HURLSTONE AGRICULTURAL HS

Minutes Canteen Committee Meeting – 11 Feb 2013
Time 8.40am
Location Canteen

Agenda

1. Previous Meeting Matters
2. Nomination for 2013 Convenor
   Secretary
   Treasurer
3. Convenor’s Report
4. Supervisor’s Report
5. Treasurers’ Report
6. General Business
7. Correspondence In & Out

Meeting Canteen Committee Meeting
Date Friday 11 Feb 2013; 8.40a.m.
Attendees Helen Upcroft, Deborah Twaddell, Stacey Wall, Corinne Jacquin-Sneddon, Aarti Kazmi
   Narelle McGregor (Office representative)
Minutes by Aarti Kazmi

1. Previous Meetings
   - Previous meetings minutes accepted
   - Art Dept. not responded to request for painting to front of Canteen – Corinne to follow up
   - ATO contact is still Debbie Norris - Deborah Twaddell to complete necessary forms and arrange for change of contact nominee
   - Cheque for $10,000 presented to P&C
   - Accounts for 2012 – ready up to Nov 2012, to be updated to Dec 2012
   - Air-conditioning – still not fixed and not running to full potential. Matter has been discussed with maintenance who thinks the problem could be due to fridges and ovens contributing to heat. There is a possibility that an exhaust fan may be needed and mould in filter to be cleaned out every 3 months. Matter to be followed up with Tony Mulligan as a matter of urgency due to OH&S issues and affecting food preparation
   - Doors – fixed over the holidays.
   - Computer – Query for computer for canteen was raised with Rob Craig who has said canteen is a “wireless dead spot” and that no computer is available from IT Dept. It was suggested that Corinne follow up with Sandra at Uniform shop as they were in a similar situation and to discuss how they have managed a computer. Corinne to also follow up with Natalie at the P&C meeting on Tuesday 12.2.13.
2. **Nomination for 2013**  
   **Convenor** - Corinne Jacquin-Sneddon - Accepted  
   **Secretary** - Aarti Kazmi - Accepted  
   **Treasurer** - Deborah Twaddell - Accepted

3. **Convenor’s Report – Corinne**  
   - Corinne acknowledges Stacey’s hard work as Canteen Convenor & Treasurer for the last 4 years. Thank you Stacey!  
   - Canteen is running smoothly thanks to hard work of Ruta, Helen and Lucy.

4. **Supervisor’s Report – Helen**  
   - Canteen was up and running on 30/01/2013  
   - Ruta is unavailable to work at least until after Easter break. Lucy Thrassis (available to Supervise on Thurs) and Helen (available to Supervise ( Mon, Tue, Wed & Fri) will be running canteen in the interim  
   - A few delivery problems have slowed stock replenishing – bread delivery has been an issue  
   - **Bread rolls** from Buttercup are now a little smaller and students have complained. At this point in time Buttercup bread rolls are the cheapest and freshest option.  
   - Canteen had been having issues with **power cutting out** on a specific circuit in the canteen which has resulted in the disposal of one full box of chicken meat, 1 box of chocolate billabongs and 1 box of icy poles.  
   - After having new circuit breakers put in the problem seemed to have rectified, but this ended up being only a temporary measure. On Wednesday power issues came to a head by constantly cutting off and with the help of maintenance, it was determined that the **freezer in the back room was the cause of the power situation**. Therefore Helen has been asked to obtain 3 quotes for a replacement freezer.  
   - **Some quotes were provided to Corinne, who will present these to the P&C on Tuesday 12.2.13 for approval.** At present, the freezers are only 380 litres and have at time proved, not to be big enough. Options looked at include 500L or may be up to 1000L if not that big a difference between the prices of both. An expenditure of $2,500 (maximum) is expected and would also hopefully cover warranty, delivery and removal of old fridge.  
   - The new year 9 helpers seem to be going well and are eager  
   - **The price list for 2013** has been revised and will be implemented the week starting Monday the 18/2/2013.

5. **Treasurers’ Report – Deborah**  
   - On 30 January, the **Treasurer’s role** was handed to Deborah.  
   - All **correspondence** will be sent to canteen addressed to the Treasurer (Canteen) instead of being sent to the home address of the Treasurer.  
   - Deborah will follow up and arrange for signatory changes.  
   - **Report for AGM:** Corinne will email current spread-sheet (with Jan to Nov figures) and Dec numbers will be updated.

6. **General Business/Other Matters**  
   - **The price list for 2013** has been revised and will be implemented the week starting the 18/2/2013. Narelle will type the new list for canteen, daily bulletin and website.  
   - **No new volunteers have signed up** – Sue Pritchard (office manager), has been asked to follow up on new helpers  
   - Corinne will follow up with P&C if there are any new volunteers for canteen.
It was suggested that HAHS purchase the new freezer (mentioned above) to take advantage of not having to pay GST (saving of 10%). School to purchase on behalf of P& C and P& C to reimburse HAHS.

- **Signatories for Term Deposit** to be changed – Deborah to arrange this
- Helen is in a supervisory role (while Ruta is away) and will be remunerated accordingly
- **Computer** - Corinne to follow up with Sandra at Uniform shop as they were in a similar situation and to discuss how they have managed a computer. Corinne to also follow up with Natalie at the P&C meeting on Tuesday 12.2.13.
- EFTPOS – Not practical for canteen and will only be used by canteen for Orientation day.
- Patrick (volunteer) was introduced to committee

7. **Correspondence In & Out**

  **Correspondence in:**
  - Australian Charities and Not for profits Commission
  - Term Deposit Account Certificate of Reinvestment

  **Correspondence out:**
  - Thank you email to Alison Essam for the donated coffee machine

*Meeting closed 9.35 a.m.*

Aarti Kazmi
Canteen Committee Secretary