

Lennox Head Community Pre-school

Annual General meeting

Wed 20th February 2019

Meeting open: 6.09pm

Present: Jannette Leonard, Ros Orlanno, Karen Atterby, Georgina Davies, Caroline Ibell, Natasha Jacobsen, Leah Miles, Caroline Ibell, Rikki Sussman, Sarah Scott, Leisel Jeffers, Rebecca Hardy, Joanne Milford, Michelle Edwards, Kellie Wilson, Sam Frears, Tracy Collier, Tara Leonard, Kiagh Mannion, Felisa Early

Apologies: Megan Spyker (, Leann Alexander, Sarah Saunders

Minutes of the previous Meeting

Accepted: Georgia Davis

Seconded: Georgia Davis

Business arising: n/a

See Below

President's report - Attached

Accepted: Caroline Ibell

Seconded: Rikki Sussman

Treasurer's report - Auditors report as attached

Accepted: Georgina Davies

Seconded: Leah Miles

Director's report - Attached

Accepted: Karen Atterby

Seconded: Leah Miles

Election of Committee - Roles and Responsibility of each position

- Election of signatures for signing cheques - Ros Orlanno, Karen Atterby

Moved: Caroline Ibell

Seconded: Rikki Sussman

- Jannette and Tara are to be the electronic signatures for internet banking

Moved: Ros Orlanno

Seconded: Karen Atterby

- Jannette is the signature on the preschool Debit card

Moved: Leisel Jeffers

Seconded: Leah Miles

- Two committee members will check, confirm and sign off on the internet banking for each monthly meeting Rosalyn Orlanno and Karen Atterby

Moved: Georgie Davies

Seconded: Karen Atterby

Committee - police checks- President (Rosalyn) Secretary (Georgina) Treasurer (Karen) (all obtained)

Election of Lennox preschool Committee Office bearers

Public Officer Sarah Saunders

nom. by Sarah

seconded by Jannette;

accepted: yes

President: Ros Orlanno

nom. by Jannette

seconded by Tara

accepted: yes

Secretary: Georgina Davis

nom. by Georgina

seconded by Karen

accepted: yes

Treasurer: Karen Atterby

nom. by Karen

Seconded by Georgina

accepted: yes

Committee member

7: Leisel Jeffers

nom. by- Leisel

seconded by Erin

accepted: yes

1: Caroline Ibell

nom. by- Caroline

seconded by: Tara

accepted: yes

3: Megan Spyker

nom. by- Megan

seconded by: Tara

accepted: yes

4: Natasha Jacobsen

nom. by- Natasha

seconded by: Tara

accepted: yes

5: Rikki Sussman

nom. by- Rikki

seconded by: Jannette

accepted: yes

6: Leah Miles

nom by- Leah

seconded by: Jannette

accepted: yes

2: Sarah Scott

nom by: Sarah

seconded by: Tara

accepted: yes

Erin Clarke to be on standby

Folders were handed out to the 7 committee members and each linked with a staff member for review and questioning.

Tracy and Leah (NQF 6)

Bec and Sarah (NQF 2)

Kiagh and Megan (NQF 3)

Kellie and Natasha (NQF 4)

Joanne and Caroline (NQF 1)

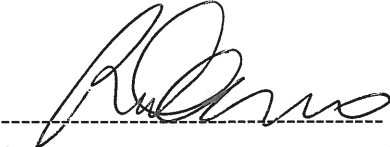
Sam and Rikki (NQF 5)

Leisel and Sophie and Michelle (NQF 7)

The meetings will be set for the third week of the month on a Thursday at 7 pm with the first being Thursday March 21st, 2019.

Committee to meet after the meeting to sign paper work and complete forms.

AGM closed: 6.48 pm 20 February 2019

 (President); date 20.2.19
(This is an accurate account of the meeting)