



PERTH MODERNIAN SOCIETY

DRAFT **MINUTES** FOR THE ORDINARY MEETING OF THE COUNCIL 16:15 MONDAY 24 NOVEMBER 2014

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

ITEM 1 APOLOGIES

Lois Joll (Principal),

ITEM 2 MINUTES OF Ordinary meeting of Council 27 October 2014 were accepted

Moved. Ian Jarvis. Seconded. Annemie McAuliffe.

Business Arising from the Minutes:

2.1.1 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)

2.1.2 Peter Farr reported that the Perth Modernian Society Inaugural Awards Presentation Function will be at 10:15 a.m. on Friday 28th November in the McCusker Room. Invitations have been sent out and the mementos and Honour Board will be ready. The Council acknowledged Peter Farr for actioning this event.

ACTION: Barrie Baker, Annemie McAuliffe and Irene Froyland will manage the event. (14)

2.1.3 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 has replied to Minister's letter. (15)

2.1.4 Executive Officer's Role (Membership) /assistance with Treasurer's role.

Action Item 3, Membership Officer: Ed Lazarus has agreed to take on the role of Membership Officer. Annemie McAuliffe has offered to assist the Treasurer.

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

2.1.5 Expense Reimbursement

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

2.1.6 Dr John Mortimer potential Councillor.

ACTION: President has advised John Mortimer that door remains open (18)

Completed

ACTION: Secretary will write a letter to Barbara Mallet inviting her to join the Council. Included will be dates of meetings for 2015.

2.i.7 Insurance Account

Action Item 5, Insurance Account:

The Treasurer has paid the account of \$1525. The President has advised the Treasurer that Annemie McAuliffe has offered to assist with Treasurer's role if help is needed. (19)

2.1.8 Historical and Museum Committee

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

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

Completed

2.1.9 Executive Officer's Role (responding to voicemails)

Action Item 7, Voicemail: Ian Jarvis advised investigation is in progress with automatic on forwarding voicemails as emails.

Ian Jarvis investigated alternatives to the Society's current virtual Telstra service 94871192. iCommo can provide a service using our current number with the advantage that voice messages can be forwarded to one or more email addresses. It charges \$5.75 a month for an initial 20 minutes then 20c a minute after that. A one off fee of \$30 applies to port our existing number. iCommo will keep the same phone number

(Currently with Telstra) and have voice messages sent via email to the info@perthmoderniansociety.org.au. Council agreed to this proposal.

ACTION: Ian Jarvis will organize for the account to be sent to the Society at the School address. (21)

2.1.10 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)

2.1.11 Meeting Minutes (Action List)

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

ACTION: The President signed the Minutes, as being a true record of the Meeting of 24th October 2014 and the Secretary will purchase a Minutes Book in which the copy will be pasted, in accordance with requirements of the Incorporated Associations Act ((1997). (23)

2.1.12 Place Strategic Plan document on website.

Ian Jarvis has put it on the website. (24)

Completed

2.1.13 Vivid Wireless monthly usage plan.

In the Communications Report, Ian Jarvis advised that the Vividwireless Internet connection monthly usage has been increased to 10GB @ \$39 per month.

Access to MOSAIC from the Archive Room still requires Internet and remote connection to our server. A Vividwireless **iViFi Wi-Fi hotspot C900W** modem will be ordered soon with a \$10 delivery fee. This unit allows up to 5 Wi-Fi connections. Unfortunately the fine print in the Vividwireless contract imposes a \$10/mth fee for each additional device added to the account taking the monthly bill to \$49. This penalty is not publicised on their website.

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

Completed

2.1.14 Lotterywest IT Equipment Grant (purchases)

Purchases have been installed and he is awaiting quote on the installation of a second Virtual server for Mosaic.

ACTION: Ian Jarvis has implemented the requirements of the Lotterywest Grant (26).

2.1.15 e-Newsletter software changeover

In the Communications Report, Ian Jarvis advised that JCurve have been requested to upgrade our account to the new software for preparation of the next e-newsletter. This process is well in hand (27)

2.1.16 Insurance Policy Invoice

ACTION: Treasurer, Eve Broadley has paid Insurance Policy account of \$1525. (28)

2.1.17 e-Newsletter online account

ACTION: Ian Jarvis has brought the new e-Newsletter software on line and has directed account for payment to the Treasurer

ACTION: Eve Broadley to pay e-Newsletter online account of \$700pa (29)

2.1.18 Meeting of the Finance Committee

ACTION: Barrie Baker will arrange a meeting of the Finance Committee + two Vice Presidents to discuss the financial sustainability challenge. A planning session will be organized for early in the year 2015. (30)

2.1.19 Costs and profit for 2014 Annual Reunion

The Treasurers Report "2014 Reunion Reconciliation" was tabled. (31)

Ticket Sales	\$5033.63	
Donation		\$125
Expenses Total	\$3418	
Excess	\$1615.63	
Less outstanding		-\$100

2.1.20 Reunion Coordination

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

2.1.21 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)

2.1.22 Meeting dates and starting time.

As in past years, our meetings are planned to coincide with those of the School, weeks 3 and 7.

ACTION: The Secretary is to seek confirmation of the meeting dates with the Principal. (34)

Term 1	Monday 16th February 2015
	Monday 16th March 2015
Term 2	Monday 11th May 2015
	Monday 8th June 2015
Term 3	Monday 10th August 2015
	Monday 7th September 2015
Term 4	Monday 26th October 2015
	Monday 30th November 2015

ITEM 3 CORRESPONDENCE:

Inward Correspondence: The Secretary has received no correspondence:

Outward Correspondence:

Invitations and replies to the Awards event.

ITEM 4 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 activities held during the term..

Questions were invited from Council Members and these related to

- Graduation Ceremony. Vice President, Annemie McAuliffe did not receive an invitation. The Councilors would like copies of the program and recipients of awards. Were membership applications to the Perth Modernian Society included in the Year 12 packages? As there were no nominees for the Stabb prizes, is the School in conjunction with the donor considering updating or choosing a new criteria? The venue of the Year 12 Graduation ceremony for 2015 will be the new Gymnasium.
- Gymnasium. Recurrent costs of the gym. Solar power for the future. In the meantime Volleyball W.A. will be booking it for Friday nights.
- The Chair of overseeing school funding is David Axworthy.
- Jim Clarko is attending the Year reunion to be held on 28th November 2014.

Steve was thanked for his attendance.

ITEM 5 STRATEGIC PLANNING:

Ian Jarvis has placed Strategic Plan 2014-2017 document on website with link from News item.

Completed

The Treasurer suggested attracting younger members needs to be added to the priorities list.

The Council needs to have a working session to prioritize what we are doing for 2015. The H & M has a forward plan. The Sphinx Foundation Board will meet to plan for 2015. Ian Jarvis has started on the planning for IT. The President thanked those Committees that had forward planned.

ACTION: Annemie McAuliffe will call a meeting of the whole Council and interested people who can contribute, to set priorities for 2015. (35)

ITEM 6. COMMUNICATIONS REPORT Report circulated electronically

6.1 MOSAiC

Access by volunteers to Mosaic is improving with some outstanding issues:

- The old Archive PC has power problems, which Lakes are investigating.

The Archive Room is still not in operation.

- The server has been upgraded to 16GB memory but other conflicts have arisen between the different versions of MS Access used by Mosaic and the Consolidated Database, slowing the connection time considerably. Lakes have been asked to quote on installing another Virtual Server on the system, which should overcome the problem hopefully at a small cost depending on the need for additional storage capacity. There is still residual money left over from the Lotterywest IT Equipment Grant to go towards funding another Virtual Server.

Moved Irene Froyland, seconded Annemie McAuliffe that the Council approve that if the quote exceeds the LotteryWest residue by up to \$200, the Society approve the amount to cover the cost.

CARRIED

6.2 LOTTERYWEST IT EQUIPMENT GRANT

The Lotterywest Notebooks and PC have been installed at the History Centre and have access to Mosaic.

LOTTERYWEST GRANT Grant Excl GST:		\$ 5,708.00		
Item	Comment	Cost Excl GST	Balance	GST
UPS	Supplied	\$ 577.00	\$ 5,131.00	\$ 57.70
2 Laptops	Ordered	\$ 2,600.00	\$ 2,531.00	\$ 260.00
Server Upgrade to 16GB memory	Ordered	\$ 300.00	\$ 2,231.00	\$ 30.00
PC for History Centre	Ordered	\$ 1,015.00	\$ 1,216.00	\$ 101.50
Labour (6.5 hrs @ \$95)	Incurred	\$ 617.50	\$ 598.50	\$ 61.75
MFC Brother MFC - J6720DW A3 Inkjet Printer	Supplied	\$ 284.51	\$ 313.99	\$ 28.45
Install second Virtual Server for Mosaic	Awaiting Quote		\$ 313.99	\$ -
Total		\$ 5,394.01	\$ 539.40	

6.3 NEWSLETTERS

Dates and deadlines are included in the Report.

ITEM 7. FINANCE AND FUNDRAISING Reports circulated electronically.

7.1 Perth Modernian Society-Operational Finance:

Reports received electronically.

Cash flow from 27 August to 18 November 2014, Bank Balance 18 November 2014. \$18627.67

Reunion Reconciliation - date should be 2014 not 2012

Profit and Loss to date.

2015 Budget for Perth Modernian Society.

Budget discussed. Telecommunications seems to be lower.

ACTION: Treasurer to communicate with Ian Jarvis. (36)

ACTION: Peter Farr to approach the School about securing 2 Football Parking days. (37)

Moved Eve Broadley. Seconded Ian Jarvis. That the donation of \$125 be transferred to the Historical and Museum Committee's account.

Carried

7.2 SPHINX FOUNDATION

The Board has not met since the last Council meeting.

7.3 SCHOLARSHIP FUND

This has grown to a satisfactory figure of \$616,974.

Year 7 & Year 8 entry scholarship applications (for 2015) have been assessed. A record number of applicants applied.

The Sphinx Scholarship Selection Committee (Barrie Baker (chair), Val Furphy, Lesley Parker) met on 13 November. It evaluated 26 Year 7 Entry applications and 30 Year 8 Entry applications.

From the Year 7 Entry applicants the following were selected for award:

- 1 McCusker (Academic Excellence) scholarship
 - 3 Don Tyler (Academic Excellence) scholarships
 - 2 Perth Modernian Society (Academic Excellence) scholarships
 - 1 Clive Nelthorpe Bursary.
- These were for 4 years' duration.

From the Year 8 Entry applicants the following were selected for award:

- 1 McCusker (Academic Excellence) scholarship
 - 3 Don Tyler (Academic Excellence) scholarships
 - 4 Perth Modernian Society (Academic Excellence) scholarships
- These were for 3 years' duration.

ACTION: Barrie Baker to give Sallie Davies a list of Scholarship recipients so that it can be entered on the Database. (38)

7.4 Historical and Museum Committee – Operational Finance.

Expenditure \$600. Investment of \$11,620.00 reinvested with CBA.

ITEM 8. HISTORICAL AND MUSEUM COMMITTEE. Report circulated electronically.

The students are producing a new Sphinx Magazine that will be for sale.

The Floreat Library will be mounting a display on ANZAC 100 and through the Joseph Parsons Memorial Library sought the H & M's expertise in providing information.

The President has donated a set of Encyclopedia Britannica to the School with flyleaf to be inserted. Thomas Street Gates. Peter Hopper, ex P.M.S. staff and present President of the local R.S.L. will follow up whether it was returned to the R.S.L. when removed as there is a connection with Paget.. Art Exhibition. Peter Hopper donates an Art Prize for the Annual Art Exhibitions. The School has not approached him this year for the donation.

ACTION: Peter Farr will ask Val Furphy whether the Art Exhibition still occurs. (39)

ITEM 9 FUNCTIONS COMMITTEE. Report circulated electronically.

The Convener, Barrie Baker presented a brief report on the Annual Reunion of 31 August 2014 and planned combined function with the Friends of Music.

After the reconciliations of Annual reunion accounts it was pleasing to see a profit of c. \$1,700. Planning for next year's function must be aware of dates that do not conflict with football, other functions and the Music Department's programme.

ACTION: The Committee needs to liaise with Elizabeth Hamer Acting H.O.D. Music for suitable reunion dates (40)

Members of the Council will be invited to a Function when the new Health Centre Gymnasium is opened on 16 January 2015.

Barrie Baker has had a meeting with the committee of the Friends of Music group regarding a combined function with them to raise money for that group and the Sphinx Foundation Scholarship Fund.

ITEM 10. EXECUTIVE OFFICER'S REPORT (*Reunion Coordination*)

Annemie McAuliffe reported on arrangements for the Reunion 1964 group who will be attending an event to be held at the School on Friday 28th November 2014. She will be speaking to them about the Society. Question of whether she will have memorabilia and membership forms.

Sallie Davies will open the History Centre for the group at 4.30 p.m.

ITEM 11 REPORT FROM SOCIETY REPRESENTATIVE ON THE SCHOOL BOARD

Report tabled by Deb Beresford (Modernian Representative on the School Board)

The issues discussed at the meeting of 28th October 2014 were:

The Finance Plan for 2015 was tabled
Strategy Planning Meeting occurred.
Board Terms of Reference discussed.
Chaplain M o U discussed.
New Board Members. Two new Parent members.
Chair Janice Jones has completed the 3-year term.
The Board Members toured the new gym being built.
Tuesday, 25 November 5.15 – Open Board Meeting.

As Deb Beresford has been a member of the School Council/School Board for many years, she is retiring from the School Board.

ACTION: Annemie McAuliffe will ask Irene Froyland if she is willing to be the next Perth Modernian Society Representative on the School Board. (41)

ITEM 12 General Business

Council members were asked for suggestions for a name for the Alumni database.

H&MC Funding Submission

ITEM 13 DATE OF NEXT MEETING.

Monday 16 February 2015.

To commence at 16.15

TO BE DETERMINED

MEETINGS FOR 2015

Monday 16th March 2015
Monday 11th May 2015
Monday 8th June 2015
Monday 10th August 2015
Monday 7th September 2015
Monday 26th October 2015
Monday 30th November 2015

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

MEETING CLOSURE: 7.15pm

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	2.1.1	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	2.1.2	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	2.1.3	President to reply to Minister's letter.	24/11/2014	Pending		PF
16	27/10/2014	Membership Officer	2.1.4	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	2.1.5	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	2.1.6	President to advise John Mortimer that door remains open	24/11/2014	Complete		PF
19	27/10/2014	Insurance Account	2.1.7	President to contact Treasurer re payment of Insurance account	28/10/2014	Complete	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	2.1.8	Deb Beresford to write a letter	24/11/2014	Complete	re their role in the preparation	DB

				of appreciation to Andrew and Hina Stevens			of the WAHC grant application	
21	27/10/2014	Executive Officer's Role: Voicemail	2.1.9	Ian Jarvis to report to next meeting on recommended action.	24/11/2014	Complete		IJ
22	27/10/2014	Executive Officer's Role: Reunions	2.1.10	Ian Jarvis to set up Reunions@..... link when coordinators are ready	24/11/2014	Pending		IJ
23	27/10/2014	Meeting Minutes	2.1.11	Future Minutes to be signed following each meeting and signed copy pasted into a Minutes book	24/11/2014	Complete	in accordance with requirements of the Incorporated Associations Act (1997)	DB
24	27/10/2014	Strategic Plan 2014-2017 Document	2.1.12	Ian Jarvis to place Strategic Plan 2014-2017 document on website with link from News item	24/11/2014	Completed		IJ
25	27/10/2014	Communications: Mosaic	2.1.13	Ian Jarvis to increase the Vivid Wireless monthly usage plan and increased access for Mosaic	24/11/2014	Completed		IJ
26	27/10/2014	Communications: Lotterywest Grant	2.1.14	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	Complete		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	24/11/2014	Pending	to discuss the financial sustainability challenge.	BB

				Presidents				
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	Completed		EB
32	27/10/2014	Executive Officers Report: Reunion Coordination		Annemie McAuliffe, Irene Froyland and Susan Kohlen to further develop the process for Reunion Coordination	24/11/2014	Pending	Report to next meeting.	AM,IF
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	In Progress		DB

35	24/11/2014	Strategic Plan: Setting Priorities	5	Annemie McAuliffe will call a meeting of the whole Council and interested people to set priorities for Strategic Plan	16/2/2015	Pending	Early 2015	AM
36	24/11/2014	Finance: Operating	7	Eve Broadley and Ian Jarvis to look at Telecommunications Funding for 2015 Budget	16/2/2015	Pending	Report to next meeting.	EB,IJ
37	24/11/2014	Finance and Fundraising	7	Peter Farr to approach the School about securing 2 Football Parking days.	16/2/2015	Pending	Fundraising towards operating costs of Society	PF.
38	24/11/2014	Scholarships	7	Barrie Baker to give Sallie Davies a list of Scholarship recipients so that it can be entered on the Database.	16/2/2015	Pending		BB,
39	24/11/2014	Funding of prize to Art Exhibition	8	Peter Farr will ask Val Furphy whether the Art Exhibition still occurs.	16/2/2015	Pending	To secure ongoing donation for school department	PF
40	24/11/2014	Functions: Annual Reunion	9	The Committee needs to liaise with Elizabeth Hamer Acting H.O.D. Music. re: Reunion date 2015	16/2/2015	Pending	Report to next meeting.	BB,

41	24/11/2014	School Board Representative	11	Annemie McAuliffe will ask Irene Froyland if she is willing to be the next Perth Modernian Society Representative on the School Board	16/2/2015	Pending	Report to next meeting.	AM
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