



ITEM	DESCRIPTION	ACTIONS
1	<p><b>OPENING 7:20pm</b></p> <ul style="list-style-type: none"> <li>• Apologies – Sandra Cowley, Sarah Porter, Tina Mckee-Wright, Alana McDougall</li> <li>• Present – (8) Renee Beckett, Darren Jamieson, Tara McGowan, Alan Watts, Helen Mackereth, Sarah Quinlan (Joined at 19:26) at and Lianne Timlin.</li> </ul> <p><u><a href="#">NB: No Quorum for the August meeting. All actions needing votes will be moved to September 2017.</a></u></p> <ul style="list-style-type: none"> <li>• Outstanding action items <ul style="list-style-type: none"> <li>○ Darren to PDF for next release of minutes.</li> <li>○ Who's manning the Facebook Page?</li> <li>○ Renee – App discussion for Finance “Wrap it Up” <a href="https://wrapitup.co.nz/">https://wrapitup.co.nz/</a> = Renee says Get it done and Tina and Renee will resolve.</li> <li>○ <del>Helen to please update our school web page and notices etc. with new August meeting dates. = Done</del></li> <li>○ <del>Ask Sandra Cowley to take pictures at the disco for the Millwater Mag. Hi Res images of groups and action shots. = Done</del></li> <li>○ <del>Asking Sarah Porter to write the article for the Mag. = Done</del></li> <li>○ <del>Tina / Renee to engage food vendors for 23rd September for General Election. – Not Happening</del></li> </ul> </li> </ul> <p><u>Minutes NOT passed from previous meeting, June 2017:</u></p>	
2	<p><b>Monthly UPDATES</b> (quick 2-5 min for your information’ summary – if further time is required, the item will be placed under section 4 to be discussed in more detail)</p> <ul style="list-style-type: none"> <li>○ Chair, Treasurer, Principal, Pastoral Care, Playgroup, Support &amp; Special Services, Fundraising</li> <li>○ Chair report Please find my Chair report below: <ul style="list-style-type: none"> <li>• attended BOT meeting 4 July, apologies for the 8 Aug meeting due to delays on motorway</li> <li>• Started discussion with Bunnings regarding support with the playground working bee and potentially materials, they are keen to support with this</li> <li>• I would like to organize something for dad’s day to gain support for the playground working bee - a flyer to handout? thoughts?</li> <li>• meeting set for 8th Sept teacher admin meeting to chat to the teachers regarding Art Auction for 2018</li> <li>• Have set a meeting with Kelly McColl from Stella Stars next Thurs to discuss how we can work together. Darren, can we get extra paper for them to be involved in the calendar art too?</li> </ul> </li> </ul> <p>Trivia Night update</p> <ul style="list-style-type: none"> <li>• Bar team on the night - we have 5 workers confirmed: Karis Thompson, Olwyn Hobman, Peter Beckett, Steve Brennan, Darren Jamieson. Looking for two more. The bar will be in the hall and part of the event. The working team (including the sales team) will also have a game sheet to play along.</li> <li>• Sales team on the night - we have 2 workers so far, Catherine Cyprian, Brooke Churches. I would like to have 3 more. The sales team will be selling king cake raffles, balloons, and collecting payments for buy an answer and other interim games.</li> </ul> <p>Total of 10 workers so that they can take breaks, and mingle as well as play along and be part of the fun.</p> <ul style="list-style-type: none"> <li>• COMM’s - posters, Facebook, newsletter is all go. tickets on order. Will work with Alana to start txt shortly</li> <li>• Bar License has come through for both this even and art auction next year</li> </ul>	

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	<p>Looking for people with freezer space to make ice cubes to use for drinks on the night.</p> <ul style="list-style-type: none"> <li>•Decorations are in progress, looking for confirmed people who can help on the day to set up please. Main thing is hanging the black curtains. Table set up. so far, I have confirmed working: Set up in morning: Jo Rust, Alana, Nicole Lawson, Kerri Tait, Andrea Hegan, Lisa Skinner, Angela Rumsby, Bar set up after lunch and running errands: Andrea Hegan - glasses pick up - hibiscus coast hire Nicky Jordan/ Michelle Wyatt - clear kitchen ready for service, All - chop oranges, mix up the hurricane mixture, set glasses, etc.</li> <li>•Ticket Sales - go on sale week commencing 28 August. We will be in the foyer before/after school. Roster is full Starting a roster, so far, I have someone for the avo's, and two people for the morning. So, looking for one or two more morning helpers.</li> <li>•Donation of vouchers - I am starting this process. If everyone just asked one restaurant, one business that you frequent, etc. we would get heaps. It's amazing how willing people are to donate if you ask them face to face. attached is the donation request letter to take with you so that it's all legit! I am going to do a small silent auction list rather than balloons. The vouchers/ donations will be used as prizes and auction items based on value.</li> </ul> <p>o Treasurer – Tara</p> <p>Xero is fully operational and bank feeds direct from ASB Bank is fully established. Once final accounts have been received for the 2016/2017 financial year, I will load all historical closing balances into Xero to assist future financial reporting.</p> <p>After numerous challenges sorting online payments with ASB and forms lost between branches, this has now been resolved. Payments over \$500 can now be authorised to a limit of \$2000 per day.</p> <p>Financial accounts submission to Charities Services is still in progress, once this is completed the financials for the 2016/2017 year will be imported into Xero to allow for better reporting on all income generating activities.</p> <p>Key financial points for July / August 2017</p> <ul style="list-style-type: none"> <li>• Fundraising Collections (financial year to date) as shown within the P&amp;L were detailed.</li> <li>• There was an unresolved deposit of \$50 which has been identified as a Rewild the Child payment and this has now been coded correctly.</li> <li>• Thank you for everyone making deposits into the PTFA account and clearly noting what the payment is for, this has been very helpful.</li> </ul> <p>Action items:</p> <ul style="list-style-type: none"> <li>• Payments to be made via Cheque to Renee Beckett were approved and processed.</li> <li>• Discussions around interest and bank fees was held and Renee to investigate and confirm what we should expect with ASB Bank.</li> </ul> <p>o Principals' Report June 2017</p> <p>Principals report to PTFA August 16, 2017</p> <ul style="list-style-type: none"> <li>• Parent – teacher interviews were well attended on July 26-27. Thank you for your support.</li> <li>• The Ned Show on July 31 was well received by students.</li> <li>• Mokehu students had a great trip to Mindlab on Aug 14.</li> <li>• The whole school will be going to Mass at St Johns Church at 9:30 on Tuesday August 15 the Feast of the Assumption.</li> <li>• The School Cross-country is planned for Friday August 18.</li> <li>• Yr. 5 &amp; 6 students will be attending the inter-school hockey competition on Thursday August 17.</li> </ul> <p>Thanks Alan Watts Principal</p> <p>o Pastoral Care – Sarah Q Fridge is full and no real draw on this term.</p> <p>o Teacher Update – Helen M</p>	

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	<p>Calendar Art will be completed and compiled by 1st September - will be in the foyer for parents to order from the 4th September  Sandra Cowley getting flyers reprinted for ordering as bank account details were incorrect  Need to discuss the Dad's Day fun lunch on 1st September  Renee and Sandra to attend Admin Meeting on Friday 8th September to discuss Art Auction T1 2018.  Toshiba will be donating an iPad for the Trivia Night on the 15th September  I have approached Waiwera for Family swim vouchers for 15th September</p> <p>Kind Regards Helen</p> <ul style="list-style-type: none"> <li>o Fundraising – Sandra C.</li> </ul> <p>So, let's get this completed and submitted before the end of term 3... ideally August submission although this may be rushed as we need the minutes included from next week's meeting. I can complete most of this form and I have two quotes... Just need to make sure I have all the right details for this project summary section, so including this as part of the playground project etc.?  <a href="http://www.grassrootstrust.co.nz/grants/how-to-apply">http://www.grassrootstrust.co.nz/grants/how-to-apply</a>  If we write this right we will get the funding I'm sure. One Auckland catholic primary school was just granted \$11,810 last month!  Once I have help with this first one I should be fine for any future application also.</p> <p>Thanks Ladies (and Darren)</p> <ul style="list-style-type: none"> <li>o Support &amp; Special services – Alana No Update</li> <li>o Stella Playgroup</li> </ul> <p>Stella Stars Playgroup has seen a steady number of families attending over the last term.  We had an away trip to the Party Kingdom when the hall was unavailable last term which was thoroughly enjoyed by the kids. The weekly crafts and mat time have reflected what has been happening in NZ (lions tour, Americas cup etc.)  Plans are still in place to replace toys and get new activities for the kids to enjoy.  We are looking forward to the PTFA quiz night coming up and have a team organized.</p> <p>Many thanks  Kelly - Kelly McColl - <a href="mailto:kelly@mccollbuildingservices.com">kelly@mccollbuildingservices.com</a></p> <ul style="list-style-type: none"> <li>o Correspondence in/out Renee = Spam, National NZPTA.</li> </ul> <p>Outbound Call for Fundraising Request:  20:16- Calling Alana regarding the Umu. – Darren and Sarah Q didn't want to call Alana as she or a representative should be here to discuss. Renee as Chair over ruled and called Alana to make 8 for her request to be voted on.</p> <p>Issues: Portions v's Cultural experience and the cost to serve.</p> <p>Question; have you and the team considered the catering answer Alana will engage Rachael and Nicole. As well as seeking supplementary food donations</p> <p>Tara Passes a motion to grant approval of \$500 allocation of funding for the Umu – Alana Seconded = For 7 Abs 0  Against 1 = Passed</p>	
3	<p><b>EVENTS: (REMAINING FROM JULY MEETING)</b></p> <p><b>Term 3 activity - Quiz Night</b></p> <ul style="list-style-type: none"> <li>• Renee will be Leading the team for Quiz night - Alexis has other commitments and had to step down</li> <li>• Theme: Quizacal fun around the streets of <b>New Orleans</b></li> <li>• Goal/ focus: \$4K - Community 'fun' raiser</li> </ul>	

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	<ul style="list-style-type: none"> <li>Time: 7pm door open, 7.30pm games begin - ~10pm clean up</li> </ul> <p><b>Quiz night details</b></p> <p><b>June Update:</b> Thank you to Wright's Outdoor Equipment hire, they have donated a small travel BBQ, which we will use in the raffle</p> <ul style="list-style-type: none"> <li>- Main Quiz Game has been organised/ ordered</li> <li>- Working with Karis Thompson to organise the wine/beer for the night</li> <li>- Karl Hobman has agreed to be our MC for the night</li> <li>- Need a cheque \$207 to Auckland Council for the liquor license to process our request</li> </ul> <p>As the license can cover up to 3 events, I took the liberty to add in the Art Auction. To do that, I had to set a date. Given we have discussed term 2 next year, I choose the date of Sat 30th of June. This is in line with disco this year and previous. I have checked, there are no major rugby games scheduled. We are not bound to this. We can cancel the license and/or change it. But given it didn't cost any extra, I went ahead and requested it. We can discuss again when planning.</p> <p><b>Still to do:</b></p> <ul style="list-style-type: none"> <li>Voucher donations <ul style="list-style-type: none"> <li>- attached is a letter you can use when asking for donations/ vouchers etc.</li> <li>- I will be putting a request for donations from our school community in the newsletter, but if everyone can try to get</li> </ul> </li> </ul> <p>4 vouchers from your local favourites, then we should have a good start (denominations from \$5-\$50) - please everyone have a go and ask. You'll be surprise at how many people say yes :) I will create a register of what we have, so please do let me know if you have received something.</p> <p><b>Decorations</b></p> <ul style="list-style-type: none"> <li>- Thank you to Alana and Jo Rust for volunteering to do the table arrangements</li> <li>- Looking to borrow fairy lights (need loads! - white lights only please)</li> <li>- Creating and painting 16 street lanterns - (made of cardboard carpet tubes painted black) if you have space in your garage and can manage making a couple leading up to the event, let me know</li> <li>- Looking to borrow Christmas baubles - gold/purple/green - all sizes - if you have some let us know</li> <li>- Looking to get commitment for those who will be available to decorate on the Friday for the event :)</li> </ul> <p><b>Workers on the night</b></p> <ul style="list-style-type: none"> <li>- I will be putting out a request for helpers to work on the night when we come back from school holidays</li> <li>- looking for 4 people on the bar and another 4 people to work the room - e.g. balloon and raffle sales/ collecting money for mini games/buying answers etc.</li> <li>- let me know though if you are keen as I am starting a list</li> </ul> <p>May's details:</p> <ul style="list-style-type: none"> <li>Format: <ul style="list-style-type: none"> <li>o Trivia Quiz - 4 rounds, tables will mark each other's sheets</li> <li>o Oher games/betting mixed between rounds - e.g. heads/tales, four corners, king cake raffles, buy an answer, 'choc a chuck idea but for bottles, etc.</li> <li>o Balloon lucky dips</li> <li>o Bar - beer, wine and New Orleans Pat O'Brien's famous cocktail 'Hurricane' in hurricane glasses, along with jelly shots and variety of non-alcoholic</li> <li>o Food - BYO per table</li> </ul> </li> <li>Support required on the night: Please contact Renee Beckett - <a href="mailto:beckett@ihug.co.nz">beckett@ihug.co.nz</a> <ul style="list-style-type: none"> <li>o Bar staff x 4 people - you will be provided an eftpos machine and cash bar. Bar will be in the assembly kitchen with bar extension in that corner to serve from. The bar will be called Pat O's. This way those working the bar are part of the event vs out in the foyer. The Hurricane will be mixed in large portions, so it's a pour over ice and dress with condiments</li> <li>o Balloon sellers &amp; Money Collectors of 'betting games' between rounds x 4 people (you will have an eftpos machine along with cash sales)</li> <li>o MC - need to confirm [Karl]</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>○ Quiz technical support - Renee</li> <li>● <b>Decorations:</b> <ul style="list-style-type: none"> <li>▪ Carnival 'bourbon street' feel, street lamps, masquerade, beads, booze and Mardi Gras!! Not over the top with deco, just tables and colours, street lamps with New Orleans street signs</li> </ul> </li> <li>○ Support required: Decoration team <ul style="list-style-type: none"> <li>▪ Crafty people to create at home - as many as are keen <ul style="list-style-type: none"> <li>▪ lamp posts - We will need to create the lamp posts - carpet tubes painted black, cardboard lamps on top - we will have a pattern :)</li> <li>▪ Table decorations - there will be 15 tables which will need centre pieces, the materials and vision will be supplied, just need a couple of people to put them together</li> <li>▪ Borrow large clear glass vases - approx. 10</li> <li>▪ Borrow Christmas bobbles in colours of purple, green and gold</li> <li>▪ Borrow - feather boas - if you have some in the dress up box that you don't want to wear on the night, we're looking for purple, green or yellow boas :)</li> </ul> </li> <li>▪ Team to decorate on the Friday 15th Sept from 9am until we finish (hopefully before 3pm) - many hands make light work, if you're able to come please let Renee know.</li> </ul> </li> <li>○ Clean up crew <ul style="list-style-type: none"> <li>▪ we will be pulling down and cleaning at the end of the night as much as possible</li> <li>▪ So those able to stay late, enjoy a bit of 'Clean up' New Orleans style - let me know :)</li> <li>▪ Just in case we are not in the position to clean up everything on the Friday night, just a show of hands who could come on the Sunday to complete the tidy up. I will send out a txt message if this is not required.</li> </ul> </li> <li>● Donation request - voucher hunters - as many as possible (ideally by location so we don't duplicate e.g. City, Albany, peninsula, Orewa, Silverdale, etc.) or if you know one or two places personally you can contact. <ul style="list-style-type: none"> <li>▪ looking for vouchers in value from \$10-\$100</li> <li>▪ items like: tickets to events/movies over next year, experiences, dinner, grocery, bars/pubs, spas, case of wine, etc.</li> <li>▪ also, any donation of gift items or packs of goodies - like sports goodie bag, or donated goods - still in the value range of \$10-\$100</li> <li>▪ These will be used in the balloon lucky dips and/or spot prizes depending on how much we can gather</li> <li>▪ Also, looking for 2 items to do 'King cake raffles' during the night</li> </ul> </li> <li>● Costs: <ul style="list-style-type: none"> <li>○ Overall request for budget = \$1550 <ul style="list-style-type: none"> <li>▪ for spend (bar excluded) = \$850</li> <li>▪ for bar = \$700</li> </ul> </li> <li>○ Potential Income approximation = \$7250 <ul style="list-style-type: none"> <li>▪ ticket sales - 1 for \$20 or table 10 for \$180 = potential if all sold by table = \$2700</li> <li>▪ balloon - dependant on what we get \$1000</li> <li>▪ additional games/bets/etc. - \$1000</li> <li>▪ king cake auction - \$200</li> <li>▪ bar conservative general - \$1600</li> <li>▪ bar specialty drinks/shots - \$750</li> </ul> </li> <li>○ profit potential = \$5700</li> </ul> </li> </ul> <p>Motion to agree the budget of \$1550 spend for the Quiz night by Renee.  Seconded By: Tina 13 For / 0 Against / 0 Abstentions. = Motion Passed.</p> <ul style="list-style-type: none"> <li>○ Fundraiser in addition for Sat September 23<sup>rd</sup> General Election. Do we want to commit to a sausage sizzle? <ul style="list-style-type: none"> <li>○ Sarah Porter knows Joe Rust from Carmel about "Food Trucks" if needed</li> <li>○ Look at the local Pie team and or other businesses i.e. Coffee guy (Barry C/- Renee and Tina will call the i.e. guy.</li> </ul> </li> </ul>	
4	ITEMS FOR DISCUSSION: <i>(REMAINING FROM JULY MEETING)</i>	

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	<ul style="list-style-type: none"> <li>• Sarah Q has asked that we discuss Waste Wise for Stella Maris. <ul style="list-style-type: none"> <li>○ Food service and event items to be discussed in Aug</li> </ul> </li> <li>• Friends of Stella Facebook page <ul style="list-style-type: none"> <li>○ Moved to Aug discussions</li> </ul> </li> <li>• Donation Request C/- Steve. – The request is for \$1000-\$1500, so this will be a discussion only with decision pending next scheduled meeting. So please do have a read and ready with any questions. The attached quotes/examples are indicative only to give you an idea of what is being requested. As per PTFA Rules this will be parked until the next meeting. <ul style="list-style-type: none"> <li>○ Choices are to continue till next month, or decline to move and</li> <li>○ Move a motion to continue in engagement in July = Requested by Renee – Seconded by Helen, <ul style="list-style-type: none"> <li>▪ 8 For / 0 Against / 0 Abstentions.</li> </ul> </li> </ul> <div style="text-align: center;">   PTFA donation request - Field roller </div> </li> <li>• When requesting donations for PTFA Events please use this letter. <div style="text-align: center;">   PTFA sponsorship request letter.docx </div> </li> </ul>	
5	<p><b>SUMMARY/CLOSE Closed at 8:55 pm</b></p> <ul style="list-style-type: none"> <li>• Confirm next meeting: General Meeting - <u>27<sup>th</sup> September 2017.</u></li> <li>• Request for Supper for next meeting = Not actioned.</li> <li>• Thank you and Close</li> </ul>	
6	<p><b>Actions Items:</b></p> <ul style="list-style-type: none"> <li>○ Sarah Quinlan to draft a “memo” to further discuss the Waste Wise solution for Stella. <ul style="list-style-type: none"> <li>○ Seeking a Sub Committee to support Memo/Charter</li> </ul> </li> <li>○</li> </ul>	