

Lennox Head Community Pre-school Annual General meeting

Wed 21st February 2024

Meeting open: 6.12pm

Acknowledgement of Country

Present: Mel Thatcher, Felisa Early, Kellie Wilson, Angela Flanagan, Tracy Collier, Rosalyn Orlanno, Rebecca Hardy, Sophie Leonard, Tara Leonard, Louise Larsen, Edwina Flower, Michaela Saye, Aggie Kandros, Amanda Jenkins

Apologies: Nick Bordin (Proxy to Leah), Sophie Lee (Proxy to Leah), Alysha Trevillion (Proxy to Leah), Kate Parry

Minutes of the previous Meeting:

Accepted: Michaela Saye

Seconded: Edwina Flower

Business arising: NA

Accepted:

Seconded:

President's report – NA due to unavailability

Accepted:

Seconded:

Auditor's report - Auditors report as attached

Accepted: Edwina Flower

Seconded: Louise Larsen

Service report - Attached

Accepted: Leah Miles

Seconded: Aggie Kandros

Election of Committee - Roles and Responsibility of each position

- Declare all positions open and vacant

Election of Lennox Preschool Committee Office bearers

Public Officer Rosalyn Orlanno	nom. By Tara Leonard	Seconded by Ros Orlanno	accepted: Y
President: Leah Miles	nom. By Sophie Leonard	Seconded by Kate Parry	accepted: Y
Secretary: Michaela Saye	nom. By Sophie Leonard	Seconded by Tara Leonard	accepted: Y
Treasurer: Edwina Flower	nom. By Sophie Leonard	Seconded by Tara Leonard	accepted: Y

Committee member

1: Nick Bordin (Proxy Leah)	nom. By Self	Seconded by Tara Leonard	accepted: Y
2:	nom. By Self	Seconded by Tara Leonard	accepted: y
3: Alysha Horne (proxy Michaela)	nom. By Self	Seconded by Tara Leonard	accepted: Y
4: Sophie Lee (proxy Leah)	nom. By Self	Seconded by Tara Leonard	accepted: Y
5: Amanda Jenkins	nom. By Self	Seconded by Tara Leonard	accepted: Y
6: Callie Irving (proxy Leah)	nom. By Self	Seconded by Sophie Leonard	accepted: Y
7: Louise Larsen	nom. By Self	Seconded by Sophie Leonard	accepted: Y
8: Aggie Kandros	nom. By Self	Seconded by Sophie Leonard	accepted: Y
9. Luke Yeaman	nom. By Self	Seconded by Sophie Leonard	accepted: N

Management Police Checks – All executive members must have a police check. Leah, Karen and to complete

“Folders” All Management will receive a dropbox link to their email address where all appropriate information will be distributed and updated as necessary.

Each Management Member will need to be assigned a National Quality Standard to review as a part of our ongoing Quality Improvement Plan. (To be done at first meeting)

- Signatories for CBA are currently Kate Parry, Leesa Young, Richard Goswell and Tara Leonard. We move to keep Leesa and Tara and add Edwina (incoming Treasurer) and Leah and Sophie (Co-Director)
- Leesa and Tara are the current nominated token holders and signatory for online banking. We move to keep this the same and add Sophie

Moved: Amanda Jenkins

Seconded: Aggie Kandros

- Tara is the signature on the preschool Debit card. Move to keep this the same

Moved: Leah Miles

Seconded: Michaela Saye

- The Treasurer will check, confirm and sign off on the internet banking for each monthly meeting. This has been Kate and Richard. We move to add Edwina (incoming Treasurer) and remove Kate and Richard

Moved: Louise Larsen

Seconded: Amanda Jenkins

The meetings will be set for every 3rd Wednesday of each month at 6.30pm with the first being.

Management to meet after the meeting to sign paperwork and complete forms.

AGM closed: 6.30pm



..... (President); date 21/02/2024

(This is an accurate account of the meeting)

Reminder post meeting to discuss each member organising 'play dates' for each group