

# Tambrey Primary School P&C



## Executive Meeting - Review and approve Wreath Budget

Executive Meeting to review and approve budget for the Wreath Fundraiser as raised on 29/09/2024

When 01-10-2024 at 10:00

Location: Tambrey Pavilion, Karratha WA, Australia, Tambrey Pavilion, Karratha WA, Australia

Chairperson P&C Secretary

Minute taker P&C Secretary

## Minutes

### 1. **Check for Quorum - Declare meeting open**

Quorum was reached. Meeting opened at 10:15am

### 2. **Welcome**

Attendees: Sarah Poole, Sarah Winfield, Simone Mann

Teams: Karen Angus

Via Phone: Lana Armstrong

### **3. Review and approve Wreath Fundraising Budget**

All attendees reviewed budget proposal from Claire Linton. The following questions were clarified:

- \* Wreath Fundraiser has been raised and approved by the P&C
- \* Additional cost of \$300 for venue hire - Tambrey Pavilion
- \* Delivery charges are still being reviewed however anywhere up from \$200 - will be seeking local supplies where possible
- \* Rough cost for 50 wreaths will be \$1750 + \$300 for venue hire
- \* Cost per ticket - \$70 giving roughly \$2750 profit

Motion put forward to approve starting budget of \$2500 for the fundraising committee to get started.

Approved - Unanimous

### **4. Meeting Closed**

Meeting Closed 10:30am

### **5. Minutes Approved**

I confirm these minutes to be a true and accurate record of the Executive Meeting held on 1/10/2024 and has been accepted by the P&C at the following meeting.

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*End of minutes.*