

MINUTES
WILLOUGHBY PUBLIC SCHOOL UNIFORM SHOP
ANNUAL GENERAL MEETING – 2 November 2018
9.45am, Soulplate Café

PRESENT: Lynda Morris, Helen Bromley Fox, Janice Choy, Emma McGoldrick, Lisa Wood, Mel Fisher

APOLOGIES: Noémi Wood, Kirsten Delaney, Slavka Vagnerova, Vicky Matthews, Kaz Cam, Jo Tucker

Confirmation of Previous Minutes (August 2018 General and 2017 AGM):

Moved by Emma M. Seconded by Janice C.

During discussion about previous minutes, it was mentioned that Uniform Shop is still waiting on a spare school laptop, as promised earlier in the year by Ms Verhagen. HBF/JC to follow up with Mr Michael.

Appointment of Executive Committee for 2019

All roles were spilled and the following nominees appointed:

Position	Name	Moved	Seconded
Convenor	Helen Bromley-Fox	Lynda M	Lisa W
Secretary	Melissa Fisher	Emma M	Janice C
Treasurer	Emma McGoldrick	Helen B-F	Mel F
Assistant Treasurer	Janice Choy	Mel F	Lynda M

Treasurer's Report:

Presented (and report tendered) by Janice C. Moved by Lynda M Seconded by Helen B-F.

Uniform Shop is in a strong financial position. The value of stock is not falling as quickly as desired, with the primary concern being ongoing storage and insurance. Second hand sales have nearly doubled and Chiro bag sales have slowed.

It was agreed that the Uniform Shop would not order further Chiropractic bags and in addition reduce the price by \$10 to \$55. Furthermore a motion was carried to retain the uniform shop profit for future fit out requirements. However, there is likelihood a 'donation' will be made to cover insurance (discussed subsequently).

Sales' Report:

Presented by Lynda M. Moved by Mel F Seconded by Emma M.

The key items discussed on the sales report were girls' uniforms (holding steady), Chiro bags (declining) and sports shirts (new transition).

Business Arising from Previous Meeting, General & New Business (Convenor's Report):

Presented by Helen BF & Mel F.

Thanks

- Members new and returning were thanked for their service to the students via their contribution on the Uniform Shop committee. In addition all volunteers were thanked.
- Of particular note was Janice Choy, moving to Assistant Treasurer even though her children are leaving the school.

Term 3 stocktake & Term 4 trading days

- Stocktake was arduous this term as the internet was cut, there were few volunteers available and significant double handling of both data and stock. Timing of the stocktake cannot be changed, however there was some discussion about closing the shop and online store the day of stocktake. To be further discussed in Term 1 meeting.

- It was agreed that the shop would not open on the last day of school (Wed) and a message placed on Shopify to advise that orders after Friday 14 December will be delivered in Week 1, Term 1, 2019.

Term 4 Dr Shoe Roster & advertising

- Dr Shoe will visit the uniform shop for 2 of the four Kindy Orientation Days, 12 & 22 Nov.
- MF to advise parents via various means.

Track pants & Sports Uniform

- After some discussion about the new track pants samples from our new supplier, a motion was carried to retain generic trackpants from the current supplier. The current supplier has recently introduced a 'better' fit range, and the new fit seemed well accepted over winter. MF to advise new supplier.
- Sport shirt rollout is going well, with a number of sizes and colours now consisting of new stock only.
- A parent commented that the new shorts are shorter than the old school shorts. MF to investigate with new supplier (Fusion).

Meeting with new Principal & school uniform update

- Members of the Uniform Shop met with Jennifer Simmonds to explain the role and running of the uniform shop in light of school re-build.
- In addition they discussed the boys' and girls' uniform options and requested that the uniform shop be consulted prior to any changes, due to the impact on stock and storage.

Kindy 2019 Preparation

- Fitting Appointments – using Sign Up Genius have been introduced again for 2019. MF to arrange further advertising.
- Kindy Orientation Days will be held on 2 x Monday and 2 x Thursday. It was agreed that shop will be open from 8.30 till 11am. Lynda expressed that she is happy to work with one other volunteer if possible.
- Kindy Info night & fashion parade was successful. Thanks to Margaret Leslie, Helen Bromley Fox and Lynda Morris, plus our shop volunteers and their children.

Uniform Shop Storage/Renovations/Working Conditions

- Lynda mentioned that the cleaner had been emptying bin and regularly vacuuming.
- School DP has had a discussion with Lynda about the new and smaller shop space in the new building, yet storage uncertainty still remains. No other direct information has been received.
- The storage container is full and questions remain over where the stock will be housed when the new school is open.
- For the Committee, the P&C employee's job security and OHS are paramount.
- Continual internet issues prove an ongoing frustration.

2019 Term 1 Opening Hours & Best Start Interviews

- There will be a repeat of activities and opening times from the successful 2017 and 2018 programs.

Donations to us and to others

- Donations of pre-loved items continue to be strong. Those items that can't be sold are donated to a Cambodia charity.

Term 4 lunch & gifts for volunteers

- Volunteers will be asked if they'd prefer to catch up for lunch or dinner.
- MF and HBF to source a small gift.

Convenor's Report: Moved by Lynda M. Seconded by Emma M.

Next Meeting: Term 1, Week 3, 2019

Next P&C Meeting: Term 1, 2019

Meeting Closed: 11.50am