

AGENDA
WILLOUGHBY PUBLIC SCHOOL UNIFORM SHOP
GENERAL MEETING – 16th February 2018
Soulplate Café

PRESENT: Lynda Morris, Helen Bromley-Fox, Melissa Fisher, Janice Choy, Emma McGoldrick, Paula Cunningham

APOLOGIES: Noemi Wood, Tamara Isterling, Slavka Vagnerova, Lisa Wood, Kirsten Delaney

Confirmation of Previous Minutes (Nov 2017 General and AGM 2017):
Moved by JC. Seconded by HBF.

Treasurer's Report:

Presented (and report tendered) by Janice C. Moved by MF. Seconded by HBF.

Key Points: as per separate report tendered; shop closed for 2 weeks for stocktake meaning renewal of Shopify subscription but no 'paid time' lost; 2nd hand sales doubled; introductory cycle of new girls uniform falling off and likely to continue decline due to new sports uniform policy; no 'physical' donation to P&C but uniform shop contributions are currently done indirectly in the form of lower uniform prices, we expect physical donation at the end of the financial year.

Sales' Report: (NEW)

Presented by Lynda M. Moved by MF. Seconded by JC.

Key Points: using data from Dec 2017, the meeting discussed unsold stocks of larger sizes in the event of style or supplier change, eg, sports shirt, boys SS shirt, track pants, girls tunics; write offs will be minimised and some larger sizes may be altered.

Business arising from Previous Meeting (Convenor's Report): Presented by Helen BF & Mel F.

2018 Opening Hours review

- Very busy in Week 1 and a huge drain on committee members. The Uniform Shop was incredibly hot and crowded during week 1 and customers were encouraged to wait outside until they were called into the shop. Working conditions were unsatisfactory.
- The kindy appointments went well and they will be slightly more staggered this year and limited to 2 at a time.
- Further options need to be explored to encourage more families to shop early.

Sports Shirt and Branding on Boys S/S shirts

- School executive approved the revamped sports shirt and these went into immediate production to fulfil increased demand resulting from new sports uniform policy.
- An announcement will be made in the newsletter when the revamped sports shirts arrive. The uniform shop will only carry/sell stock of sold out sizes until current stock is exhausted.
- Boys branded shirt was also approved, however the committee requested the new supplier to match the existing shirt style. These will only be initially available in sold out sizes.
- Uniform shop to investigate if branding can be added to current shirts.

Track Pants progress

- This project is proving very difficult. The item is required but it is so unpopular, both current and previous designs. Cost largely prevents a move to the modern athletic track pant and space prevents two styles.
- We await a full size set from the supplier to try on a range of students and hopefully this will assist with decision making.
- It was confirmed at recent parent info nights that the school's uniform policy now allows girls to wear sports uniform every day, unless excursion or other event requires full school uniform.
- The Girls' winter uniform adjustments are currently on hold until current stocks are further depleted. It is estimated that we hold enough Winter Tunics for all 2019 demand.
- In line with the School's policy on girls' uniform we expect increase sales of sports uniforms and a slight decline in dress/tunic purchase.

Convenor's Report: Moved by EM. Seconded by LM.

General & New Business:

- Stocktake Term 1 – As agreed previously due to huge drain on volunteers and no real need, there will be no stocktake until the end of the financial year. The new step of a Sales Report at the general meetings is now assisting with enhanced stock control.
- Volunteers required – As of Term 2 new volunteers will be required and we will advertise in the newsletter. Unfortunately there were 2 missed opportunities with class information nights and Kindy welcome morning tea. The Uniform Shop committee will request P&C Exec to 'fly their flag' at such future events.
- Dr Shoe – Max will return in March and we will advertise accordingly on the websites, Facebook and newsletter.
- P&C Banking – Over the Christmas break all Committee signatories were re-submitted to the Commonwealth Bank. AGM Minutes to be signed for future signatory changes. P&C Executive to advise if there are any procedural changes to the banking procedures of the Uniform Shop as a result of their recent special meeting.
- Any other business
 - Chiro Bags – A number have been returned by customers unsatisfied by their heavy weight and small size. These customers purchased the regular bag for their children. The meeting discussed the continued need for 2 bags with some thinking the chiro bag should be the only option like at high school. Others did not agree due to expense. Current stocks of both bags mean a prompt decision is not necessary.
 - Permapleat dress resizing cost v local option – as above we hold a surplus of larger, low demand sizes. There is consideration of having these resized instead of possible write offs. Team to discuss offline.
 - The Uniform Shop bin continues to be left overflowing for days by cleaners and the carpet is not being vacuumed with any consistency. School Exec is kindly assisting to rectify this.
 - Coles Sports Promo – the school provided a spare collection box for the uniform shop. We will advertise it on the website, newsletter and any other communications, and will request the School to mention it in their communications.
 - Linda away – a volunteer who is proficient in the sales computer system is needed to cover Lynda when she is away for one shift on Wednesday 23rd May.
 - Volunteer's lunch to be held on Friday 23/3, location TBC.

Next Meeting Date: Term 2, Week 3, 2018

Meeting Closed: 10.45am