



## Minutes of PTA Meeting

7.30pm Wednesday 3<sup>rd</sup> July 2019 at St Thomas's School

### Meeting opened 7.30pm

**Ice Breaker** Introduce yourself and tell us about your favourite place to be or holiday in New Zealand.

**Present:** Sally, Emma W, Emma O, Alexis, Andy, Julie, Naani, Richie, Shakil, Luke, Claudine and Jake (BOT).

**Apologies:** Marie, Donna, Amanda, Keri, Tanya, Abbey

**Confirmation of Previous Minutes** – Andy confirmed as read. Seconded by Emma W.

### 1. Meeting with Michael (Co-Chairs: Emma and Alexis)

- **Building Update:** The building currently still stands on track for June 2020. Safety still remains paramount as such a path way to hall has been formed on Allum street to the hall. Additionally, a deck will be constructed over the holidays spanning across the entrance with a ramp at either end for a smoother transition in and out the hall for the children.
- **PTA Event Update:** We touched base on our events that have passed and laid out the up and coming events for term 3 and 4. Michael is looking forward to the new additions and fundraisers on the calendar.

### 2. Correspondence In / Out

- In: APPA/ARA Lodge Music Competition information from Michael for Luke and I to forward. Request letter from a student to sell a product and donate to the PTA.
- Out: Usual face book posts surrounding events prior to and post.
- Note: Currently drafting individual thank you letters to all major sponsors and contributors from our Quiz night.

### 3. Treasurer's Report (Emma W)

- Quiz Profit: \$24, 441
- Musical Showcase Profit: \$1,100 plus \$400 cash to add from food sales. We will once again donate this to the board tagged for musical education/supplies for the school.
- \$34,500 approximately in the bank, so propose donation of \$30,000 to be paid to the BOT (with the tagged money for music education from the musical showcase).

### 4. Teacher's Report (Sally)

- Hockey Eastern Zones were held and enjoyed.
- COL group trying to collaborate between schools as well, to work on something similar/a meaningful project ->'Song Bird Project' selected as a focus. Make the community aware

that by 2050 we want to be predator free. Possible mediums to use – blogs, focus groups. Next term week 2 will meet at Kohi Teachers to share the learning techniques.

- Tough Guy Tough Girl was held this week for year 7 and 8.
- Cross country next term with the dress up day in week one.

## 5. General Business:

### a) Quiz Review (Committee: Naani, Andy, Amanda, Alexis, Emma O)

- Overall: The committee was very pleased with the success of the Quiz night, and we have had wonderful feedback from the community, with particular note on the strong teacher presence. This year we gave the teachers a table for free and started them off with a few bottles in recognition of all their hard work and to thank them for their support on the night – they loved it and even took out the win!
- Ticket sales: We closed online sales after 1 week to control the numbers, cut off was 16 tables with limited flexibility on numbers. It was manageable to control initial sales via flexibuzz then get people to transfer to the PTA account for subsequent purchases.
- Sponsorship and donations: These were tougher this year and it was really only a few people who did the chasing outside of the committee, special mention to Jo Carrol and Kathy Davies for all their help. A huge welcome and thank you to our Gold Sponsor Colliers international, thank you again to Saint John's Butchery for their Silver Sponsorship and to Direct Energy Solutions for Bronze. Letters of thanks will be sent out to all sponsors and contributors by Emma O and Alexis.
- Set up and Decorations: Over the years we have simplified this to reduce cost, keep it classy and minimise waste with regards to non-recyclable materials. Alexis did a fantastic job on sourcing lighting at a fraction of the cost last year. Additionally, we have erased any furniture hirer cost through utilising the school high tables and stools and the strong year 7 and 8 kids as our movers, thank you to Emma O and Amanda for organising this.
- Quiz: We were fortunate to be given a framework to work off (Thank you Tanya Laurence) and made the call to reduce to 7 rounds while still adding our music theme to the flavour of the evening. Sam Franks was our MC, quiz master and auctioneer all in one and was well received and found his rhythm with the quiz process.
- Food: Once again Naani did a fabulous job on the grazing table, this year with the addition of plates for people to take back with them, well done Nanni. We spent about the same on food as last two years (but paid retail for ham which was gifted last year). We have thrown a lot of food out in the past so kept buying at the same levels with more punters, which meant this year the food was all wiped out. Wondering if maybe it was cleaned out a little too early but good to not be binning food, could do a bit more next year.
- Bar: Another well stocked bar, this year the beer was more popular than wine, the inverse to last year. Always a tough one to predict. Excess bottles have been sold to ensure we are not holding onto stock and to cover costs.
- Silent Auctions: We had a good selection of silent auction items well organised presented by Alexis. We were also fortunate to have some lovely hampers from Farro and Barker's.
- Mystery Envelopes: As was the case last year, once people realised they were able to double their money they sold very quickly. Thanks again Alexis for pulling this all together and getting them sold.
- Live Auctions: We had 6 major auction items with two beach houses (thank you to Richard James and Keri Brown). The big addition this year was the \$7,000 orthodontic package from Catherine Porter (thank you Emma O for sourcing). The live auction went well, Samuel did a good job and kept it going. Next year we will ensure that all live auction bids are paid on the night and in full so we don't have to chase, additionally we will endeavour to record prior bids in case we need to defer to lower bidder.

- Table Servers: At the start of the night we auctioned off teachers and staff as table service for the night, which was very well supported by the crowd and was an easy money maker on the night!
- Funds Raised: Overall, we raised \$24,000 (tbc by Emma W)
- Support: Just as a general aside, this is a big job and we would like to suggest that some new members join the committee next year as a bit more back up and to learn the ropes! We could also do with all PTA members chasing for prizes, so will look at allocating across everyone next year. Julie suggests each key role could get a 2 IC to support and learn the robes.

#### **b) Musical Showcase (Emma & Luke)**

- We had another successful year with this event, with an increased interest from 26 performers in 2018 to 36 in 2019.
- The audition process was exceptionally supported by the teachers led by Lana Thain. Lana was also instrumental in communications, organising MCs, sound system support and the running of the evening on the night. So great to have a passionate and enthusiastic teacher involved.
- We once again had the piano tuned at a discounted price, invoice to follow.
- Tony Edwards from Ovato assisted with our printing needs – thank you Tony.
- Thank you to Andy for organising the bar and Simon Everett for manning the bar and pack up at the end of the night.
- Luke did a great job on the food which was well received by all. Next year we will consider opening the doors earlier so people have more time to socialise and eat together.
- The performers all did an amazing job and we had a wonderful age range from 5-13.
- The Chen family kindly donated \$200 towards this event which enabled us once again to hand out a few Paper Plus vouchers at the end.
- We finished the evening with awarding all the performers a certificate of achievement.
- In its second year this is proving to be an event growing in popularity and we will endeavour to continue the tradition next year.
- Profit raised this year was up, total raised was just over \$1,500.
- We will strive to utilise this money to get a better piano for the hall and the musical community to utilise – Luke to investigate. Will communicate to the community.
- Michael has forwarded a musical competition, will co-ordinate

#### **d) Movie Review (Julie)**

- Toy Story 4, didn't sell out so moved to smaller cinema but still made some money. Unfortunately, it did clash with a lot of other events and fundraisers. We did have a lot turn up on the day with cash sales. It has never been this hard before to sell out, price rise to \$11 a seat. Hoyts 278 or 80 so may consider doing 2 small one's next year at Berkeley.
- The LUX seats were really popular, so repeat. \$50 per couch next year.
- Keen to do again next year and hope for a better turn out.

#### **e) Athon Update (Committee: Keri, Alexis, Richie, Marie)**

- Term 3 Focus is on future problem solving. We always aspire to link into either the topic focus of the school or current event.
- Ideas for question directions: Social media, Climate issues, Natural disasters, Recycling, Bird Song.
- Prizes for this year: Consider drones again.
- Committee to collaborate and start on question line up to pass on to Sally for approval and feedback.

- Michelle has passed on all her documentation which is loaded into drop box as a template to work from.

#### **f) Calendar Art (Amanda)**

- Calendar paperwork has been sorted and delivered by Amanda.
- Timeline is set in place for term 3: Art work in week 1-4, Art work check week 5, Scanning and uploading week 6, Ordering week 7 – 2 weeks only, Production week 10.
- Term 4 Delivery.
- Possible to open for repeat order until week 3 of term 4.
- Sally has given the teachers incentives last year would like to do this again, PTA happy to organise.

#### **g) Doodle Boards Update (Luke)**

- Shift to next meeting.

#### **h) Pizza Lunch (Alexis)**

- Term 2 pizza lunch ran smoothly with over 840 slices delivered.
- Thank you to the Water Polo squad for assisting with delivery.
- Logistically it only took 4 people 30 minutes to box up the orders, so we will factor this in for future orders.
- Profit made was \$1,115.
- Definitely an easy quick fundraiser and the kids love it!

#### **h) Tasting Event (Andy & Emma O)**

- The timing of this event has been the most challenging due to October being dominated by school holidays and a long weekend, as well as the rugby world cup. We have discussed the timing of the event and would like to run it in November as a social event for adults in Term 4 and an opportunity for people to buy product for Christmas.
- Overall plan is as a social community event with the added benefit of money being raised for the PTA. Additionally, this is to be a very low demand on the PTA as aside from providing the table and chairs we leave the running of the night up to the experts!
- Tasting will be offered by 3 providers: Brothers Beer, Sileni Estates Wine, Whiskey – Michael Morton.
- The cost of the ticket is proposed to be \$50 which gives the person 10 tokens before having to make additional purchases. We will co-ordinate this with the providers.
- Food will be delivered on the night e.g. pizza and or large pretzel sticks. Approach loaf about donating sweet treats for dessert.
- We will limit the ticket sales to cover costs and allow space to move.
- DJ to be considered as well.
- Non-alcoholic option Andy has a Kambucho contact.
- November 9<sup>th</sup> Date to be confirmed – Emma O, Andy, Michael (Whiskey), Jo (Sileni)

#### **i) House T-shirts (Emma O)**

- Emma met with Clothing Direct in Morrin Rd to initiate the process.
- Design will be ST logo with name on the front breast pocket (school colours digital print) and the house name and pattern on the back (white), t – shirts to be house colour.
- They are happy to keep the t-shirt cost low, given that this will be an ongoing business arrangement.

- In terms of printing, there is an initial set up at the start and costs each order depends on the numbers of t-shirts ordered.
- This will be set up as a pre- order with a cut-off date, delivery is about 2 weeks.
- Plan is for one order in term 3 and a second in term 4 for those who missed out.
- Our initial order will be our biggest and it will decrease from there.
- Cost prediction is around \$20 which should cover costs, set up, and variation in printing depending on numbers while still acting as a small fundraiser.
- Sample to be worked out early term 3.
- Also, there is a suggestion of a rain jacket as another option.

**7. Next PTA Meeting:** Wednesday 7<sup>th</sup> August 7.30pm

**Meeting closed 9.10pm**

## Summary of actions:

Topic	Action	Responsibility
Athon	Drive this event and ensure a focus is decided – initiate process.	Keri, Alexis, Marie, Richie
Tasting Event	Confirm Booking Order licence Comms	Andy Emma W Emma O
Calendar Art	Track time line	Amanda
House T-shirts	Get design sample organised Promote and set up payment	Emma O
Pizza Lunch	Select a date for term 3 and run it	Alexis
Stock Take	Organise, clean out and stock take of PTA shed.	Alexis & Emma

## Wine & Cheese roster:

Meeting	Who
Weds 7 <sup>th</sup> August	Naani & Amanda
Weds 4 <sup>th</sup> September	Alexis & Richard
Weds 16 <sup>th</sup> October	Julie & Tanya
Weds 6 <sup>th</sup> November	Emma x2
Weds 4 <sup>th</sup> December	PTA End of year Dinner

Note: If you are unable to attend the meeting you are assigned please make arrangements with your buddy or swap with someone.