

**St Joseph's KP Collective Committee**  
**Meeting Minutes**

**Date:**

28<sup>th</sup> February started @ 5:10pm

**Present:**

Nic Cole, Paige Browning, Melissa Telelcican, Beth Musial, Bianca Murphy, Amanda Wilson, Emma Davies, Kathleen Whybird, Sandra Girgenti, Megan Lomax, Brooke Massy, Natalie Kerr, Emma Lawson, Claire O'Brien, Jayne Camuglia, Jon Seem and Jen Arhanic

**Apologies:**

Rose Towley, Nerida Zammit & Lauren Boatwright

<b><u>Agenda</u></b>	<b><u>Information</u></b>	<b><u>Decisions / Actions / Due / Responsible Person</u></b>
<b>Acknowledgement of Country</b>		Bianca M provided school version. Everyone recited.
<b>Review of minutes from last meeting</b>	Natalie – read through minutes and summarised previous meeting minutes (28/2/2023)	Motioned – Kathleen Whybird Seconded – Claire O'Brien
<b>Income and Expenditure Balance Update</b>	<p>Presentation of Income &amp; Expenditure and Current Balance of Trading Account for KP Collective</p> <p>P&amp;F Funds Transferred – \$201 513.51</p> <p><b><u>Trading Account – 2023 – Events:</u></b></p> <p>10/2/23 – See attached spreadsheet – Profit made \$1 950.35</p> <p>Once we meet with our BCE Support Accountant next week we will work out the best way to report this information each meeting.</p>	<p>Not available due to staff being away.</p> <p>Nic Cole will add to these minutes.</p> <p>We can do a “flying” motion.</p>
<b>Expenditure proposals</b>	Grade 2 Proposal – Equipment (\$2,000)	Nat K read through the letter sent by Year 2.



		<p>Discussion by Collective</p> <ul style="list-style-type: none"><li>• Volunteers – needed for</li><li>• To use - volunteerssignup.org</li><li>• Executive to control the app and to dispense to groups when necessary</li><li>• Separate workshop for the actual day</li><li>• Separate workshop for prepping bags</li><li>• Has there been enough stock ordered?</li><li>• Is the traditional set up for selling going to work? Do we need to look at this?</li><li>• Liturgy/Special event moving to Friday</li><li>• Does the stall need to move from Friday to the Thursday? Nic has said no she would like it all on the one day.</li><li>• Purchasing gifts at the back end of the year – before Xmas rather than purchasing individual gifts</li><li>• Need to include local small businesses/families</li><li>• Bulk orders need to be reconsidered again rather than lots of small purchases.</li><li>• Need to gain school approval before purchasing gifts for Mothers and Father’s Day stall</li><li>• Need to create a procedure policy</li></ul> <p>Paige on behalf of Angela</p> <ul style="list-style-type: none"><li>• We need a process/timeline</li></ul>
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	<p>KP Tuckshop Lunches</p>	<ul style="list-style-type: none"> <li>• There was no policy</li> <li>• The QKR data was very difficult to read and interpret</li> <li>• How long do we give parents to order – 1 week</li> <li>• How much time does the office need to organise the QKR – 2 weeks prior to the event.</li> <li>• How much time do we need to give the office to turn QKR data over to parents?</li> <li>• When does the order need to be made? -Wednesday afternoon need the order</li> <li>• Angela went to Greenslopes Dominoes</li> <li>• For next year – can we upload the whole year.</li> <li>• Claire O – suggested to use school toolkit</li> <li>• Megan L – suggested individual boxes rather than 8 slice boxes</li> <li>• Megan L – shared that the distribution on the actual day went well from the schools point of view.</li> <li>• South City Dominoes has been used previously.</li> <li>• Paige B – looking to do Sushi 31<sup>st</sup> March</li> <li>• 17<sup>th</sup> March at the latest to provide order info to office</li> <li>• 21<sup>st</sup> March orders open on qkr</li> <li>• 11pm 28<sup>th</sup> March qkr closer – no exceptions</li> <li>• 22<sup>nd</sup> March to give indications to sushi company</li> <li>• 29<sup>th</sup> March need to place order with company</li> </ul>
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	<p>Trivia Night</p>	<ul style="list-style-type: none"> <li>• Year 1s September 15 – Sausage Sizzle</li> <li>• Standard templates should be given</li>   <li>• T1 &amp; 4– zooper doopers</li> <li>• T2 &amp; 3 – chips</li>   <li>• Woolworths homebrand juice are the cheapest</li> <li>• Aldi do fruit juice rather than fruit drink</li>   <li>• Maximum sell price for pizza - \$7 for bundle (will be reduced for sausage)</li>   <li>• Expenditure budget set prior to event</li>   <li>• Nic Cole has asked Claire O’Brien to get a \$5000 Coles grant and Local Politician</li>   <li>• Nat K to create workflow for KP Tuckshop lunches</li>   <li>Kathleen Whybird</li> <li>One company <ul style="list-style-type: none"> <li>• \$25/person - \$11 cut to company</li> </ul> </li> <li>A St Joey’s family (Jason Ireland) <ul style="list-style-type: none"> <li>• does trivia night - he will donate his time for the night</li> </ul> </li>   <li>BYO discussion</li> <li>Or when you purchase a ticket do you order a basket/hamper- add \$5 to make (IGA seasons, New Farm deli)</li> <li>Food trucks</li> </ul>
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		<p>Kathleen wanted some consensus on decisions so that she can start planning and organising.</p> <p>Mackillop Place – 10-12 tables</p> <p>Holland Park Sports Tables \$45 St Thomas' Hall \$donation Nic Cole to reach out to Villanova. To check service of alcohol regulations.</p> <p>31<sup>st</sup> March – launch 1<sup>st</sup> week of term tickets go on sale</p> <p>Tables – theme for each table</p> <p>Look at TryBooking for events – has more options</p> <p>School account – Trybooking</p> <p>Budget for decorations – will need to wait.</p> <p>Class artwork to be silent auction – leadership team to approach Janet Heunis</p> <p>Nerida – still has some donations which could be used.</p> <p>Refunds policy on all</p> <p>Friday 19<sup>th</sup> May</p> <p>Theme – Bris Vegas</p> <p>Amanda and Sandra have offered to support Kathleen</p>
	<p><b>Learning</b></p>	<p>John S –</p> <ul style="list-style-type: none"> <li>• Communication to parents</li> <li>• People are not knowing the information.</li> </ul>

		<ul style="list-style-type: none"> <li>• John recognised how busy the people are and don't know the details</li> </ul> <p>Nicole C -</p> <ul style="list-style-type: none"> <li>• Newsletter is now on the portal and website.</li> <li>• Parent portal is being updated.</li> <li>• It is the responsibility of the community members to read their emails</li> <li>• All school communication from either ncole email or pkan email</li> </ul> <p>John S –</p> <ul style="list-style-type: none"> <li>• Two ways of communicating – too many different ways make it too complex.</li> </ul> <p>John S -</p> <ul style="list-style-type: none"> <li>• approached council in the past about lights at Main St</li> <li>• now talking to council about Lockerbie St</li> </ul>
	<p><b>Service</b>          KP Collective Storage</p> <ul style="list-style-type: none"> <li>- Clean out working bee</li> <li>- Shelving/storage requirements</li> <li>- Fridge freezer disposal</li> </ul> <p>Guardians of the Earth – expired drinks</p>	<p>Emma D -</p> <ul style="list-style-type: none"> <li>• Store room cleaned</li> <li>• Fridge and freexer removed</li> <li>• Pest control to be done</li> <li>• Shannon – donating freezer</li> <li>• KP to source a fridge</li> </ul> <p>Nic C to organise a test and tag for new electrical items</p> <p>Shannon – has passed on items to be emptied and brought back.</p>

		Leadership Team – to check with Laleisha B about GOTES about emptying additional
<b>Collective Governance &amp; Development</b>	<b>Additional support</b> <ul style="list-style-type: none"> <li>- Co-Secretary role</li> <li>- Co-Diocesan Delegate</li> </ul> <b>Convening of meetings and timeframes</b> <ul style="list-style-type: none"> <li>- Executive SLAs (Service Level Agreements)</li> <li>- Meetings held by digital means/voting rights</li> <li>- General meeting dates for 2023</li> </ul>	<p>Nerida</p> <ul style="list-style-type: none"> <li>- Postpone until next meeting – to provide a role description/expectations.</li> </ul> <p>Emma</p> <ul style="list-style-type: none"> <li>- It is a role where you are building a relationship with Catholic Schools Queensland</li> <li>- Looking for someone who will be here for longevity.</li> <li>- Jayne Camuglia will join.</li> <li>- Jen A – motioned</li> <li>- Paige B – seconded</li> </ul> <p>Natalie K</p> <ul style="list-style-type: none"> <li>- Discussion around changing or alternating – decision to stay on Tuesday</li> <li>- Meeting with Kathleen for Trivia – meet with leadership team</li> <li>- Weeks 3 and Week 6 each term</li> <li>- 5pm each time</li> </ul> <p>Decision around minutes processing and agenda – to be waited until discussions can be had with Nerida Z.</p>

Meeting closed by Nat Kerr – 7:06pm