

WESTLAKE BOYS HIGH SCHOOL PTA MEETING MONDAY 17 th JUNE 2019 7.00PM	
Present:	Fiona Scanlen, Robyn Dean, Mridula Rajan, Sheena Parkin, Caroline Carlyle, Vivien McAvoy, Liz Peters (staff) , Jimmy O'Brien (Board of Trustees), Susie Turner, Fran Irons, Lisa Manning, Jing Wang, Tracey Smith, Helen Mason.
Apologies:	Serena Bawden, Vidyasagar Kulkarni, Nikki Bould
Minutes from Previous Meeting:	Moved: Robyn Dean Seconded: Tracey Smith Accepted
Matters Arising:	The closing balance of the Trading Post was incorrectly recorded in the last minutes. It should have been \$33,171.07 as at 3 May 2019.
Correspondence In/Out	Email from Liz Peters thanking the PTA for sponsoring the Mother Son Breakfast
Financial Report:	For the period May 1 to 31 May 2019 Opening Balance as of May 1: \$2,813.32 No Income reported during the period Expenditure during the period: Cheque #50 - Meet the Prefects Evening expenses: \$108.11 Closing Balance May 31 = \$2,705.21 Moved: Helen Mason Seconded: Fiona Scanlen Accepted
BUSINESS:	
ACTION	
<u>Trading Post Report - 17 June 2019</u>	
Finances Opening balance 6 May: \$ 33,171.07 (typo on last report \$ \$ 31,171.07) Deposits: EFTPOS: \$1,252 Bank Deposits: \$130 <u>Cash Deposits: \$605</u> Total Sales: 1,987 Withdrawals: Paymark limited \$16.10 SmartPay NZ \$41.34 Closing balance 17 June: \$ 35,073.63 <u>Sales</u> May: \$1,177 Last year May \$1,505 June MYD: \$905 Last year June \$1,745 YTD 2019: \$22,592 YTD 2018: \$20,100 (end of June) <u>Payments</u> Payments made up to end April sales. May and June still to be paid out. Term 2 payment scheduled for July. \$1482 @ 65% = \$963.30 owed to sellers. Net: \$34,141.70 available to fund school projects (Keep a certain level as balance - \$2K)	
Robyn	

<p><u>Other business</u></p> <p>School has provided the second-hand store with a laptop. Based in the store for volunteers use. Will have access to Sales log (directly add sales into Excel), Blazer Register, uniform waiting list and eventually sellers' items for sale register (No longer need printed form) and then web based application.</p> <p>Finished Microsoft Form based way of registering items for sale. Will send out link for testing next week to PTA & SH volunteers.</p> <p>Thank you to Vivien for doing the shop roster and reminders and to PTA volunteers who work in the store.</p> <p>Automation -Lucy & Jeff Chilberto are helping design, build and implement web application for second-hand uniform store. Lucy is a volunteer at store and Jeff is a programmer. Looked at My Monitor & Kindo but both with need significant adjustment to fit what we need and likely need to pay them for development. We could partner with them a bit further down the track.</p> <p>Robyn to send online form to all PTA members for testing</p> <p>Moved: Robyn Dean Seconded: Mridula Rajan</p> <p>Accepted</p> <p>Elections for new Secretary and President Fiona stepped down as Secretary Robyn Dean called for nominations and seconders for a new Secretary and President Nominations for Secretary: Vivien McAvoy was nominated by Fiona Scanlen, seconded by Fran Irons No other nominations were received Robyn Dean declared Vivien McAvoy secretary for the remainder of 2019 Nominations for President: Fiona Scanlen was nominated by Vivien McAvoy, seconded by Fran Irons No other nominations were received</p> <p>Robyn Dean declared Fiona Scanlen President for the remainder of 2019</p> <p>Parent teacher interviews - new times discussion New times are 3.45-7.45 while it was a bit quiet early on it was agreed it was good to have two people not only for the company but also to enlist new members by chatting while preparing refreshments. Liz suggested a PTA hot water pump pot for all events PTA pull up banner to put up at all events. Prior approval from the school via Liz is required.</p> <p>Mid Year PTA Social Wednesday 26th June. Dinner at Mexico in Takapuna</p> <p>Helpers for New Parents Info Evening - 4 required Time helpers required at event to be confirmed Tracey, Helen and Fran have offered to assist at event</p> <p>Helpers for Grandparents Morning tea - 8 to 10 required Two shifts 9.30-11.30 and 10-12pm Robyn, Mridula, Jing, Tracey, Fran, Fiona and Sheena have offered to assist at event</p>	<p>Tracey Susie Vivien/Susie</p> <p>All to rsvp Fiona</p> <p>Tracey, Helen and Fran</p> <p>Robyn, Mridula, Jing, Tracey, Fran, Fiona and Sheena</p>
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