

**Kennedy Baptist College Parents and Friends Association  
Annual General Meeting  
Minutes 12 February 2020  
6:30pm Staff Dining Room**

**Present:** Mark Ashby, Sarah Clifford, Deborah Warwick, Lorinda Gregory, Marie Spires, Pete Gough, Sharon Doubell, Michelle Marshall, Anisah Dickson, Katherine Arnold, Renee Puizina, Vickie Howie, Helen Becker, Helen Nolan

**Apologies:** Heather Thomson

AGENDA ITEM	DISCUSSION	ACTION	WHEN	BY WHOM
<b>President's Welcome</b>	Deborah Warwick welcomed all the parents and friends to the Annual General Meeting and explained the Agenda .			Deb W
<b>Opening Prayer</b>	Mark Ashby prayed for the College and the parents who attended the meeting.			Mark A
<b>Conflict of Interest Declaration</b>	There were no conflict of interests raised.			
<b>Previous Minutes</b>	Minutes of 2019 AGM: Approved: Helen B Seconded: Michelle M			

AGENDA ITEM	DISCUSSION	ACTION	WHEN	BY WHOM
<b>BUSINESS</b>				
<b>Election of Office Bearers (the Executive)</b>	<p><b>President: Renee Puizina</b>  Nominated: Self    Seconded: Lorinda Gregory</p> <p><b>Treasurer: Marie Spiers</b>  Nominated: Self    Seconded: Deborah Warwick</p> <p><b>Vice President: Michelle Marshall</b>  Nominated: Self    Seconded: Marie Spiers</p> <p><b>Secretary: Peter Gough</b>  Nominated: Deborah Warwick    Seconded: Sharon Doubell</p>			
<b>General Committee Members</b>	<p><b>Facebook Coordinator: Lorinda Gregory</b>  Nominated: Self    Seconded: Marie Spiers</p> <p><b>Newsletter Coordinator: Renee Puizina</b>  Nominated: Self    Seconded: Lorinda Gregory</p> <p><b>Sausage Sizzle Coordinator: Siobhan Palmieri</b>  Nominated: Self    Seconded: Committee</p> <p><b>Entertainment Book Coordinator</b>  Helen Becker</p> <p><b>General Members:</b>  Katherine Arnold  Sharon Doubell  Helen Becker  Deborah Warwick  Lorinda Gregory</p>			
<b>Bank account Signatories</b>	4 Bank Signatories: Marie Spiers, Renee Puizina, Michelle Marshall & Peter Gough			
<b>Financials</b>	Current Treasurer: Marie Spiers – Explained Current Funds and advised that the P & F should look to add to this amount this year. Marie also noted that the AGM Minutes header needs to be in the same name as the bank account. This is to be amended.	Marie S, Renee P, Peter G		

AGENDA ITEM	DISCUSSION	ACTION	WHEN	BY WHOM
<b>Motion</b>	Motion put forward by Sarah Clifford – Clause 6a of the Terms of Reference needs to align with the description of role duties under the P & F Executive Job Description document.	Renee P		

**Meeting ended: 7:00pm**