

LOYOLA PARENTS AND FRIENDS ASSOCIATION

WEDNESDAY MARCH 9th 2016

7.30PM – 8.45PM

LOYOLA BOARD ROOM 0018

MINUTES

Present: Salwa Abboud, Kim Garth, Audrey Tomasiello, Dianna Alonso, Sean Simpson, Joanne Pritchard, Jenny Allen, Vanessa Cardomone, Mhaggie Leary

Apologies: Leesa Meros, Sally Savianne, Denise Chang-Faux, Laurie Rigoni Peta-Kylie Feain; Paul Zannatta

Resignation:: Milly Dobricic

Item	Activity	Action
1. Prayer – Dianna Alonso	Prayer	
2. Welcome – Salwa F.	Opened meeting @ 740pm.	
3. Minutes of Previous Meeting	Minutes passed: 1 – Salwa Abboud 2 – Audrey Tomasiello	
4. Treasurer’s Report – Audrey Tomasiello	Audrey highlighted that there had only been on transaction since last month which resulted in .55 cents of interested received. Audrey is currently updating the Cash Handling Policy as Loyola Policy had stated that the Treasurer PLUS one other LPFA member had to be present when Cash from event was counted. The Policy for the LPFA should be that 2 LPFA members only need to be present. We have a term Deposit that matures on the 8 th of May and it was agreed to let it roll over.	(THANK YOU AUDREY)

<p>7. Updates /Planning</p>	<p>May Time Fair (Kim Garth/Joanne Pritchard/Dianna Alonso)– May Time Fair will be held at Xavier College in Kew Saturday the 7th of May 2016.. This year as we did last year the LPFA will be selling Hot Jam Donuts at a stall right next to the Midway Rides at Xavier College on Saturday the 7th of May 2016. A meeting was held with Dianna, Joanne & Denise to discuss:</p> <ul style="list-style-type: none"> • Roster – We have a need for ideally 20 people total for the day to cover 5 shifts or 4 people per shift to cover shifts from 1000 to 3pm help with clean up and pack up to3-4 pm. XAVIER House was asked to see if they might want to combine efforts on the day. They are exploring another method of support on the day. Joe Favrin wants all Houses to be involved on the day. • Kim will be asking PWP parents to help fill the roster on the day. She and her daughter Emily will be covering the whole day and will need the support of at least four parents/students each shift. Kim • Joanne will order the donuts and fryer to be delivered the afternoon of 6 May and Kim will then pick these up from Dianna the afternoon of the 6th of May. The total costs of the donuts are? \$875? For 1500 donuts. The cost will be 2\$ for one and 5\$ for 3 to keep simple. • There is no float provision required on the day as XAVIER College will provide the float. All monies raised on the day will be donated to the Jesuit Mission. Joe Favrin wants parental/student support requested from all houses not just XAVIER House. 	<p>Kim to have hard copy Roster to circulate as well as a map for all PWP members signing up to help. Kim will also contact all those who have responded to an email Dianna had previously sent out calling for help on the day.</p> <p>Joanne to Order donuts & fryer (THANK YOU JOANNE)</p> <p>Dianna to ring Kim on Friday to confirm and organise pick up. (THANK YOU DIANNA)</p>
	<p>Trivia Night Planning – Salwa Abboud/Sean Simpson and other subcommittee members</p> <p>Trivia night will be held on Saturday 6th of August 2016. The theme for the night will be the Olympics.</p> <p>As has been the practise in the past call for donations should be communicated through the Ignatian and Facebook (Sean to action) for those parent wishing to canvas for donation or donate items there is a letter that can be picked up at the front office for parents to collect and use to present to businesses who may wish to donate stating who they/we are and what we the donation for etc. It was highlighted that canvassing businesses should start ASAP before the end of Financial year and not wait until July/Aug.</p> <p>Once Donations are received and collected through Dianna and the Front Office they are wrapped and made ready for silent auction/prize presentations on the night.</p> <p>Setup on the day is a simple email out to anyone wishing to come along and help on the day.</p>	<p>Sean Simpson to update Facebook and Ignatian regarding event. (THANK YOU SEAN!!)</p> <p>Dianna Alonso – Canvas letter (Maureen had a template) (THANK YOU DIANNA)</p>

	<p>Maintenance set the tables up and each team/table group will be responsible for their own decorating of their table.</p> <p>Mark Leary will be asked to be the Trivia Master and there was discussion regarding who would be a good candidate for Master of Ceremonies. Paul Zanetti did a terrific job last time. Kim had expressed out of a discussion with Paul from last Trivia night; whilst he did a great job, what if there was the possibility of another parent or staff member who would have the 'Hutzpah' to keep things lively, entertaining and moving along. There had even been discussion at that time of hiring a professional who would be a draw card for the night as well. More discussion about the asking Jeremy Ives or possibly a parent – we have Louey who with his band was hired last year by the LPFA for the Ball and he did a terrific job as well.</p> <p>Further Updates will be provided regarding donations and canvassing at next LPFA Meeting in May.</p>	<p>Sean to ask Mark and Jeremy and Dianna to contact Louey. (THANK YOU SEAN)</p>
	<p>ENTERTAINMENT BOOKS – Denise/Dianna</p> <p>Dianna gave a demonstration on how Entertainment books now have an App that can be purchased for the same price as the actual book. \$60.00</p> <p>Hard copy books will be also be sold in Tandem with the download option. LPFA will make \$15 from each 60 download/book sold.</p>	<p>Dianna to order books – (DIANNA YOU SHOULD BE ON THE SCHOOL WEBSITE WITH DEMO VIDEO!!!)</p> <p>Sean to advertise the availability of the book/APP on Facebook and Ignatian (THANK YOU SEAN)</p>
	<p>Upcoming Working Bee – 14th of May – Laurie Rigoni/Kim Garth/Dianna Alonso</p> <p>Twilight Working Bee was an amazing success. Dianna said more should be done to look at ensuring everyone gets fed at the night Twilight Bee next year. The community vibe on the night was wonderful.</p> <p>Laurie was not able to make the meeting but he shared that he will be meeting shortly with Dianna and the maintenance staff to go over what will need to take place on the day. Morning Tea will be provided.</p>	<p>Laurie and Dianna to meet with Maintenance Team to discuss what need to be done.</p> <p>(Thanks to Laurie, Dianna, Maintenance Staff and Joanne Pritchard)</p>
	<p>Twilight Market and other Fundraising /community events – Given the drop in attendance follow up with sub –committees needs to take place regarding any further events. Salwa is continuing with her planning and preparation and will be providing an update closer to the Twilight Market.</p>	
<p>8. OTHER BUSINESS Meeting Close @ 8.50</p>	<p>NIL</p> <p>NEXT MEETING WEDNESDAY 11th of MAY 2016 at 730 pm</p>	