

**Queensland Academies Creative Industries Campus
Parents and Citizens Association Meeting 19 July 2017**

Level 7, 6.00 pm

Agenda

1. Welcome:

- 1.1. Present
- 1.2. Apologies

2. Confirmation of Minutes from previous meeting

- 1.1 Minutes of 17 May 2017 meeting



QACI PC Minutes
17.5.17 meeting.doc

- 1.2 Meeting for 21 June 2017 cancelled and postponed to this meeting

3. Business arising from minutes of the previous meeting

4. Correspondence (18.5.17 to 19.7.17 – June meeting postponed to this meeting therefore inclusive of correspondence to be discussed at June meeting)

4.1. Inwards

4.1.1 19.5.17 Email from Debbie Williamson to Brooke:

Theatre event: beer purchased through a student's Dad. The 'Dad' will be asked to invoice the P&C. Bar only open pre-show for 20 minutes. If red wine is needed for QACI stock, this Dad can provide wholesale prices.

Gallery submission: Was submission lodged?

4.1.2 19.5.17 Email from Loraine Sepers to Brooke agreeing to put request for assistance on face book.

4.1.3 19.5.17 Email from Brooke to P&C, (Karen Stevens, Debbie Williamson), to state that the Gambling Community Fund Application for the Gallery upgrade has been lodged. Application reference no: APP-003570.

4.1.4 22.5.17 Email from Julie Wilson, Marketing and Communications, QACI, to

state that she has received the minutes and agenda from 19 April and 17 May meetings. She stated that the minutes from a previous meeting and the agenda for an upcoming meeting is preferred to be sent two weeks prior to the next P&C meeting.

- 4.1.5** 24.5.17 Email from P&Cs QLD Administration: CEO Update: Images and 'Meet Your P&C QLD Team' flyer.
- 4.1.6** 26.5.17 Email from P&Cs QLD Administration: Election for Area Coordinators: one for each of the eight P&C QLD Areas.
- 4.1.7** 30.5.17 Email from Jacqui Campbell, P&Cs QLD Admin, requesting that their 2017 member survey for affiliated P&Cs is completed.
- 4.1.8** 30.5.17 Email from Debbie Williamson, Deputy Principal, QACI, to thank Brooke, Caroline, Sarah, Greg, Andrew and P&C members for their support in setting up, supplying and serving the alcohol and snacks at QACI's Art Opening for the tenth year celebration.
- 4.1.9** 3.6.17 Email from Caroline Walters asking P&C for decision regarding parents or guardians or citizens wanting to join face book before the student starts at QACI.
- 4.1.10** 3.6.17 Email from Robyn Kelso from Renark to send the June newsletter and a policy template that P&Cs can personalise to use for Debit Cards.
- 4.1.11** 6.6.17 Email from Brooke, in reply to Caroline Walters, to suggest that the name wanting to join face book, along with the future student's name, should be sent to Karen Larkin, QACI (refer to email received on 3.6.17).
- 4.1.12** 6.6.17 Email from Caroline Walters to P&C to advise that Karen Larkin has agreed that we (P&C) can send names to Karen of parents, guardians, or citizens who want to join QACI's face book before their student starts the following year.
- 4.1.13** 6.6.17 Email from Penni Davidson, P&C QLD, to request information to assist her to plan for events for P&C's QLD Metro North next year.
- 4.1.14** 9.6.17 Email from Robyn Kelso, Renark, to attach the June newsletter and provide a policy template that P&Cs can personalise for the use of Debit Cards.
- 4.1.15** 16.6.17 Email from Education, Tourism, Innovation and Small Business Committee to request written submissions for their enquiry into how to improve respectful relationships and ex education relevant to the use of technology in Queensland State Schools by 4.00 pm Monday 14 August 2017.

Contact details are: Committee Secretariat (07) 3553 6657.

- 4.1.16** 20.6.17 Email from Tracy Mitchell, Company Secretary, P&C QLD, to give notice of the QCPCA Annual General Meeting on Friday, 8 September 2017, and nominations for the QCPCA Board of Directors that close on 10 July 2017.

4.2. Outwards

- 4.2.1** 18.5.17 Email from Andrew (Treasurer) to Brooke and Sarah about P&C Metro North Invoice.
- 4.2.2** 19.5.17 Email from Brooke to Andrew about P&C Metro North Invoice. Brooke is happy with invoice and asks Andrew to forward to Penny.
- 4.2.3** 19.5.17 Email from Brooke to Caroline Walters and Loraine Sepers. Seeking assistance with 27.5.17 at 6-8pm for visual art exhibition (set up, drinks service and need to order platters); and with 1.6.17-2.6.17 for theatre showcase drinks service.
- 4.2.4** 19.5.17 Email from Brooke to Debbie Williamson in answer to email received from Debbie on 19.5.17.

Theatre event: Brooke will ask Andrew (Treasurer) if he is buying stock or wants a quote instead.

Reference to face book message sent – refer to 4.2.3 above.

Gallery submission: Brooke emailed Karen (QACI) for password. Brooke needs a password to endorse the application.

- 4.2.5** 19.5.17 Email from Brooke to (P&C,) Karen Stevens and Debbie Williamson, to state that the Gambling Community Fund Application for the Gallery upgrade has been lodged. Application reference no: APP-003570.
- 4.2.6** 6.6.17 Email from Caroline Walters (P&C Face book portfolio holder) to Karen Larkin to request whether it is possible to send the names of parents or guardians or citizens who request to join QACI's Parent's Facebook group to check if the student has been offered a placement at QACI. (Refer to correspondence inwards on 3.6.17 and 6.6.17.)

5. Reports:

- 5.1. Principal's Report
- 5.2. President's Report
- 5.3. Treasurer's Report

6. General Business

7. Date of Next Meeting

8. Meeting Close