***XXXX of Playgroup***

**Committee Meeting on** 18th June 2022 at PGWA Office

**Minutes**

1. **Welcome** - Meeting open at 6:30pm
2. **Attendance:** Amy V, Michelle R, Alicia H, Jenny S

**Absent:** Caitlyn J

1. **Declaration of any potential conflicts of interest:** Nil
2. **Confirmation of minutes of previous meeting:**

Confirmed by Amy, Second by Michelle

1. **Business arising from previous minutes**

* Amy to follow up with new party hire enquiry- Completed, party booked for December
* Michelle to speak with PGWA about grant- Completed, has been sent link to register.

1. **Correspondence In/Out**

**In:**

* PGWA grants registration link
* Synergy bill ($259.65 to be paid by 12.07.22) *Motion to approve payment - Carried*

**Out**

* Confirmation sent to party booking

1. **Presidents Report**

Membership numbers are low this year. Possibly due to COVID. We need to think about how we can boost numbers. Suggest holding an open day, putting flyers at the library and Child Health Nurse. Presidents’ youngest child will be at Kindy next year so we need to start thinking about who will be willing to nominate for President for next year so a good handover can be done.

*Motion to approve President’s report: Carried*

1. **Treasurer’s Report** (it is suggested to include the following items: current bank balance, profit, and loss statement for period between last meeting, upcoming expected expenditure/ bills needing approvals) Bank balance as of 18/06/22 is $2750.65. See profit and loss sheet attached for record of incoming fees and expenditure for the last reporting period. All fees for the term have been paid in full, so no expected income (other than party hire) expected in this term. Bills requiring payment: Synergy bill (approved payment above). Expected expenditure this term: Last meeting we agreed to get a gardener in to do firebreaks (quoted $450) and an electrician to fix the fan (quoted $175) these are booked for next week. Suggest booking in a fundraiser to ensure bank balance doesn’t get too low, and to help fund end of year party.

*Motion to approve President’s report: Carried*

1. **General Business**

**7.1 Repairs/Maintenance:**

- Fan to be fixed (cost approved at last meeting),

- Fire breaks booked in for this week (cost approved at last meeting).

- Outdoor cubby has been reported to have a broken door. ***ACTION: Jenny***

***will ask her husband to fix.***

**7.2 Fundraising:**

Discussion about fundraising ideas for this term. Agreed to hold a cake stall at the local market. ***ACTION: Alicia will contact the Shire to see what weekends are available in Term 3, and report back to Playgroup member page putting a call out for volunteers.***

**7.3 Open Day:**

Discussion about holding an open day to promote Playgroup and boost numbers. Decided Open Day to be on Saturday 17/09/22 at 9:00-11:00. Playgroup to put on Sausage Sizzle and Cake Stall to raise money to help cover costs. Hire face painter and promote on Facebook, newsletter and put posters around community.

**ACTIONS:**

**- Amy to seek donations for sausages and buns**

**- Alicia to contact and get a quote for Face Painter. *Motion to pay up to $200 for Face Painter – Carried.***

**- Michelle to do a flyer and organise printing**

**- Jenny to help with promotion and put call out to Playgroup families for volunteers.**

**- Amy to contact Playgroup WA to see how they can support.**

**7.4 Lottery West Grant**

Playgroup WA have advised they are doing the Lottery’s West Grant’s this year. **ACTIONS:**

* **Everyone to think of items the Playgroup may need to replace or purchase that we can apply for (like replacing the broken old couches) and bring list/suppliers/prices to next meeting to agree upon what to apply for.**
* **Michelle to speak to Playgroup WA Development Officer to get more information about grant and next steps.**

1. **Next meeting: Booked 15/08/22 6:30pm**