

MINUTES
WILLOUGHBY PUBLIC SCHOOL UNIFORM SHOP
ANNUAL GENERAL MEETING - FRIDAY 28 OCTOBER 2016 @ 9.45AM
Rubinos Café

PRESENT: Lynda Morris, Helen Bromley-Fox, Janice Choy, Melissa Fisher, Slavka Vagnerova

APOLOGIES: Nil

Confirmation of Previous Minutes (July 2016):

Moved by Helen BF. Seconded by Lynda M.

Treasurer's Report:

Presented by Janice C. Moved by Melissa F. Seconded by Helen BF.

- JC to check insurance with P&C (upcoming meeting) to ensure increased stock holding is fully covered.

Appointment of Executive Committee for 2017

All positions were declared vacant and the following nominations were received and voted unanimously.

Position	Name	Moved	Seconded
Convenor	Helen Bromley-Fox	Lynda Morris	Janice Choy
Secretary	Melissa Fisher	Helen Bromley-Fox	Janice Choy
Treasurer	Janice Choy	Melissa Fisher	Slavka Vagnerova
Assistant Treasurer	Emma McGoldrick	Janice Choy	Melissa Fisher

Business arising from Previous Meeting:

Presented by Helen BF & Mel F. Moved by Lynda M. Seconded by Janice C.

Congratulations & Thanks

- The Committee was returned with one additional position of Assistance Treasurer, as discussed at the previous meeting and in subsequent meetings with Emma McGoldrick. MF and LM thanked all committee members for their continued contribution and welcomed the new member.

Band Shirts

- Both new and preloved shirts will now be sold through the uniform shop and Shopify.
- A number of details need to be confirmed including pricing, storage, samples and photos.
- MF to complete a process document for LM to present to the Band prior to transition.
- MF stressed that communication channels between band and shop would need to be strong.

Girls Winter Uniforms

- MF thanked LM for approving the final design in the holidays.
- Winter uniforms are all in production for 2017.

Term 4 Opening Dates & Roster

- HBF confirmed that gaps had been filled in the Term 4 roster, with additional volunteers for Kindy Orientation – 4 sessions.
- The uniform shop will be open on Wednesdays and Fridays 8.30-9.30am until the end of the school year.

- There will also be 4 additional sessions for Kindy Orientation on Tuesdays 8th & 15th and Thursdays 10th & 17th November, from 8.30 – 11am.

Kindy Orientation Service

- Team to prepare a 'Must Have V Optional List', a 'size chart' and 'tick list' on clipboards for new parents. MF to amend existing and circulate.
- Volunteers to set up a trestle table, clothes rack and clipboards in Shady Lane stall to avoid crowds inside the small store. MF and HBF on Monday 7th.
- Volunteers to act almost as personal shoppers, so parents know have a list of exactly what they need before they enter the shop.

Dr Shoe Advertising Term 4

- MF presented the new door poster, designed to advertise the next visit.
- MF to post Dr Shoe's Term 4 dates on P&C home page and at the top of the uniform shop page.

Stocktake

- Despite improvements to the stocktaking procedure, more than 2 people is needed.
- Term 3 stocktake was time consuming despite the new sheet, due to lack of volunteers and high stock holding. LM and JC commented that the new sheets worked well and the reconciliation was closer to actual than it had been in many years.
- Lack of volunteers was attributed to the K-2 Athletics Carnival.
- It was agreed that a technician was not needed, as most of the issues were internet connection based and effected the entire school.

Merchandising

- MF thanked CK for purchasing and arranging the school hair accessories on a new jewellery stand.
- MF and others to continue with labelling on the side of shelves and labelling samples.
- MF delivered a framed colour school uniform photo to the shop after the meeting.

Website

- It was agreed that ongoing posts would follow all committee meetings and at least once more during each term.
- Dr Shoe dates and opening hours to be moved to the top of the page – MF.

Project Change

- LM commented on the fact that Project Change had been unable to collect the donations in Term 3 and she will chase an ASAP collection as the donations grow.

2017 DEC log ins

- MF to confirm with school exec at the next P&C meeting that log ins will be renewed for opening Day 1, Term 1 – Pupil Free Day, as the shop is open.

General & New Business:

Kindy Info Night debrief – all agreed it went well and MF commented that the Uniform Shop speech had been further reduced for 2017.

Term 4 Lunch date and location – agreed as Friday 25th November, 1pm, venue TBC.

Next Meeting Date: Term 1, Week 3, 2017

Meeting Closed: 11.15am