

**MINUTES**  
**WILLOUGHBY PUBLIC SCHOOL UNIFORM SHOP**  
**GENERAL MEETING - FRIDAY 17 FEBRUARY 2017 @ 10AM**  
Rubinos Café

**PRESENT:** Lynda Morris, Janice Choy, Melissa Fisher, Helen Bromley-Fox (part by phone), Caz Kam (part)

**APOLOGIES:** Slavka Vagnerova, Margie Powell

**Confirmation of Previous Minutes** (October 2017 AGM):

Moved by JC. Seconded by LM.

**Treasurer's Report:**

Presented by JC. Moved by MF. Seconded by LM.

**Business arising from Previous Meeting** (Convenor's Report):

Presented by MF.

- Term 1 Roster & Debrief of extra opening hours – all agreed families seem to be buying earlier every year, making it difficult to estimate demand and staff levels. There was conversation around a Kindy orientation (and all new families) appointment system, out of normal shop hours, plus some additional extra days during orientation days, but perhaps not as long. Committee to chat to Michelle V about school's opinions.
- Band Shirts – the transition to the sale of Band shirts in the uniform shop and online was relatively smooth, despite previous decision not to pay for the shirts before they were sold. Second hand shirts sold out promptly.
- Dr Shoe Advertising Term 1 – Dr Shoe's message has been updated on the website and door poster. His Term 1 visit date has been advertised in the newsletter and online. MF to update shop webpage to communicate that Dr Shoe pays a commission to the school.
- Stocktake – HBF has prepared Term 1 roster including four volunteers for Stocktake to be held at the end of Term 1. MF & HBF to check roster is up to date with volunteer changes recently communicated and reissue if required.
- Website – As agreed at previous meeting, the website only needs to be updated after every meeting to include Dr Shoe dates, in addition to Term 1 opening dates/times and Term 4 Kindy dates/times. To support school messages, a small notice could be added to P&C homepage when kids change to/from winter uniform.
- 2017 DEC log ins – Committee thanked School Executive for ensuring uniform shop staff could commence selling on Pupil Free Day.

**Convenor's Report:**

Moved by LM. Seconded by JC.

**General & New Business:**

- Stock level & suppliers – Lead times with our key supplier continue to frustrate the team. Recent staff changes at the supplier may or may not improve service/delivery. Another determinant may be price increases to key items which cannot be passed onto parents and may encourage the Committee to reconsider supplier changes. Further discussions to be taken offline with whole team. Regarding stock levels, they are currently high, primarily due to minimum sports top orders. JC to confirm with P&C (at upcoming meeting) that insurance was increased.
- Preloved & Project Change – Four boxes of preloved (but non sellable) uniform items and other items were collected, with thanks, by Sarah from Project Change. She requested that we considered a broader donation drive during the year and provided some posters. The committee discussed talking to School Exec and SRC to possibly align with a school function, yet offered to use the Uniform Shop as the collection 'hub'.
- Manager Annual Leave – LM will be on annual leave for the last 2 weeks of March. HBF to check roster and staff with volunteers accordingly.
- Portable Fan – It was suggested that the borrowed portable fan in the Uniform Shop, necessary with the recent heatwave, could be replaced with a similar fan that is purchased by the Uniform Shop and stays in the shop at all times. Those present agreed, HBF agreed via phone. Somewhat in gest, there was a discussion about installing RC air con for the shop, to also fight the extreme cold in winter. The uncertainty over when and what is being redeveloped is unlikely to see this idea progressed, but it will be vital for any future uniform shop.
- Volunteers' Lunch – agreed as Friday 7<sup>th</sup> April at Little Rosters.
- Any other business (last 3 items noted).

**Next Meeting Date:** TBC Term 2, Week 3, 2017 (P&C Wednesday 24<sup>th</sup> May 2017)

**Meeting Closed:** 11.15am