

MINUTES
WILLOUGHBY PUBLIC SCHOOL UNIFORM SHOP
GENERAL MEETING – 4.00pm 12 May 2020 (ZOOM meeting)

PRESENT: Lynda Morris, Helen Bromley-Fox, Melissa Fisher, Slavka Vagnerova, Emma McGoldrick, Tamara Isterling, Jenni Brown

APOLOGIES: Azita Tavakoli, Lisa Wood, Kirsten Delaney, Phuong Ton, Jane Li, Jo Tucker, Fiona Morphett

Confirmation of Previous Minutes ((February 2020 AGM, March 2020 EGM 1 & 2):
Moved by HBF. Seconded by LM.

Treasurer's Report:

Presented (and report tendered) by Emma McG. Moved by MF. Seconded by SV.
Treasurer's report attached.

- Lynda on Jobkeeper
- Motion to retrospectively nominate Janice Choy back into assistant Treasurer Role. Janice has been our registered Tax/Accountant consultant in regard to the JobKeeper arrangements currently in place for our employee. As such has acted on the Shops behalf in undertaking applications/enrolments into the Government Scheme via the shops business Portal with the ATO. And undertaking journals to account for the Government Small business stimulus package.
- Moved by EM. Seconded by TL.

Sales' Report:

Presented by Lynda M. Moved by EM. Seconded by HBF.

- Very busy with online orders
- Waiting on size 14/16 long sleeve polos to come in
- Sold out of size 4 girl blouses – need confirmation from school re continuing to order more blouses or discontinuing once sold out. Tamara to follow up

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

- Fusion Schoolwear Letter of Agreement/Supply Agreement – finalised.
- Shopify problems with payments by PayPal – class and name – problem solved.
- Lids for Kids
 - Jenni dropped off some of the lids.
 - Decision to stop collecting lids for the time being; to keep those we have in storage until after the current Covid-19 situation has changed.
- Permapleat fabric matters – see below for Winter Uniform / Shirt proposal

- New shop
 - compactus being installed Friday 22 May
 - desk & other fit out items to be decided after Friday 22 May
 - demountable available to us until the end of Term 2
- Brad – unit price for summer dress
 - Price by quantity: 99 items: \$37 each; 100-199 items: \$35 each; 200-499 items: \$34 each
 - Lynda to organise for a sample of all sizes (to compare with current dresses)
- Band uniform update – all wear black polos - no update from Band
- Secondhand items
 - Lots of second hand – hold these until we have space & we are able to have a sale (after Covid-19)

General & New Business:

- Current Order Process
 - Online orders only will continue for foreseeable future (possibly until the end of term)
 - Lynda to advise if she needs helpers
 - Tamara to confirm with P&C and Amy for all FB posts
- Winter uniform items – all available
- Dr Shoe for term 2 – on hold until further notice
- Girls winter skirts
 - Mel to send proposal to Jenni for her comments / opinion
 - Table proposal at next P&C meeting for go ahead to prepare the survey for the school / community as per the requirements for any uniform change
- EFTPOS system options
 - Emma & Jenni to discuss and finalise (4G network)
- Recycling material project
 - All unwanted uniforms and fabric can be recycled
 - Slavka to discuss logistics with Lisa Wood (ie do they pick up and how often etc)
 - We don't have room to store these so would need a process where they are only collected the same week they will be picked up
 - Decision to hold on any communication with the students until we are in the new shop and can come up with a plan
- Tabled items
 - Boys shirts – write off option
- Any other business
 - No other business

Next Meeting: Term 2, Week 3, 2020

Next P&C Meetings: 27 May 2020

Meeting Closed: 4.45pm