

Meeting Minutes

Rototuna High Schools PTA

6th September 2023

Apologies: Dynelle Smallwood

Present: Sharnyn Haseltine, Sharlene Leeson, Rae Gunn, Rebecca Foster, Ange Kelly

Meeting opened: 7:00 pm

Correspondence in/out: None

Treasurer's Report:

- \$11,736 in the cheque account (\$9,648 in July); \$10,124 in the savings on-call.
- This year to date, we've received \$3,367 net profit from the quiz night, \$2,495 for second hand uniforms, \$240 from KapaHaka, \$192 from Entertainment Books, \$2,000 for market stalls and \$73 in interest on our term deposit.
- Costs in the month was \$373 to reimburse Sharnyn for Fraser's farewell pizza for staff.
- Our surplus for the year is \$3,717.

Balance Sheet @ 31/08/23 :	Opening	\$19,758
	Closing	\$21,860

1st: Ange Kelly 2nd: Sharnyn Haseltine

Matters arising:

- Whare Carving: The Whare blessing has been postponed for the time being. Rae will advise the new date when confirmed.
- Scooter Stands: The new stands have been installed. Rae to follow up payment of our donation of \$5,000 towards scooter stands.

General Business:

- Quiz Night: Rae to contact The Keg Room to book a date for our next quiz. November 21st was agreed as the preferred date.

Market Day:

- Advertising: Sharnyn will begin a Facebook advertising campaign leading up to the Market. \$10 per week agreed.
- Signs: Stickers with 28 October date need to be printed to update signs. Sharlene to get quotes. Signs to go up one month before market day.
- Student Volunteers: Helpers are needed for approx. 2 hrs in the morning and afternoon to help pack in/out. Ange to ask if Kapa Haka would like to volunteer at the market in exchange for a donation towards their fundraising. \$250 for each time slot agreed.
- Eftpos: Rae to organise borrowing eftpos machine from Leanne and arrange for cash withdrawal from the bank to be available for 'cash out' option. \$2 per withdrawal agreed.
- Coffee Truck: Ange to check with Nick if there is a sports team fundraising who would like to operate the coffee truck and run coffees to stall holders.
- Indoor Space: Sharnyn to contact Andrew re. moving out furniture in cafeteria spaces on the day before the market.

- Site Map: Sharlene to find previous stall layout map and update after site meeting with Sharnyn.
- Donations: Stallholders have donated many items for us to use as prizes in fundraising. Sharnyn to email the donated prize list to PTA for discussion on how we could use these.

Upcoming Grants:

- RHS Prizegiving: Sharnyn to contact school leadership team re. 2023 PTA award sponsorship of \$400 per school.
- Year 10 Formal: Ange to check if the Year 10 Formal organisers would like PTA sponsorship of \$250 again this year.
- Yearbook: Ange to check if the yearbook committee would like PTA sponsorship this year.

1st: Rebecca Foster

2nd: Sharlene Leeson

Next PTA Meeting: TBC

Meeting Closed: 7:40 pm