

**Canberra Montessori School
Parents and Friends' Association**

ANNUAL GENERAL MEETING

8.00pm Thursday 22 April 2021

Attendees: Rael Matthews (Principal), Petrea Simeon (President),
Emma-Kate Potter (Vice-President), Elena Williams (Vice-President), Lisa Green (Treasurer),
Eleanor Bettini (Secretary), Karin Ronning-Meagher (Vice-Secretary),
Emma Matthews (Public Officer),
Kate Luck (Ordinary committee member)

Apologies: none.

MINUTES

1. Welcome and opening remarks (President)

Petrea Simeon opened the meeting and acknowledged the Ngunnawal people, traditional custodians of this land, and paid respect to the Elders of the Ngunnawal Nation both past and present.

2. Apologies

There were no apologies received.

3. President's Annual Report

Petrea noted the President's report (**Attachment A**) for the P&F Association's inaugural year was circulated to members on 1 April 2021. Emma Matthews moved that the report be accepted by the Association, Lisa Green seconded the motion. The motion was carried.

4. **Treasurer's Report**

Lisa Green noted the Treasurer's Report (**Attachment B**) and financial statement (01/01/2020 to 31/12/2020; **Attachment C**) were circulated to members on 1 April 2021. Lisa delivered an overview of the Association's financial position and confirmed the Association's accounting records have been reviewed by an independent reviewer (**Attachment D**) and were found to give a true and fair account of the financial matters of the Association. Emma-Kate Potter moved that the Treasurer's report and financial statement be accepted by the Association, Emma Matthews seconded the motion. The motion was carried.

5. **Appointment of a Reviewer**

Lisa Green proposed that APFACTS perform a review of the accounting records of the Association in the next reporting period. Emma Matthews moved that the proposal be accepted by the Association, Elena seconded the motion. The motion was carried.

6. **Special Resolution**

Petrea noted that members of the Association were notified of a special resolution to amend the Association's constitution to align it with changes to the Legislation and Model Rules, to modify the requirement for issuing of receipts, and to nominate an authority to vest our surplus property in the event of the dissolution or winding up of the Association. The special resolution is as follows:

That the Constitution of the Canberra Montessori School Parents and Friends' Association (the Association), in the form presented to the General Meeting by the President of the Association, be adopted as the Constitution of the Association in substitution for and to the exclusion of the Association's existing Constitution.

Lisa Green moved that the special resolution be accepted by the Association, Emma Matthews seconded the motion. The motion was carried.

7. Elections

All Committee positions were vacated and Rael Matthews called for nominations for office bearers and ordinary committee members.

- a. **President:** Petrea Simeon nominated as President. There were no other nominations received for this position and Petrea was adopted by the Association as President.
- b. **Secretary:** Eleanor Bettini nominated as Secretary. There were no other nominations received for this position and Eleanor was adopted by the Association as Secretary.
- c. **Treasurer:** Lisa Green nominated as Treasurer. There were no other nominations received for this position and Lisa was adopted by the Association as Treasurer.
- d. **Vice-President:** Elena Williams nominated as Vice-President. There were no other nominations received for this position and Elena was adopted by the Association as Vice-President.
- e. **Vice-Secretary:** there were no nominations received for this position.
- f. **Public Officer:** Emma Matthews nominated as Public Officer. There were no other nominations received for this position and Emma was adopted by the Association as Public Officer.
- g. **Ordinary Members:** Kate Luck, Emma-Kate Potter and Karin Ronning-Meagher nominated and were adopted by the Association as Ordinary Committee Members.
- h. **Principal:** Rael Matthews nominated as Ex Officio Committee Member (Principal) and was adopted by the Association in this position.

8. Other business

Rael Matthews congratulated the incoming committee members and thanked them for their continued efforts in supporting the school. Rael also passed on the appreciation of

the Board of the Canberra Montessori School Society to the P&F Association.

9. The meeting closed at 8.13pm.

Signatures

Signed as a true record of the Annual General Meeting held 22 April 2021

Petrea Simeon

President's name

President's signature

Date

Eleanor Bettini

Secretary's name

Secretary's signature

Date