

**Kirkwood Intermediate PTA**  
**General Meeting Minutes - Wednesday 21 February 2018**

Meeting Opened at 7.30pm by Penny Osborne. Meeting passed onto Phil to chair.

Present: Phil Tappenden (Principal), Fiona Riddle, Kelly Denley, Anne Clarke, Penny Osborne, Caroline McGurk, Michelle Johansen, Malia

Apologies: Ray Ingle, Sarah Fawcett

Committee Members for 2018:

Penny Osborne

Caroline McGurk

Michelle Johansen

Anne Clarke

Tamara Toaolamai- Staff Representative

New Appointments:

Chairperson: Penny Osborne

Secretary: Anne Clarke

Treasurer: Caroline McGurk

(Michelle said she was happy to do any public speeches if Penny was unable to).

*Motion: The new appointments be accepted*

*Moved: Kelly                      Seconded: Michelle*

*Carried*

General Business:

- Chocolate sales start 8th March through to 20th March. Need volunteers to come to school early and count the money. Caroline available during the day. Kelly available on Wednesdays and Fiona available Wednesdays and Thursdays. May need to contact friends of the PTA to seek more volunteers.
- Phil will talk with the staff and find out what items they would like the PTA to fund

- Phil to buy a new BBQ for school. Cost to be under \$1000.00

*Motion: Funds up to \$1000.00 be donated for new BBQ*

*Moved: Penny*

*Seconded: Anne*

Correspondence:

In: Fundraiser opportunities

Hot cross buns

Cookie time

Plasters and Reusable bags

Personalised labels

Batteries


Fiona will send fundraising emails onto Penny the new Chairperson. Anne and Caroline to look into hot cross bun fundraising. Email the group with final details.

Upcoming events – calendar

Chocolate sales 8th to 20th March

Date for Next meeting: Wednesday 21 March 7.30pm

Meeting Closed: 8.05pm

Signed:  Penny Osborne, Chair person

Date: 21/03/18