

**MINUTES OF
WPS UNIFORM SHOP COMMITTEE MEETING
WEDNESDAY 19 FEBRUARY 2014**

Present: Lynda Morris, Patricia Petterson, Janice Choy, Paula Cunningham, Amy Diefes, Michelle Verhagen, Melissa Fisher

Apologies: Phil Skurrie

Treasurer's Report

Profit and Loss provided for the quarter ended 31 December 2013.
Balance Sheet provided as at 31 December 2013.

The bank statement shows a balance of \$13,400 at 31 December 2013 and is currently \$24800.

Sales for Term 4 were \$34,700 which is similar to the last couple of years. Our turnover to date is \$70,000 which is just under half of the GST threshold. We have had quite a few orders for the new uniform but I would expect more when the uniform comes in as well as the sales of the winter uniform. I think we are likely to go over the threshold this year.

The profit for the quarter is \$6000 which is in between the last 2 years. The gross margin this financial year is 24% which is also in between the last 2 years. Sales and profits are starting to pick up again after last year.

Stock on hand is similar to the previous period.

Vend is working ok when the internet is working and as everyone gets used to the program. We still need to set up our online store.

Staff and Opening Hours

Requests are being made for new volunteers. Hours remain unchanged.

New Uniform

The summer uniform is due to be delivered 10 March 2014. All are very unhappy with the length of time delivery has taken and the continual delays.

PC to review PP file and create timeline showing WPS receiving of approval documentation, WPS approval and the return of documentation to the supplier during the approval process.

It was discussed that once we receive the first order should we consider changing suppliers. No agreement was made and further discussions needed on this point.

PP, MF and LM to arrange a meeting with Brad and his boss(?) to discuss our extreme disappointment at the unacceptable delay in receiving the first delivery and to ascertain exactly the cause of the delay.

All agree a discount (20% to 15%) off the total first order should be sought due to the unsatisfactory service and broken agreement.

LM discussed the implications of delivery occurring on Monday 10 March. MF, PC AD & JC all agreed to assist as needed with the unpacking of the uniform, delivery of pre-paid orders to classrooms and assisting in the uniform shop to help with the expected high demand. LM to coordinate as needed.

PP and MV expressed concerns with the choice of dark ink stockings for the new winter uniform believing that people will mistake them for black and consistency will be lost as some girls will wear black stockings and possibly black leggings.

All agree with this and unanimously agree to switch to grey stockings.

LM has since confirmed the original order of ink stockings has been cancelled and a new order for grey stockings has been placed. No financial penalty.

Dr Shoe

LM noted that Dr Shoes pays a commission directly to the Uniform Shop on all sales, not just sales made at the school but all sales to WPS students (including home visits) and he continues to be charged for advertising in addition to the commission he pays. LM has been arranging refunds from the Uniform Shop.

PP agrees Dr Shoe should not be charged for advertising as he pays commission.

The office has been made aware that Dr Shoe is no longer to be charged the advertising fee for distributing his brochures.

Donations of Old Uniforms

MF has offered to set up basket in the office for all old uniforms (once the new ones arrive) and will arrange for them to be donated to an overseas charity.

New Computer System

Working well although - it was noted still extremely slow.

Storage

LM has advised that storage is a major problem especially if we receive the summer and winter uniforms together – no acceptable solution has been achieved.

PC noted she does have storage (at home) and willing to take delivery however insurance needs to be considered and it is preferable that a secure area be found on the school grounds.

Next meeting date

Wednesday 14 May 2014 at 9.45am – School Office

Closure

The meeting closed at 11.15am