



## Clayton Preschool

Clayton Community Centre

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Clayton Pre-School Incorporated Org #: A0006127Y ABN: 46 478 664 396

## Summary - Committee Meeting # 2, 2015

### Meeting Details:

Title:	Clayton Preschool Committee of Management
Date:	17 Feb, 2015
Start Time:	7.10pm End time: 9.00pm
Venue:	Clayton Preschool
Chairperson:	Susie Amiatu
Minute Taker:	Mamun Mollah

### Attendees:

Susie Amiatu, Allan Howell, Mamun Mollah, Julio Nguyen, Rebecca Porteus and Gail May,

### Items Discussed:

- Need general members: Susie to advertise (put sign) for volunteers
- Capital expenditure:
  - Coffee blender: Susie to keep committee inform
  - Filling cabinet: Susie to purchase
  - Bill register: Susie to discuss with Jaison
  - Coat rack: Susie to approved the expenditure
  - Maintenance to occur in outdoor are: Susie to keep inform the committee about quote
- Newsletter: Susie to call the community guy for advertisement. Rebecca to write summary
- Fundraising: The Bunning's-Centre Rd BBQ raised about \$1500. Next 14 Mar at Masters, Susie to advertise for jobs for the next BBQ
- IT: All info for web maintenances/update to be sent to Julio, Rebecca to think about facebook group
- Social night: Social night scheduled for Friday 17<sup>th</sup> April at the kinder. Special costume and food

**Next meeting: Wednesday 18<sup>th</sup> March 2015**