

**EVERTON PARK KINDERGARTEN ANNUAL GENERAL MEETING  
MEETING MINUTES  
Wednesday 13<sup>th</sup> February, 2019**

**ANNUAL GENERAL MEETING**

**Welcome**

Jade Jenkins welcomed everyone and thanked the traditional owners of the land.  
Meeting opened at 7.34pm.

<b>Attendees</b>	Jade Jenkins, Paula Shield, Michael Kusnierz, Erin Petersen, Nicole Nugent, Joshua Newington, Jacinda Bowditch, Julie Ford, Alycia Pettyborne, Lindsay Mamaril, Cassie Nash, Ken Thornton, Sachin Gupta, Kevin Barnes, David Blewer, John Ryland, Lubica Fapsova  Staff: Anne Orchard, Lindy Diacaris, Aniko Blair-West, Jodi Browning
<b>Apologies</b>	Natalie Page, Catherine Hughes, Trish Hughes, Bryanne Wilson, Katie Watt, Kamran Azaan, Julia Petel, Amy Williams, Celina Downing, Kari Steele.

**CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING**

Previous minutes attached.

Moved that the previous AGM meeting minutes be accepted.

Moved: Nikki N

Seconded: Erin P

**STANDING AGENDA ITEMS**

	<b>TOPIC</b>	<b>ACTION OFFICER</b>
1	Motion to accept C&K Affiliation Agreement: 1. That the Everton Park Kindergarten Association agrees to enter into The Deed of Variation – Affiliate Member Service Agreement dated 1 January 2019 to 31 <sup>st</sup> December 2019. 2. To Authorise the President and Treasurer of the Everton Park Kindergarten Association to execute the Deed of Variation – Affiliate Member Service Agreement.	Moved: Nikki N Seconded: Erin P Vote carried
2	<b>PRESIDENT'S REPORT</b> President's Report as per Annual Reports presented and read by Jade Jenkins.	Moved: Jade J Seconded: Erin P Vote carried
3	<b>TREASURER'S REPORT (Michael Kusnierz)</b> Treasurer's Report was presented and read by Michael - see Attachment One. The Audit Quote (referred to in the second motion by the Treasurer) is included in Attachment Two.	Moved: Michael K Seconded: Lindsay M Vote carried
	<b>Motions Required by Treasurer at AGM:</b>	
	1. Presentation & Motion to accept audited financial statements "I present the audited 2018 financial statements of Everton Park Kindergarten Assoc Inc, I move that audited financial statements for 2018 be received and adopted".	Moved: Nikki N Seconded: Jacinda B Vote carried

	<p>Acceptance of Auditor for next financial year          "I move that we retain the services of Jason O'Connor from J O'Connor Pty Ltd as auditor for 2019".          NB: Audit quote fixed for 3 years = \$660 (inc GST)</p>	<p>Moved: Nikki N          Seconded: Kevin B          Vote carried</p>
	<p>Motion to allow fundraising events to be input taxed for 2019          "As the Everton Park Kindergarten is a registered charity we can treat fundraising events as not incurring GST. This has the benefit to us that we do not have to remit GST on any profit made for fundraising activities. To access this benefit I move that Everton Park Kindergarten treats all fundraising events in 2019 as input taxed".</p>	<p>Moved: Erin P          Seconded: Nikki N          Vote carried</p>
	<p>Cheque Signatories for 2019          The following bank accounts are maintained by the Everton Park Kindergarten</p> <ul style="list-style-type: none"> <li>• Transaction/Cheque account (BSB: 014 234 Account Number: 4801 57276)</li> <li>• Web saver account (BSB: 014 234 Account Number: 4801 59087)</li> <li>• Debit Visa Account (BSB: 014 234 Account Number: 2922 16101)</li> <li>• Building Fund Account (BSB: 014 234 Account Number: 4801 57604)</li> <li>• Term Deposits x 2</li> </ul> <p>All accounts are 2 to authorise a payment. This means 2 authorisations are required for signing cheques &amp; processing net bank transactions.</p> <p>I move that the following be granted access to sign cheques, access accounts &amp; approve netbank transactions on the above listed accounts:</p> <ul style="list-style-type: none"> <li>• Kindergarten Treasurer</li> <li>• Kindergarten President</li> <li>• Jodi Browning, Finance Administrator</li> <li>• Kindergarten Assistant Treasurer</li> </ul> <p>The following employees shall retain a Debit Visa account to be used for miscellaneous kindergarten expenses. The Debit Visa account is reconciled monthly by Finance Administrator (Jodi) &amp; the reconciliation and all receipts shall be reviewed by the Treasurer monthly. The Visa account will be reimbursed at the end of the month to top up for the expenses incurred. The current total held on the Debit Visa is \$3,000 (without approval for an temporary increase as required from time to time).</p> <ul style="list-style-type: none"> <li>• Anne Orchard – Director</li> <li>• Lindy Diacaris – Director</li> <li>• Aniko Blair-West – Assistant</li> <li>• Jodi Browning – Finance Administrator</li> </ul>	<p>Moved: Nikki N          Seconded: Lubica F          Vote carried</p>
	<p>ATO Contact Person          I move that the Primary Contact Person with the ATO for 2019 be the Treasurer (as elected) and that Jodi Browning (Finance Administrator) be listed as an Authorise Contact Person.</p>	<p>Moved: Kevin          Seconded: Nikki          Vote carried</p>
4	<p><b>DIRECTOR'S REPORT</b>          Director's Report as per Annual Reports presented and read by Lindy Diacaris.</p>	<p>Moved: Lindy D          Seconded: Nikki N          Vote carried</p>
5	<p><b>Special Business or General Business</b>          None</p>	
6	<p><b>Election of the Office Bearers</b></p>	

	<p>President: Lindsay Mamaril</p> <p>Vice President: Cassie Nash</p> <p>Treasurer: Michael Kusnierz</p> <p>Secretary: Joshua Newington</p>	<p>Moved: Jade J Seconded: Jacinda B Vote carried</p> <p>Moved: Jade J Seconded: Jacinda B Vote carried</p> <p>Moved: Jade J Seconded: Erin P Vote carried</p> <p>Moved: Jade J Seconded: Nikki N Vote carried</p>
7	<b>Closure of AGM at 8.41pm</b>	
	<b>Opening of General Meeting at 8.42pm</b>	
1	<p><b>Election of Other Committee Members</b></p> <p>Assistant Treasurer: Katie Watt Assistant Maintenance: Natalie Page Grants Officer: Not filled Maintenance Coordinator: Sean Deegan Promotions: Raminderjeet Sidhu Workplace Health and Safety: Alycia Pettyborne Fundraising: Lubica Fapsova Fundraising Assistant: Julie Ford</p>	<p>Moved: Jade J Seconded: Nikki N Vote carried</p>
2	<p><b>General Business</b></p> <p>None</p>	
3	<p><b>Next Meeting Date</b></p> <p>Set for Wednesday 13<sup>th</sup> March 7.30pm</p>	

**Meeting closed at 8.56pm**