



## PERTH MODERNIAN SOCIETY

### **DRAFT MINUTES OF THE ORDINARY MEETING OF THE COUNCIL HELD IN THE HISTORY CENTRE 16:15 MONDAY 7th September 2015**

**ATTENDEES** Annemie McAuliffe (V/Pres/Reunions); Sallie Davies (V/Pres, H&MC); Eve Broadley (Treasurer); Deb Beresford (Secretary); Ian Jarvis (Communications); Barbara Mallett; Lois Joll (Principal)

**APOLOGIES:** Peter Farr (President); Irene Froyland (Awards/Reunions/ School Board Representative); Barrie Baker (A/Functions); Bruce McCallum;

#### **ITEM 1. IDENTIFICATION OF NEW GENERAL BUSINESS ITEMS** to be added to the Agenda **1.2 CONSTITUTIONAL AMENDMENTS**

At the Special Meeting held at the Annual Reunion on Saturday 5 September 2015 the following motion was put to members assembled.

“ That in order to facilitate an application for DGR (Deductible Gift Recipient) status for donations to the Historical and Museum Committee (History Centre and Archives), this meeting adopt the amendments to the Perth Modernian Society Constitution as recommended by Council at its meeting on 3 August 2015 and subsequently circulated to Registered and Contributing Members with the notice of this meeting”.

Moved Annemie McAuliffe. Seconded Eve Broadley. Carried unanimously.

**ACTION:** Peter Farr will forward the amended constitution to the Department of Commerce to be registered. (97).

#### **ITEM 2. PRINCIPAL'S REPORT**

Lois Joll (Principal) tabled copies of her report. Key points:

- The school's bands and orchestras performed exceptionally well at the ABODA and related Festivals. Senior School Music students have been busy preparing for Senior Concerts.
- Despite rainy weather, the House Athletics Carnival provided an opportunity for all students to enjoy the day.
- Science Week was a spectacular success with students involved in a series of “enlightening” activities inspired by the theme “Making waves – the science of light”, based on the International Year of Light.
- The Junior Debating team made the Grand Final of the Western Australian Debating League Competition.
- Exceptional results were achieved in the Australian Mathematics Competition and Year 8 students performed extremely well in the Make Your Own Storybook Competition.
- Student Council elections have taken place and Forums for parents and staff have been held with executive in order to discuss school processes and receive feedback. Student forums organized with the student council with the executive for each year group enabled students to ask questions and provide feedback on issues important to them.
- The Chevron partnership is now fully operational and 15 students are taking a course on the oil and gas industry this semester.
- Many individual students are to be congratulated for their success in a variety of events. Georgia Wheeler Year 12 came fifth in the finals of the double sculls in the World Junior Rowing Championships in Rio de Janeiro.
- Ken Michael is chairing a Traffic Calming Committee made up of staff, parents and students to examine issues surrounding safety and traffic and access to school grounds.
- Facilities improved include covering the Build the Dream plaques in the Tyler McCusker Sports Centre with acrylic; Double-glazing the internal glass and carpet in the Mechatronics room; painting the Stokes building windows, installing a second outdoor table tennis table.

**ITEM 3 MINUTES OF Ordinary meeting of Council 3 August 2015** were accepted.

Moved. Sallie Davies. Seconded. Ian Jarvis.

## **Business arising from the Minutes**

### **3.1 ACTION ITEMS**

**See ACTION SHEET**

Items marked complete will not be included in the ACTION SHEET in future.

**Finance: Society Account. (66)** At the meeting of 8/6//2015 Eve Broadley and Annemie McAuliffe were to organize for Annemie to be an additional on-line signatory for Society Anglicare accounts. Completed.

**Communications: Telephone. (73).** At the meeting of 8/6/2015, Ian Jarvis was asked to investigate the possibility of having a pre paid mobile phone for the History Centre. He found out that the Vivid Wireless contract could provide service for an extra \$6.00 per month. Handset needed. Completed. Refer to Item (73a).

**Principals Report: Annual Reunion. (75)** At the meeting of 8/6//2015 Peter Farr or Barrie Baker was to contact the Principal for student assistance in setting up Cafeteria area for Annual reunion. The Principal was to be included on the programme and time to speak at the Annual Reunion. Completed.

**Functions: Annual Reunion. (76)** At the meeting of 8/6/2015 tasks were allocated to Councilors in preparation for the Annual Reunion. Unfortunately invitations were not sent to the 3 Modernian Fellows and this has been referred to the Functions Procedure Manual for inclusion for the future. Completed.

**School Board: Communication. (77)** Irene Froyland has asked the Board members for contact details so that information can be sent to them. Completed.

**Constitutional Amendments. (78)** Ian Jarvis included the proposed amendments to the Constitution of the Perth Modernian Society in the invitations to the Annual Reunion as well as on the website for perusal. Completed.

**Principals Report: Annual Reunion. (79)** Barrie Baker successfully negotiated with Cheryl Lindorff for the Music Parents to move their supper to the Andrews Building on the Friday evening so that we could set up the Cafeteria area for the Annual Reunion. Completed.

**Minutes: Communication. (80)** Deb Beresford compiled addresses and distributed them to Councilors present at meeting.

**Newsletter: Website. (81)** Ian Jarvis sent out the Constitutional amendments with the invitation to the Annual Reunion as an eVent notice. He also set up TryBooking site with details for on-line payment. Completed.

**Reunions. (85)** Irene Froyland wrote an article for inclusion in the e-newsletter on the procedures for organizing a reunion. Completed.

**Amendment to the Constitution: (87)** The Acting President, Annemie McAuliffe prepared and put the motion of amendment to the Constitution to the special meeting on the day of the 2015 Annual Reunion. Completed.

**Magazine. (90)** Sallie Davies organized for the mail out of magazines and the extra copies for distribution as required. Completed.

### **3.2. Minutes of 2015 AGM.** Circulated electronically for endorsement (DB)

The minutes have been received and Councilors are asked to read them to make sure they are correct. Lessons for next year's AGM. Discussion and acceptance of minutes deferred until Peter Farr returns.

## **ITEM 4 CORRESPONDENCE:**

### **Inward Correspondence.**

Letter to President from Lotterywest advising that acquittal of the grant application 421005854 is now complete.

See Communications report for correspondence.

### **Outward Correspondence.**

None.

**ACTION:** Ian Jarvis will put Shirley Randell's speech at the Annual Oration up on the website. (91)

**ACTION:** Deb Beresford will write a letter of thanks to Shirley Randell. (92)

## **ITEM 5. COMMUNICATIONS REPORT.** Report circulated electronically.

### **Jarvis e-Mod Database (JED)**

Ian reported that a major redesign of the menu system has been completed allowing 4 levels of menu structure to be established for different login security levels for Visitors, General Users, Management and Administrator Functions.

New tables and reports have been added to Jed to simplify the processing of Annual Reunion tickets and banking. A single entry for each attendee makes possible to print attendance lists, nametags and banking summary. It also simplifies the TryBooking setup as we can print our own tickets for those that use snail mail avoiding the need to enter these details into TryBooking. Hopefully this may encourage a volunteer to take on the role next year. Ian may not be available.

#### **e-Newsletter**

Susan Kohlen is now on the mailing list and has been asked to forward it to school staff on the internal email.

Deadline for the next e-newsletter is 20 September for circulation 1 October 2015. it to the School system.

#### **Annual Report**

**ACTION:** It was suggested that Graeme Hunt might volunteer in preparing the Annual Report (93)

**ACTION:** Eve Broadley will provide the financial information necessary for the Annual Report. (94)

Annemie McAuliffe asked that it be placed on record that Ian Jarvis be congratulated and thanked for the fantastic job he had done with the ticketing for the Annual Reunion and for getting the newsletter together in such a short time frame.

### **ITEM 6. FINANCE AND FUNDRAISING.**

#### **6.1 PERTH MODERNIAN SOCIETY – OPERATIONAL FINANCE:**

Eve Broadley reported that it was too soon to do reconciliation for the Annual Reunion finances.

The following accounts were presented for payment.

Success Print	\$2272.00.
Zenith Insurance	\$1596.00
Magazine Postage refund to B.Baker	\$469.09
For hire of glasses, crockery	\$224.50
P.M.S for use of premises	\$100.00
Bar Staff	\$180.00
Music Department PMS	\$1000.00

Sallie Davies moved that they be approved for payment. Seconded Barbara Mallett. Carried.

#### **6.2 SPHINX FOUNDATION FINANCE REPORT.**

No report.

#### **6.3 HISTORICAL AND MUSEUM COMMITTEE – OPERATIONAL FINANCE**

Donations received from the 2014 Annual Reunion have now been transferred to the H&M account.

After expenditure of \$39.95 on cartridges and \$67.99 to AVG for security on Slideshow PC for 2 years, the balance held in H&M accounts totals \$12260.09 as at 6 September 2015.

#### **ITEM 7 HISTORICAL AND MUSEUM COMMITTEE. Report circulated electronically.**

As each councilor receives the report, only highlights and issues raised are now included in the minutes

**Facilities.** Sallie Davies reported that the items of furniture added to the History Centre were a cabinet and a small bookcase that had previously been in the Library built in 1969. The cabinet had originally been purchased by the H&M committee many years ago and had housed the book collection from the Archives.

### **ITEM 8 FUNCTIONS COMMITTEE. Report circulated electronically.**

#### **8.1 Annual Reunion**

##### **Annual Reunion Saturday 5 September 2015**

##### **Issue raised.**

- Numbers
- School Concerns. 3 major concerts in short time frame. Date. Invite Board and P&C perhaps.
- Setting up on the Friday was difficult.

##### **Recommendations**

- A Functions Committee comprising at least 3 people. Appoint in November.
- Set date early. No later than February
- Set task list and keep it up to date.
- Contact list details for key people e.g. Cheryl Lindorff, Susan Kohlen, the M.C.

- Liaise with the School on parking before hand. Signs etc.
- Liaise with Music department

**Some ideas for improving the Annual Reunion**

- Concert only tickets?
- Pay for membership or membership renewal as well when paying for Reunion ticket through TryBooking.
- Roving microphone so all the audience can hear speakers not at fixed microphone.
- Bring other members of the family who attended the school.
- Provide coffee for early arrivals
- Open Andrews Building so other displays can be viewed.
- Facebook link on website.
- Student volunteers on ramps or stairs to assist those with mobility issues.
- Student volunteer on the door (male!?)
- Nametags not collected at the Parsons Building to be taken to the Auditorium.
- A box to be available where nametags can be left at conclusion of reunion.
- The President to mention the name of the caterer to the audience.

**ITEM 9. REUNION COORDINATION REPORT**

**10.1 Reunion Coordination.**

**Year Reunions**

No report.

**ITEM 10 REPORT FROM SOCIETY REPRESENTATIVE ON THE SCHOOL BOARD.**

**ACTION:** In Irene Froyland's absence, Annemie McAuliffe requested that someone from the Sphinx Foundation be approached to address the School Board at a Board meeting. (95)

**ITEM 11 GENERAL BUSINESS**

**Strategic Planning Date**

Later part of October.

**Reunion**

**Thank you letters**

**ACTION:** Deb Beresford to write letters to the following people thanking them for their assistance with the preparation for the reunion or assistance on the day. Neil Coy, Clive Palmer, Rebecca Dollery, Cheryl Lindorff, Susan Kohlen, Roger Hey, Val Furphy and Lois Joll (96)

**Moderna Scola Award.**

For consideration. Neil Coy and Roger Hey.

**Vote of Thanks**

Sallie Davies gave a vote of thanks to Barrie Baker for his work in the preparation for the reunion when he was so busy. She also thanked all Councilors for the tremendous work we had done for the reunion.

**ITEM 12 DATE OF NEXT MEETING.**

Monday 26th October 2015

**AGENDA.** To be included for next Meeting. Memorabilia. To discount or not to discount.

**All meetings to commence at 16.15**

**REMAINING MEETINGS FOR 2015**

Monday 23rd November 2015

MEETING CLOSURE: 6.25 p.m.

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**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
13	27/10/2014	Honour Awards	2.1.1	Irene Froyland to prepare policy document re conduct of Awards project	26/10/2015	In progress	Pursue further consideration of points raised in discussion.	IF
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 actioning the Strategic Plan	26/10/2015	In Progress	Meeting Report	AM
39	24/11/2014	Funding of prize to Art Exhibition	8	Peter Farr will ask Val Furphy whether the Art Exhibition still occurs.	26/10/2015	In Progress	To secure ongoing donation for school department. Suggestion that the money for the art prize has now gone towards a Graduation prize. Check?	PF
55	16/2/2015	General Business Governance	11	Peter Farr will prepare an Annual calendar for the Society, and a draft Self-Assessment survey tool for the Council.	26/10/2015	Council Assessment survey completed. Self-Assessment to come. Annual calendar to come.	The final copy (' Council Evaluation ') sent electronically to councilors. Bruce McCallum coordinated and processed the responses. Report discussed briefly at June mtg of Council. More thorough discussion proposed at the August mtg. (Also relates to Item 35 - Strategic Plan Priorities).	PF, BMcC
65	16/3/2015	General Business Kentian Society	11	Peter Farr has noted the claim on their website by the Kentian Society (Kent Street SHS) that they are the first Public School to have an alumni.	26/10/2015	Pending	Peter Farr will write to Kentian Society issuing an invitation to visit the History Centre, congratulate them on having an alumni body but asking them to acknowledge that PMS was the first public school in WA to have an alumni	PF

							body.	
69	4/5/2015	Communications: Membership	5	Ian Jarvis will prepare a notice for the 4 Year Contributing Membership to be sent out in mid July.	26/10/2015	In Progress	Renewal of 4-Year memberships	IJ
70	8/6/2015	Finance: H&M Committee. Operational Finance. Financial sustainability Part 2	6.3	DGR status for the H&MC. Proposed modifications to the Perth Modernian Society Constitution are necessary before presentation to Council meeting, then a Special meeting at Annual Reunion.	26/10/2015	In Progress	Executive will convene as soon as convenient to discuss the modifications to the Constitution and circularize the resolution in readiness for Council meeting in preparation to be publicized on the website in preparation for a Special Meeting.	
73	8/6/2015	Communications: Telephone	6	Possibility of pre paid mobile phone for the History Centre		Complete	Ian Jarvis has found out that Vivid Wireless contract can provide service for an extra \$6.00 per month. Handset needed.	I.J.
73a	7/9/2015			Telephone number	26/10/2015	In Progress	Phone number to be put on website, in newsletter, and given to the School	IJ,SD
82	3/8/2015	Communications: Annual Report	5	Annual Report prepared before AGM	7/9/2015	In Progress	Ian Jarvis will prepare an Annual Report before the next AGM to be put up on the website. Finance information also to be provided.	IJ,GH EB
83	3/8/2015	H&M DGR Status	7	<b>DGR.</b> The H&M committee is very grateful for the involvement and work of Kerry McAuliffe	7/9/2015	In Progress	Deb Beresford is to write to Kerry McAuliffe expressing gratitude for his assistance.	DB
84	3/8/2015	Annual Reunion Invitations Special Guests	8	Invitations for special guests	7/9/2015	This did not happen and is referred to tasks in Procedure Manual	Invitations to Gordon Ewers and Modernian Fellows to Annual Reunion	BB, IJ
86	3/8/2015	<b>COUNCIL EVALUATION SURVEY</b> May/June	1.1	to be discussed at a future meeting when Bruce is in attendance. (86)	7/9/2015	In progress	Council. BMcC cannot attend Monday meetings	BM

		2015 Executive Summary (BMcC) Received						
88	3/8/2015	Information for Year 12 letters	3.2	Make sure that the information is prepared and included with the package that the School gives to the Graduates. (88)	7/9/2015	In progress	Irene Froyland and Annemie McAuliffe	IF/AM
89	3/8/2015	Annual Reunion Action plan	8.1	Book to be set up to report on Annual Reunion and all recommendations for future reference for consideration by Function Committees (89)	7/9/2015	In progress	Functions Committee	
91	7/9/2015	Correspondence: Outwards	4	Annual Oration speech of Shirley Randell's to be put up on the website.	26/10/2015	In Progress	Ian Jarvis	IJ
92	7/9/2015	Correspondence: Outwards	4	A letter of thanks to Shirley Randell.	26/10/2015	In Progress	Secretary	DB
93	7/9/2015	Communications Report: Annual Report	5	Annual Report prepared before AGM.	26/10/2015	In Progress	Someone will confirm Graeme Hunt will prepare Annual Report before the next AGM which will then be put up on the website.	IJ, GH
94	7/9/2015	Communications Report: Annual Report	5	Annual Report prepared before AGM.	26/10/2015	In Progress	Eve Broadley will prepare the Financial report to be included in the Annual Report before the next AGM which will then be put up on the website.	EB
95	7/9/2015	School Board Communication	10	The Sphinx Foundation is to be approached to address the School Board at a Board meeting.	26/10/2015	In Progress	Irene Froyland will ask Peter Farr if someone can speak to the Board about the Sphinx Foundation	IF, PF
96	7/9/2015	General Business: Annual reunion	11	Thank you letters to people who assisted with Annual reunion. Neil Coy, Clive Palmer, Rebecca Dollery, Cheryl Lindorff, Susan	26/10/2015	In Progress	Secretary to acknowledge people who assisted with reunion	DB

				Kohlen, Roger Hey, Val Furphy and Lois Joll				
97	7/9/2015	Constitutional amendments	1.2	The amendments to the Constitution were accepted at a short special meeting at the Annual reunion.	7/9/2015	In Progress	The revised constitution is to be forwarded to the Department of Commerce to be registered. Apply for DGR status after registration.	PF