



PERTH MODERNIAN SOCIETY

DRAFT **MINUTES** FOR THE ORDINARY MEETING OF THE COUNCIL 17:15 MONDAY 27 OCTOBER 2014

ATTENDEES: Peter Farr (President); Barrie Baker (A/Functions); Annemie McAuliffe (V/Pres/Reunions); Ian Jarvis (Communications); Sallie Davies (V/Pres, H&MC) A/Secretary; Steve Jurilj (Associate Principal representing Principal); Irene Froyland (Awards/Reunions)

ITEM 1 APOLOGIES

Deb Beresford (Secretary), Lois Joll (Principal), late apology from Eve Broadley (Treasurer)

ITEM 2 MINUTES OF Ordinary meeting of Council 1 September 2014 were accepted subject to the following amendment

Correction to minutes ITEM 10: Principal's Report: m.Ian Jarvis, s.Barrie Baker

ACTION: Annemie McAuliffe and Irene Froyland to meet with Cheryl Lindorff and Susan Kohlen-Lois re offer to nominate staff conduit person for Class/Year Reunions. CARRIED

Business Arising from the Minutes:

2.1 Perth Modernian Society Award System.

Action Item 1: Sallie Davies outlined her concerns re determination of Award recipients. Further discussion deferred for future consideration.

ACTION: Irene Froyland to prepare policy document re conduct of Awards project and to pursue further consideration of points raised in discussion. (Action Item #13)

Peter Farr reported that quotes had been received from Trophy Specialists, Osborne Park, for selected award and honour board as follows:

Logo set up:	\$ 50	inc GST	
Mementos (3)	\$ 76	inc GST	
Honour Board	\$286	inc GST	delivery estimated 2 weeks

It was agreed that once these become available a small event by invitation will be arranged for the inaugural presentations with future awards normally to be presented at the next following AGM.

ACTION: Barrie Baker, assisted by Annemie McAuliffe and Irene Froyland, to manage the event as morning tea (or similar) in the McCusker Room with champagne and strawberries or other refreshment. President to liaise with the School & Awardees to fix suitable date. (14)

2.2 Letter to Minister for Education follow up.

Action Item 2, School Resourcing: President tabled a copy of the letter dated 7 October 2014 from the Minister and his CONFIDENTIAL report on the meeting with Ministerial staff regarding future school resourcing.

ACTION: President to reply to Minister's letter. (15)

2.3 Executive Officer's Role (Membership)

Action Item 3, Membership Officer: Ed Lazarus has agreed to take on the role of Membership Officer. Discussion re logistics of handling incoming mail relating to Memberships.

ACTION: Ian Jarvis to manage transition of Membership Officer duties to Ed Lazarus (16)

2.4 Annual Oration for 2014 by Dr Phillip Playford AM on Tuesday 9 September 2014.- See letter

ACTION: Eve Broadley to pay Peter Farr, approved reimbursement for \$45 for gift of Perth Modernian Society tie sent to Phillip Playford. (17)

2.5 Dr John Mortimer potential Councillor.

Action Item 4, John Mortimer: President followed up with John Mortimer whose email declining membership of Council was tabled and discussed. Discussion re the necessity to attract the post-scholarship era cohort.

ACTION: President to advise John Mortimer that door remains open (18)

2.6 Insurance Account

Action Item 5, Insurance Account:

ACTION: President to contact Treasurer re payment of Insurance account and to advise her that Anniemie McAuliffe has offered to assist with Treasurer's role if help is needed. (19)

2.7 Historical and Museum Committee

Action item 6, Letter of Appreciation: Pending advice from secretary

ACTION: Deb Beresford to write a letter of appreciation to Andrew and Hina Stevens for their role in the preparation of the WAHC grant application.(20)

2.8 Executive Officer's Role (responding to voicemails)

Action Item7, Voicemail: Ian Jarvis advised investigation is in progress with automatic onforwarding voicemails as emails.

ACTION: Ian Jarvis to report to next meeting on recommended action.(21)

2.9 Executive Officer's Role (Reunions)

Action Item 8, Reunion Coordinator: Irene Froyland reported meeting with Lois has taken place and progress has been made in planning strategies.

ACTION: Ian Jarvis to set up Reunions@..... link when coordinators are ready (22)

2.10 School Board Representative

Action Item 10, School Board: Completed

President reported that Deb Beresford's name now appears on School Website Board information

2.11 IT Systems

Action Item 11, IT Systems: Ian Jarvis reported on progress – see Communications Report

2.12 Meeting Minutes (Action List)

Action Item, Action List: President has provided Action List template to Secretary

ACTION: Future Minutes to be signed following each meeting and signed copy pasted into a Minutes book in accordance with requirements of the Incorporated Associations Act (1997) (23)

ITEM 3 CORRESPONDENCE:

Inward Correspondence:

Accounts for payment:		
29/08/2014	Perth Party Hire	\$164 (copy emailed to Treasurer)
17/09/2014	Perth Modern School	\$100 (copy emailed to Treasurer)
27/10/2014	Ian Jarvis –reimbursement	\$312.96 (paid to Officeworks)
October 2014	Lotterywest Grant approval	

Outward Correspondence:

Letter and tie sent to Dr Phillip Playford

ITEM 4 STRATEGIC PLANNING:

Strategic Planning is progressing. (Copy of the Strat Plan was given to the Deputy Principal).

ACTION: Ian Jarvis to place Strategic Plan 2014-2017 document on website with link from News item (24)

ITEM 5 COMMUNICATIONS REPORT:

Report circulated electronically.

5.1 MOSAIC

Moved Irene Froyland, seconded Anniemie McAuliffe that The Vivid Wireless Monthly usage plan (4GB@\$29) be increased to 10GB@\$39 per month to accommodate anticipated increased volunteer access, and that a \$10 delivery fee be paid for internet and remote connection **iWiFi WiFi Hotspot CPOOOW** modem under current 12 month contract to server to accommodate up to 5 access points for MOSAIC

CARRIED

ACTION: Ian Jarvis to implement the motion to increase the Vivid Wireless monthly usage plan and increased access for Mosaic (25)

5.2 LOTTERYWEST IT EQUIPMENT GRANT

The current status of the grant was set out in the Report and a copy forwarded to the Treasurer.

ACTION: Ian Jarvis to implement the requirements of the Lotterywest Grant (26)

5.3 NEWSLETTERS

Moved Irene Froyland, seconded Barrie Baker authorising the annual fee for the e-Newsletter be increased to \$700pa for new software as trialled with the help of Luke Matacz of JCurve Solutions for the September 2014 issue.

CARRIED

ACTION: Ian Jarvis to bring the new e-Newsletter software on line and to direct account for payment to the Treasurer (27)

ITEM 6 FINANCE AND FUNDRAISING Reports circulated electronically.

6.1 Perth Modernian Society-Operational Finance: NO REPORT received

ACTION: Eve Broadley to advise Councillors on status of Insurance Policy account. (28)

ACTION: Eve Broadley to pay the e-Newsletter online account before next issue (end of November) \$700pa as per ITEM 5.3, Newsletters (29)

6.2 SPHINX FOUNDATION

Discussion took place re fundraising role of the Sphinx Foundation.

ACTION: Barrie Baker to arrange a meeting of the Finance Committee + two Vice Presidents to discuss the financial sustainability challenge. (30)

6.3 SCHOLARSHIP FUND

This has grown to a satisfactory figure of more than \$600,00 due to interest on investments, franking credit recoups and money received from the 2014 Annual Giving Appeal.

Year7 & Year 8 entry scholarship applications (for 2015) are about to be assessed.

6.4 Historical and Museum Committee – Operational Finance.

H&M Finance Report and accounts for payment were included in the minutes circulated electronically with the H&M Committee Report to Council. Grant application to WAHC to develop training package for Volunteer Guides for Heritage Trail was not successful.

ITEM 7 HISTORICAL AND MUSEUM COMMITTEE

The Historical and Museum Committee Forward Plan for 2014-17 was circulated electronically as an Appendix to the Report. The most significant aspect of the plan adopted by the Committee for consideration by Council is as follows:

FOCUS AREAS	STRATEGIC OBJECTIVES	ACCOUNTABILITY STATEMENTS	PERFORMANCE MEASURES
Financial Sustainability	Maintain a sustainable operating account for development of the PMS History Centre and Archives Establish a Heritage Trust fund to utilise the tax exempt status and fund raising expertise now available through the Sphinx Foundation.	Annual financial budget prepared and approved H&MC to monitor income and expenditure. Pursue initiatives to increase income. - Grant applications - Donations - Specific projects	Financial reports presented to H&MC meetings. Positive cash flow generated by increased investment capital H&MC Annual Financial Report submitted to Council for review.

ITEM 8 FUNCTIONS COMMITTEE

The Acting Functions Coordinator, Barrie Baker presented a brief report on the Annual Reunion of 31 August 2014. This was attended by 97 people who were very positive about the event. No complaints about cost.

Basketball court could have been opened up earlier for parking. Thanks to all who helped, it was a great team

effort. And to Annemie McAuliffe and Irene Froyland who have volunteered to coordinate Year/Class Reunions.

ACTION: Eve Broadley to provide a breakdown of costs and profit. (31)

ITEM 9 EXECUTIVE OFFICER'S REPORT (*Reunion Coordination*)

Following the Council meeting decision on 1 September regarding Annemie McAuliffe and Irene Froyland jointly taking on Year/Class Reunion liaison arrangements, a meeting was arranged for Annemie to meet with Principal Lois Joll regarding this matter. As the other Vice President, Sallie Davies attended in Irene's absence on 8 October.

We were asked to provide a list of what the school's role has been in the past as Lois was yet to discuss the matter with staff and make a decision regarding who from the school's Admin staff would take on the liaison role. Lois was advised that Sallie would be the contact person until Annemie and/or Irene were available. Annemie prepared a checklist based on what Don Cook had been using previously and forwarded it to Lois. We subsequently received an email from Susan Kohlen, Administration Assistant informing that *Lois has informed her that she will be acting as a conduit for the Modernian reunions at Perth Modern School.*

Sallie met with Susan and Thalia on Monday 22 October. They discussed the list Annemie had sent to Lois and Susan. Susan has identified school staff contacts which would be involved and returned the form for completion of details on services offered by the Perth Modernian Society and requested a brief letter from our President to be included in a package to send out when enquiries are received.

Brief DRAFTS for a letter and information sheet are ready for consideration by the working party, Annemie and Irene.

In the meantime Sallie has continued to deal with correspondence regarding the Class of 1964 50th Anniversary (running sheet and reminder notice Tabled).

ACTION: Annemie McAuliffe, Irene Froyland and Susan Kohlen to further develop the process for Reunion Coordination and report to next meeting. (32)

ITEM 10 PRINCIPAL'S REPORT

Steve Jurilj (Associate Principal) tabled copies of the Principal's Report. It itemised awards and prizes for outstanding students, and a variety of fun activities such as bake-offs, camps, tours and sporting carnivals have all actively engaged students in the love of learning.

The School Board met on September 2 and discussed a variety of topics including the implementation of the Business Plan, school policies and student wellbeing. The P&C met on September 2 and discussed fundraising and other ways to support the school.

Questions were invited from Council Members and these related to

- the 2015 funding situation (no advance from the Department as yet);
- repairs and renovations and considerable investment in infrastructure, airconditioning under seats in the auditorium, lift in old gymnasium for disabled access, etc;
- new Gymnasium is on track for a January 5 2015 hand over;
- a rolling two week timetable will be implemented in 2015.

Steve was thanked for his attendance.

ITEM 11 REPORT FROM SOCIETY REPRESENTATIVE ON THE SCHOOL BOARD No report received

ITEM 12 General Business

H&MC Funding Submission

ACTION: Annemie McAuliffe, Peter Farr, Sallie Davies to explore possible elements for a funding submission for paid support for History Centre and access by staff and students. (33)

ITEM 14 DATE OF NEXT MEETING.

Monday 24 November 2014.

To commence at 16.15

MEETINGS FOR 2015

TO BE DETERMINED

ACTION: Secretary to seek meeting dates for 2015 from Principal for next meeting (34)

MEETING CLOSURE: 7.45pm

Perth Modernian Society Council - OPEN ACTIONS

ACTION No.	MEETING DATE	CLASSIFICATION	MINUTES SECTION #	ACTION DESCRIPTION	DUE DATE	STATUS at date of most recent mtg	COMMENTS	ACTIONEE
1	1/9/2014	Perth Modernian Society Award System	2.1	Sallie Davies requested further discussion on the selection process.	24/11/2014	Complete	when Irene Froyland is present	Hon. Sec. (agenda item)
2	1/9/2014	School Resourcing	2.2	Mtg with Minister for Education's Policy Officers - President to report back to next Council mtg.	27/10/2014	Complete	Deputation met on 4/9/2014	PF
3	1/9/2014	Membership Officer	2.3 and 9	Ed Lazarus is to be approached to take on this role	30/9/2014	Complete	when Ed Lazarus returns from holiday.	Barrie Baker
4	1/9/2014	Council membership	2.5	President to follow up with John Mortimer.	5/9/2014	Complete		PF
5	1/9/2014	Accounts to be paid in September	6.1	Eve Broadley to pay Insurance Policy account.	30/9/2014	In progress	to confer with Peter Farr and Barrie Baker	Treasurer
6	1/9/2014	Historical and Museum Committee	7	Deb Beresford to write a letter of appreciation to Andrew and Hina Stevens.	30/9/2014	Pending	Grant application to the W.A. History Foundation for the Heritage Trail.	Hon. Sec.
7	1/9/2014	Executive Officer's Role	9	Ian Jarvis will investigate having phone call messages (voicemail) redirected to email which can then be sent to appropriate persons	27/10/2014	In progress		IJ
8	1/9/2014	Reunion Coordinator.	9	Irene Froyland and Annemie McAuliffe will work together	27/10/2014	Complete		AM & IF
9	1/9/2014	Reunions involving the School	10	Annemie McAuliffe and Irene Froyland to meet with Cheryl Lindorff and Susan Kohlen	27/10/2014	Complete		AM & IF

10	1/9/2014	School Board	11	Deb Beresford to check if her name is included as a member of the School Board on the School website	30/9/2014	Complete		DB
11	1/9/2014	IT systems -	12	Ian Jarvis to investigate a solution and report	27/10/2014	In progress	wireless access not operational between the Museum and the Archive Room	IJ
12	1/9/2014	Meeting Minutes	12	Peter to provide an Action List template to the Secretary	30/9/2014	Complete		PF
13	27/10/2014	Honour Awards	2.1	Irene Froyland to prepare policy document re conduct of Awards project	24/11/2014	Pending	pursue further consideration of points raised in discussion.	IF
14	27/10/2014	Honour Awards	2.1	Barrie Baker, assisted by Annemie McAuliffe and Irene Froyland, to manage the event	TBA	Pending	morning tea (or similar) in the McCusker Room with champagne and strawberries or other refreshment. President to liaise with the School & Awardees to fix a suitable date.	BB, AM, IF PF
15	27/10/2014	Minister's Letter	2.2	President to reply to Minister's letter.	24/11/2014	Pending		PF
16	27/10/2014	Membership Officer	2.3	Ian Jarvis to manage transition of Membership Officer duties to Ed Lazarus	24/11/2014	Pending		IJ, EL
17	27/10/2014	Phil Playford Letter	2.4	Eve Broadley to reimburse Peter Farr \$45	24/11/2014	Pending	approved reimbursement for \$45 for Perth Modernian Society tie sent to Philip Playford	EB
18	27/10/2014	John Mortimer Letter	2.5	President to advise John Mortimer that door remains open	24/11/2014	Pending		PF
19	27/10/2014	Insurance Account	2.6	President to contact Treasurer re payment of Insurance account	28/10/2014	Pending	advise Eve that Annemie McAuliffe has offered to assist with Treasurer's role if help is needed.	PF
20	27/10/2014	Letter of thanks	2.7	Deb Beresford to write a letter of appreciation to Andrew and Hina Stevens	24/11/2014	Pending	re their role in the preparation of the WAHC grant application	DB
21	27/10/2014	Executive Officer's	2.8	Ian Jarvis to report to next	24/11/2014	Pending		IJ

		Role: Voicemail		meeting on recommended action.				
22	27/10/2014	Executive Officer's Role: Reunions	2.9	Ian Jarvis to set up Reunions@..... link when coordinators are ready	24/11/2014	Pending		IJ
23	27/10/2014	Meeting Minutes	2.12	Future Minutes to be signed following each meeting and signed copy pasted into a Minutes book	24/11/2014		in accordance with requirements of the Incorporated Associations Act (1997)	DB
24	27/10/2014	Strategic Plan 2014- 2017 Document	4	Ian Jarvis to place Strategic Plan 2014-2017 document on website with link from News item	24/11/2014	Pending		IJ
25	27/10/2014	Communications: Mosaic	5.1	Ian Jarvis t to increase the Vivid Wireless monthly usage plan and increased access for Mosaic	24/11/2014	Pending		IJ
26	27/10/2014	Communications: Lotterywest Grant	5.2	Ian Jarvis to implement the requirements of the Lotterywest Grant	24/11/2014	Pending		IJ
27	27/10/2014	Communications: e-Newsletters	5.3	Ian Jarvis to bring the new e- Newsletter software on line and to direct account for payment to the Treasurer	20/11/2014	Pending	Deadline for copy for next issue	IJ
28	27/10/2014	Finance: Operating a/c	6.1	Eve Broadley to advise Councillors on status of Insurance Policy account	Urgent	Pending		EB
29	27/10/2014	Finance: Operating a/c	6.1	Eve Broadley to pay the e- Newsletter online account before next issue (end of November)	20/11/2014	Pending	\$700pa as per ITEM 5.3, Newsletters Deadline for copy for next issue 20/11/2014	EB
30	27/10/2014	Finance: Sphinx Fdtn	6.2	Barrie Baker to arrange a meeting of the Finance Committee + two Vice Presidents	24/11/2014	Pending	to discuss the financial sustainability challenge.	BB
31	27/10/2014	Functions Committee: Annual Reunion	8	Eve Broadley to provide a breakdown of costs and profit for 2014 Annual Reunion	24/11/2014	Pending		EB
32	27/10/2014	Executive Officers Report: Reunion Coordination		Annemie McAuliffe, Irene Froyland and Susan Kohlen to further develop the process for Reunion	24/11/2014	Pending	Report to next meeting.	AM,IF

				Coordination				
33	27/10/2014	General Business: Funding Submission	12	Annemie McAuliffe, Peter Farr, Sallie Davies to explore possible elements for a funding submission	24/11/2014	Pending	for paid support for History Centre and access by staff and students	AM,PF,SD
34	27/10/2014	Meeting dates		Secretary to seek meeting dates 2015 from Principal	24/11/2014	Pending		DB