

St Theresas Fundraising Committee

MEETING MINUTES



Date: 16th April 2024 Time: 6:30pm

Present: Philomena, Clare, Belinda, Cassie, Julie, Loi, Aneta, Giulia, Tieng, Amanda, Symone, Emma

Apologies: Samantha, Natalie, Rob, Yelly, Jacinta, Joanne, Teena, Mike, Katerina

- Welcome – Giulia

Previous meeting minutes accepted (Belinda and Emma)

**** Each meeting the Chair will -**

Remind members to respect each other and others opinions.

- Prayer – Giulia

- School & Parish Matters (if necessary) - Rob or staff delegate

No action

- Wellbeing and Community issues (if necessary) - Marie Gamwell or Greg Woolford

No action

- Update from Sub Committee on past events

Easter Raffle - \$1424 – great work to all involved putting this together with short notice

- Open Action Points

****Move closed action points once closed****

Action point #	Action	Whom	Due	Status
16042024.01	Clothing recycling business for poor quality uniforms	Amanda	Next meeting	New
16042024.01	Contact list and what's App group	Phil	Next Meeting	New
16042024.02	Canva account for fundraising	Giulia	Next Meeting	New
16042024.03	Zooper Doopers – is this fundraising?	Giulia	Next Meeting	New
16042024.04	Fundraising thermometer – outcry media	Cassie	Next Meeting	New

- Agenda Items
 - EXEC roles to be filled.

- *Philomena Secretary*
- *Clare vice chair*
- Uniform cupboard – Sub Committee created
- Mothers Day Stall – Sub Committee created
- Market Night

Schedule into Term 1 2025 but start planning now. No teacher input. Needs to be discussed with Rob.

- Other events and ideas

- Create a spreadsheet / calendar for events – noted for next meeting

Cookie Dough

Colour Fun Run

Movie night at Sun Theatre

Special lunch day

Bricks

- Budget and fundraising aim

Yearly Goal \$15,000 and long term goal

Grade 6 jumpers

- Sub Committee

Event	Members	Update	To be actioned
Easter Raffle	Amanda, Tieng, Giulia	Casual clothes Day for easter donation.	Raffle tickets to be organised and distributed in red tubs, Flyer to be made to be sent home. Easter baskets to be wrapped. Raffle to be drawn Monday 25 th .
Second Hand uniform Shop	Tieng (lead) Natalie		Flyer – Phil to share canva with emma Stocktake - Update Spreadsheet Trish Uniform swap (like for like) Ongoing roster
Mother Day	Cassie (lead)	Date for donations (casual clothes day) 29/4-1/5 TBC Date for stall 10/5 TBC Flyers	Flyer and bag tag – Design and Print

		Availability/roster for stall sorting donations/wrapping.	

- Financial Report

Tabled for next meeting.

Meeting Closed – 8:00pm

- Closed Action Points

Action point #	Action	Whom	Due	Status
140324.01	share social media policy to the committee. Minutes and fundraising uploads to be uploaded to school website <ul style="list-style-type: none"> • Secretary to email minutes to Mary 	Rob	16/4/24	Closed
140324.02	Electronic school sign for notifications. <ul style="list-style-type: none"> • Noted as possible fundraising idea 	Amanda	16/4/24	Closed
140324.03	re jig minutes and add meeting hygiene to the welcome.	Phil	15/3/24	Closed
140324.04	to provide copy of the Code of Conduct and child safety policy <ul style="list-style-type: none"> • Committee signed 	Rob	16/4/24	Closed
140324.05	Action Point to provide WWCC Or request one for new members. <ul style="list-style-type: none"> • School admin to action 	All	16/4/24	Closed
140324.06	to collate WWCC and ensure compliance. <ul style="list-style-type: none"> • School admin to action – list or committee to be sent to Jo 	Phil	16/4/24	Closed
140324.07	Interim Committee and legacy - to provide calendar of events I	Julie/Clare	16/4/24	Closed
