



Fundraising Sub Committee Meeting Minutes

Date: Thursday 4 th February 2021	Time: 1:30pm -2.30pm	Location: Meeting & Assessment Room
Convener: Lisa SETTE		Minutes: Fiona Micelotta

Attendees	Lisa SETTE (LS), Fiona MICELOTTA (FM), Radha Fayed (RF), Corinne Pupillo (CP), Angel SAUZIER (AS), Frances HANSEN(FH), Anna GAUCCI (AG), Michelle Owen(MO), (cc Alisha Minns, Melissa Beckwith)
Apologies	Marissa GRIFFITHS (MG), Shelly DIGHTON (SD), Sharon BORG, (SB), Ilknur ULUER (IU)
Copy of Minutes	Frances Hansen (FH), Melissa Beckwith (MB), Alisha Minns (AM)

Agenda Item	Discussion	Action	Person Responsible
Welcome	Welcome back to our first on-site Fundraising Meeting since Term 1 2020.		
Celebrations	<ul style="list-style-type: none"> Congratulations to Lisa Sette who received the PASS award for the Category of “outstanding Volunteer – <p>Lisa has been invited to accept her award at the PASS Welcome Meeting February 19. She was awarded \$500.00 for Professional Development and a plaque.</p>		
Previous Minutes	<ul style="list-style-type: none"> Fundraising Committee will fundraise for Front Drop Curtain in CLH and some to some playground funds. Lisa will coordinate outside provider to come and quote the CLH – Corrine will keep the Buildings & Grounds Committee informed. Discussion of dates for draft fundraising schedule 	Fiona will distribute updated version with the today’s meeting minutes	FM
Fete Committee meeting	Will review FETE options in the new year	Focusing on Term 1 schedule and readdress FETE in Term 2. Fundraising Committee will discuss FETE meetings future at the next Fundraising Meeting on 11 th March 2021.	

Agenda Item	Discussion	Action	Person Responsible
<p>NEW BUSINESS Term 4 2020 & Term 1 2021 Fundraising events</p>	<ul style="list-style-type: none"> • Review meeting time • Entertainment Books <ul style="list-style-type: none"> ○ Digital as per 2020 ○ Does the committee wish to continue in 2021? ○ Refer to ongoing COVID restrictions • Hot cross buns – Week 10 <ul style="list-style-type: none"> ○ Date ○ Flier ○ Volunteers ○ Space to book • Easter Raffle – Week 10 <ul style="list-style-type: none"> ○ Date ○ Flier ○ Tickets ○ Volunteers ○ Space to book • Jacanarama fun run/walk – Wednesday 31st March-Week 10 <p>Discussions around planning for T-Shirts</p> <p>Discussions regarding how money is collected for events such as Easter Raffle.</p> <p>Proposal to change time for Fundraising Meetings from 1.30pm to 10.30am.</p>	<p>Frances to activate for 2021 Entertainment Books.</p> <ul style="list-style-type: none"> • Hot Cross Bun orders need to be in by March 17th. Lisa will distribute flier to go out mid-feb • Monday 29th March –HOT cross Buns distribution – CLH booked for the day. • Easter Raffle to be drawn on Monday 29th March 2021. (Week 10) • Fliers to go out March 10 2021 (Week 8) • Friday 26th March 2021 wrapping donations – Fiona to book space in CLH • No tickets will be generated. All ticket donations to be paid via QKR or other options. To explore: Lisa will liaise with Melissa Beckwith regarding payment options <p>Lisa will provide Alisha with both Flier information (usb) and Alisha will distribute to fliers to the School Community</p> <p>France will provide Timeline regarding TShirt orders and provide Lisa will additional information for Flier information. Consult with 2020 Flier/information.</p> <p>Melissa Beckwith to research a “donate now” on school’s website</p> <p>Fundraising Committee agreed to change meeting times from 1.30pm to 10.30am. Fiona will change these dates on school Term Planners</p> <p>Lisa to provide Alisha Minns with Fundraising Newsletter.</p>	<p>FH</p> <p>LS</p> <p>LS</p> <p>FM</p> <p>LS</p> <p>L/SAlisha M</p> <p>FH</p> <p>MB FM</p> <p>LS</p>

Agenda Item	Discussion	Action	Person Responsible
	Newsletter will circulate JSA Fundraising within the School Newsletter (digitally)		
General Business	<ul style="list-style-type: none"> • Ongoing COVID restrictions • Performing regular hand hygiene, and where possible pursuing strategies to support physical distancing. Hands should be cleaned with an alcohol-based hand sanitiser or washed with soap and water for 20 seconds. • Face masks are recommended for use by staff and students when physical distancing of 1.5m cannot be maintained. Staff should carry a mask at all times • Physical distancing should be encouraged where possible and density limits implemented in office spaces and areas generally accessed by the public, such as reception. • Staff breaks - staffroom can accommodate 52 staff. As we have staggered breaks, the CLH is no longer available as a staff lunch room. • Visitors are also welcomed back on site however density limits apply in these circumstances. 1 person per 2 square meters and all visitors must sign in at the office. We will continue the parent /carer pick up / drop off times at designated gate areas between 8.50am - 9.10am & 2.50pm - 3.10pm • Enhanced cleaning will continue in a modified form to include daily end of day with a focus on cleaning and disinfecting high touch surfaces and other elements that were not previously cleaned daily. Progressive cleaning throughout the day is no longer required however staff are encouraged to use their usual COVIDSafe practices to reduce transmission risk. • Excursions are permitted. 		CP
Meeting Closed: Next meeting:	2.45pm Thursday 11 March 10.30am-11.30am		