR nuggets &amp; drink \$6</li> <li>• Snacks on the night</li> <li>• TL to ask bakery at Mt Warren for bulk hotdog rolls ~50</li> <li>• Ordering – packaging for food (plates/boats, etc.) – Coles reject shop, Lombard's paper people / bulk. – LD to investigate</li> <li>• QKR! ER and TL to setup.</li> </ul>	Emma Rochford
8.	<p><b>Colour Run 9/10 Sept (Term 3 Week 9)</b></p> <ul style="list-style-type: none"> <li>• Not through Australian Fundraising, try on our own to keep more profit.</li> <li>• MyCause to fundraise for kids to participate – how does it work? Money process – LD to investigate</li> <li>• Discussion about Friday afternoon idea, unsure if families will get involved.</li> <li>• Plan to plug on social media from Week 1 Term 3 to create buzz.</li> <li>• LD to look at FB poll option for Friday in school with kids only OR after school hours with family participation.</li> <li>• Volunteer Sign-Up sheet early – two runs, if you volunteer first run you can participate in second. Cannot run event without sufficient volunteers.</li> <li>• Costs for powder/kg &amp; bottles – TL to investigate</li> <li>• Need a plan for equipment (obstacles), accessories, prizes</li> <li>• Discussion regarding after hours allowing some food vans and more community event options</li> <li>• Budget to be decided at next meeting</li> </ul>	Emma Rochford
9.	<p><b>Father's Day Stall 31 Aug /1 Sept</b></p> <ul style="list-style-type: none"> <li>• Preliminary budget \$5000</li> <li>• Catalogues to be emailed out when received</li> <li>• Hall booked – LD to check</li> </ul>	Emma Rochford
10.	<p><b>Bulk Packaging</b></p> <ul style="list-style-type: none"> <li>• \$500 budget</li> <li>• LD to investigate</li> </ul>	Emma Rochford
11.	<p><b>QLD P&amp;C - Margaret Leary</b> Well known across P&amp;C, P&amp;C are trying to remove her as director. ER originally voted to have her on board. Windaroo P&amp;C required to vote, ER aiming to attend. MW and LD support ER decision for vote on behalf of Windaroo P&amp;C.</p>	Emma Rochford
12.	Next Meeting Date – 13 <sup>th</sup> June 2022	Emma Rochford
13.	Thank you and Meeting Close @ 828pm	Emma Rochford

Minutes endorsed as true and correct 13 June 22 (date)

President's signature: