HURLSTONE AGRICULTURAL HIGH SCHOOL

Minutes Canteen Committee Meeting – Thursday 16 May 2013
Time 8.45am
Location Canteen

Agenda

1. Previous Meeting Matters
2. Convenor’s Report
3. Supervisor’s Report
4. Treasurers’ Report
5. General Business
6. Correspondence In & Out

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<th>Meeting</th>
<th>Canteen Committee Meeting</th>
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<tr>
<td>Date</td>
<td>Thursday 16 May 2013; 8.45a.m.</td>
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<tr>
<td>Attendees</td>
<td>Ruta Bazbauers, Corinne Jacquin-Sneddon, Aarti Kazmi Narelle McGregor (Office Representative)</td>
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<td>Apologies</td>
<td>Deborah Twaddell</td>
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<td>Minutes by</td>
<td>Aarti Kazmi</td>
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1. **Previous Meetings**
   - Previous meetings minutes accepted
   - Cheque for $15,000 to be presented to P&C; with another donation proposed for Sept/Oct. 2013.
   - **Air-conditioning** - has been serviced and exhaust fan installed which appears to have made a difference in improving air flow.
   - **Computer - canteen is a “wireless dead spot”**. Narelle suggested Invoices be sent to office by suppliers and office to print them up. Corinne and Ruta indicated their preference for all invoices relating to the Canteen to be sent directly to Ruta.

2. **Convenor’s Report - Corinne**
   - Art Dept. has not responded to request for **painting of the Canteen facade**. Corinne is committed to organising a team of volunteers and arranging for painting over the July school holidays. Permission to “beautify the exterior of the Canteen” to be obtained from Kerrie Wratten directly.
   - Ruta made a remark about asking all teachers on recess duty to make sure students are organised behind the line whilst waiting. Corinne to make sure Kerrie is aware of this.
   - Corinne asked if **Reports to P & C** are up to date. Ruta indicated that Ledger, Bank Statements, Petty Cash have not been audited for a long time with last audit approximately 2-3yrs ago. Narelle said audit should be done regularly (every year) so any issues are rectified immediately.
   - There is an auditor who is registered and volunteers his time and effort. Corinne will discuss these matters with Debbie and P & C Committee.
• **Volunteers for Canteen** - only 7 volunteers remain. Corinne will aim to recruit more volunteers via the newsletter. Narelle suggested contacting Tony Mulligan and providing ‘wording’ for Newsletter in plain text for next newsletter.
• Aarti suggested we open volunteer pool to Fathers and Grandmothers.

3. **Supervisor’s Report - Ruta**

• **Freezer** – new freezer arrived end of March, however there was a small dent on the outside. Lucy took photos and sent these to the supplier (Channon Refrigeration). Ruta is expecting $140 refund back from supplier by this Friday (17/5) at the latest. Ruta would like Corinne and Debbie (as signatories) to check account and confirm $140 has been direct deposited.
• **Bread rolls** from now sourced from Glenfield Bakery across the road. Although 5c dearer, the supplier does not charge for delivery, and the bread rolls are of excellent quality. Students are appreciating this and buying more.
• **Fantastic Food Day (held Tuesday 14/5/13)** was a huge success raising $1,400. 52 serves of nachos were sold. Ruta proposed to have another similar day in winter. Narelle suggested we have “Nachos day”.
• Tuesday 21/5/13 – **Athletic Carnival** – Canteen closed
• Thursday 23/5/13 – **District Cross Country** - Canteen open
• 13/6/13 – **Regional Cross Country** – Canteen is expected to do well providing fruit, lunch and cake for about 70 officials and other people attending. Staffing for the day is organised.
• **Ruta’s Long Service Leave** has been funded from the operating account, rather than Term Deposit Account. Corinne to follow up and rectify. i.e. $4,500 to be transferred to operating account.
• Consider **topping up Term Deposit** as Helen has been working for 12 years and will eventually require payout of long service leave.

4. **Treasurers’ Report – Deborah**

• Deborah – absent
• Deborah to provide Report to P&C
• Deborah to arrange for cheque donation by 25/5/13 (P&C meeting)

5. **General Business/Other Matters**

• Maria Pham-Jackson is a new volunteer and already proving valuable
• HAHS purchased the new freezer (mentioned above). School purchased on behalf of P & C and will provide invoice; and P & C to reimburse HAHS.
• **Signatories for Term Deposit** change is still pending – Deborah to follow up
• Narelle to be our regular office representative. Narelle said she was happy to do this and requested we provide her with minutes of our meetings.
• Narelle suggested lines for Canteen be repainted by Maintenance. Narelle can request this to be done in July school holidays.
• **EFTPOS** - Not practical for canteen and will only be used by canteen for Orientation day. It cost $64 to use on this one day and therefore not feasible to use everyday.
6. Correspondence In & Out

Correspondence in:
Rest Superannuation – unallocated amount

Correspondence out:
7 cheques to be signed for pays and donation

Next Meeting proposed for Tuesday 30 July 2013 at 8.40am.

Meeting closed 9.40 a.m.

Aarti Kazmi
Canteen Committee Secretary