

AGM Agenda/Minutes 31ST May 2016

EPPING HEIGHTS Out of School Hours Care Inc ABN: 83425978102

PRESENT: Doug McKenzie, Kathryn Arnold, James Hazelton, Jacqueline Mackaway, Kathleen Smith, Adam Pearson, Kirsty Hunt, Daniel Obando, Molly O'Rourke, John Hill, Jeenu Simon, Michelle Goodman, Wendy Zhang

NOT PRESENT:

APOLOGIES: Jan-Louis Kruger, Sandeep Kumar, Mel Grigg, Heath Dockary

CHAIRPERSON: MINUTES TAKEN BY: Kirsty Hunt COMMENCEMENT: 6:45pm CONCLUSION: 7:10pm

No	Item	Issue	Action	Who	By When
1	Welcome				
2	Apologies	Jan Louis Kruger, Sandeep Kumar, Melinda Grigg, Heath Dockary			
3	Previous Minutes	By displaying these on the website for 8 weeks, they do not have to be approved at following AGM (doug)			
4	Becklyn Report	2015 Financial's \$41000 net surplus \$135000 total funds (Please see attached Doc)			
5	Coordinator's Report	Thanks to all committee and Becklyn. WHS- Daniel and Jacqueline. WHS- First meeting agenda, changed WHS Daily Checklist for OOSH and 3 Monthly With WHS Officer.			

		<p>2015- Chemical free cleaning ENJO. 6 monthly cleaning of whole centre. No Contact soap dispensers Paper towel dispenses.</p> <p>Risk Assessments are now streamlined, which are attached to activities and Vacation Care.</p> <p>Staff Changes- Paul Diver left in March, Nick McFarlane was hired in April, Laura McKenzie relief Staff. Jeremy Brittan was hired in May as well as Chelsea Simpson as a relief staff member.</p> <p>New lighting on and underneath deck for storage. Large window also installed on Deck.</p> <p>2nd OOSH building is our next major project.</p> <p>Admin- New updates with touchscreen and Webserver is easier for staff and parents with less work for staff.</p> <p>Vacation Care Numbers- Changing Capacity for July VC coming.</p>			
--	--	--	--	--	--

		<p>Programing- 3 coaches as well as staff activities. All based off surveys, Observations, Conversations with children.</p> <p>Assessment and Rating for OOSH, haven't had one since 2009. We are up for Assessment in the next month.</p>			
6	Presidents Report	NA			
7	Treasurers Report	NA			
8	Election of New Committee	<p>President- Kathleen Smith. Staff Liaison Officer- Jacqueline Mackaway Secretary- John Hill Public Officer- James Hazelton Treasurer- James Hazelton WHS- Wendy Zhang Auditor - Elite business partners General Committee- Jan-Louis Kruger, Michelle Goodman, Jeenu Simon.</p>			