

Minutes – Annual General Meeting 2024

When: Wednesday 9th October
Time: 7.30 pm AGM commences and must have a quorum within 30minutes
Where: North Ringwood Playgroup

Welcome

Quorum confirmation: 10%, 18@ 1940

Apologies: Leann Flynn, Megan Roy

Confirmation of 2023 AGM minutes. Nicole

Annual Report: President's report

Welcome:

Thank you all for coming to our 2024 AGM. I'd like to touch on some of the highlights and challenges we've faced as an organization these past 12 months.

Committee Members:

I want to thank everyone who has taken the time out of their busy lives to attend tonight's meeting. Playgroup is a not for profit organisation and can only run with the support of our members. Our committee consists of members who volunteer their time to ensure playgroup operates for everyone to enjoy. Thank you to all of our members for a wonderful year.

Our members for 2024 are:

- President Ash who I took over from as she moved up to to Queensland.
- Jorja our vice president, enrolments officer and also looks after our facebook page.
- Georgia our purchasing officer.
- Kayla our website master.

- And of course, Alex as our treasurer.

Some further notes about our committee this year:

- I will unfortunately be stepping down as President for 2025 as we welcome a new family member. The role of Playgroup has been so fulfilling for me and I really encourage those apart of Playgroup to look into taking over my role. A bit of what I do at Playgroup is:
 - Working closely with the Committee team members and staff.
 - Providing any admin support for things such as approving pays, approving purchases.
 - Attending monthly meetings which is held at a local pub and a great way to have some adult time with other parents.
 - Seeing the smooth operation at Playgroup as a parent whose daughter also attends.

Playgroup unfortunately cannot run without a President – and we are looking for someone to step into the role in early 2025 before Term 1 starts. If you are interested or someone you might know would be great for the role – being parents, grandparents, family members or special friends please let us know!

- Our website and handbooks which are available to each staff member have been revamped and we will continue to work on facilitator handbooks. This has been thanks to the efforts of Secretary Ashley and our website master, Kayla.
- With our website revamp which now includes a new section for parents and costs. Our booking system has remained the same online, which has worked really well.

A lot of decisions are made behind the scenes when it comes to ensuring that Playgroup can run smoothly and we are so grateful for our members this year who dedicate their time to ensure Playgroup keeps running and is a great experience for families.

Staff:

- Facilitator Krista has recently resigned and Jade has taken over her sessions for term 4. Both Krista and Jade have done a wonderful job in their roles as facilitators. We will be looking for a new facilitator – if you know anyone who might be interested, please let us know.
- We are also on the look out for some potentially casual team members as facilitators – if you or anyone you know is interested please get in touch!

4 hour shifts, need WCC and first aid

Grants & Fundraising:

For our Playgroups 50th anniversary we ran a Picture Products fundraiser. This included having our children draw on templates to make plates and calendars and some other goodies. Those will be available to all parents who put in an order from 6 November and will be available to pick up during your playgroup session.

- From Picture Product we raised \$207. This amount goes back to Playgroup and we use these funds to buy new toys and other things Playgroup requires.
- Previous President Ash applied for a grant with Noel Jones Real Estate. When starting my role as President I also applied for a grant with Lego where they provide Duplo to Playgroups who are successful. Unfortunately on both occasions we were not successful.

Venue & Facilities:

- As a friendly reminder, there are council works surrounding the reserve. Parking for parents will and has remained the same. Just an extra cautious note to hold onto tiny hands when entering and leaving playgroup.
- We are also planning on getting some landscaping done outside and repairing or replacing some tired toys outside this includes fixing the flooring of the cubby house outside.

Enrolment and fees:

- In terms of enrolments for Term 4 – have had fluctuating results. Our Wednesday, Thursday and Friday sessions are fully booked however, Mondays and Tuesdays are on the lower end.
 - Unfortunately due to low enrolments for Tiny Tots, that session will not be running for Term 4. However, we hope we have some higher enrolment numbers for Tiny Tots in Term 1, 2025.
- ** Enquiries today

Other things we have done this year:

- For the first time in 50 years, Playgroup released a survey for parents. Overall we received some very positive feedback and we are so happy people took the time to complete the survey. Our goal of the survey is to ensure that parents and their families are always happy coming to playgroup.
- Playgroup also participated in this year's Playgroup Census – this is a great way to show the government how beneficial playgroup is to families and the community as a whole – thank you for partaking in completing that survey.
- As mentioned, we celebrated Playgroup turning 50!
- We celebrated by:
 - Having beautiful artwork turned into long lasting memories through Picture Product, one which will stay on the wall at Playgroup which incorporates all our kids artwork in one image.
 - We had a visit from the Mayor.
 - A day for grandparents and special friends.
 - An article celebrating us was also released in the local newspaper.
- We also recently celebrated grand final week and book week – with the choice of costumes and also wearing our favourite footy colours and specifically having arts and crafts surrounding these events which the kids loved.
- We also have some upcoming christmas related activities which we are all so excited about.

Financials – Treasurer Report:

Treasurer Report 2023Minutes.docx

- As per the Associations Incorporation Reform Act 2012 we are required to present a number of financial statements at the AGM each year.
- I will briefly talk through each of these documents and if you have any questions please feel free to ask as we are going.
- NOTE – the NRPG financial year is from 1st September – 31st August each year.

(1a) Income and expenditure during and at the end of the last financial year = Profit and

Loss page

- Income – \$48,943.63
- As a non for profit organisation our primary source of income is from member fees.

These fees go towards paying our attendants and rent each term. These fees are not always enough to cover all of our expenses so we rely on our fundraisers each year such as Chocolate Fundraising as well as grants to boost our income.

- Expense – \$53,044.28
- Wages and salaries are our major expense. This along with contributing to staff superannuation, subscriptions and paying our rent are our major priorities when financial planning each term.
- We have made an operating loss of \$2,205.05 in the financial year ended 31 August 2024. Offsetting the profit of \$2,134.91 this financial year.
- The loss position reflected significant investment and renewal in Equipment, Toys and Books of \$2,555.51. We were also able to front an increase in facilitator pay from \$22 to \$28 per hour.

(1b) Assets and liabilities = Balance sheet

Balance sheet

- Our accounts, current and fixed assets total \$15,864.91
- Our transaction account is in a healthy position and this is the account we use to pay wages, rent etc. At the 31 August 2023 we had \$8,760.30 in our operating account
- Our liabilities total \$1,902.88

- Total equity \$13,962.03

(1c) Mortgages = none

(1d) Trusts = none

(1e) Trusts on behalf of association = none

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Members to vote on

1. Do not count any babies under 6 months in the group size, so that if a session has a waitlist we can increase the group size by the number of babies under 6 months in the group.

Reason: Currently babies under 6 months are counted in the group size, despite spending the majority of the session in the pram or carrier. Some sessions have been fully booked and have had a waitlist. When there is a waitlist, if we do not count the babies under 6 months in the session we can accept anyone on the waitlist into the group. This is done manually on a term by term session by session basis by the enrolments officer. Usually there are 2-3 babies under 6 months in each group. **PASS 17 votes**

2. Make the following changes to the fees for 2025 (each to be voted on separately)
 - a. increase all fees by 3% for inflation **PASS 17**
 - b. eliminate tiered fee structure for siblings 6-12 months and 12+ months and instead charge a single price of 50% of child fee for any siblings 6 months or older. Siblings 0-6 months will remain free. **PASS 17**
 - c. Let older siblings attending playgroup on a once off basis attend for free (previously \$6 charge) **PASS 17**

Reason: refer to fee structure below – e.g. this is a \$0.37 increase per session for a child. These changes to fees are suggested to reflect changes in the economy, and ensure that playgroup's financial position stays viable.

3. Introduce a 50% discount on enrolment fees each term for essential committee members (President, Vice President, Secretary & Treasurer)

Reason: the committee has had difficulty recruiting new committee members. These essential committee members are required for playgroup to exist. A discount may incentivize members to join the committee in an essential role. **PASS 17**

4. Make the following changes to the members making up the committee (each to be voted on separately)
 - a. Remove purchasing officer **PASS 17**
 - b. Introduce an email and Facebook administrator as an other office bearer who does not have voting rights. **PASS 17**

Reason: Facilitators have been purchasing items required for playgroup instead of the purchasing officer and this process has been simpler than arranging for another person to make purchases, deliver items and be reimbursed. Therefore, there is no longer a need for the purchasing officer. Currently we post on the Facebook page to promote playgroup activities and recruit new members (approx 4 posts per term), and we send emails to current members to communicate announcements (approx 2 posts per term). These jobs are currently completed by the enrolments officer, in addition to their roles. Introducing a new committee member responsible for facebook posts and sending term announcement emails would spread the load and ensure more than 1 committee member knows how these systems work.

Fee Structure for 2025 below:

		CURRENT FEES		PROPOSED CHANGES	
		2024 fee	2024 fee + stripe fee 1.75%+0.30	2025 fee	2025 fee + stripe fee 1.75%+0.30
SINGLE	Child	12	12.51	12.36	12.88
	sibling 0-6 mo	0	0	0	0
	sibling 6-12 mo	2	2.34	6.36	6.77
	sibling 12mo +	6	6.41	6.36	6.77
	tiny tot	6	6.41	6.36	6.77
TERM (10 weeks)					
	Child	120	122.40	123.60	126.06
	sibling 0-6 mo	0	0	0	0
	sibling 6-12 mo	20	20.65	61.80	63.18

sibling 12mo +	60	61.35	61.80	63.18
tiny tot	60	61.35	61.80	63.18

Election for 2025 Committee Members

- Committee positions declared open
 - Vote to approve:
 - Committee members who wish to stay in their role
 - Members who have nominated a position prior to the AGM.
 - Members who wish to nominate themselves on the night.
 - (a)** President
 - (b)** Vice-President -
 - (c) Secretary - **Ashley Clarke Pass**
 - (d) Treasurer **Alex Mulholland Pass**
 - (e) Enrolments – **Jenny Collins Pass**
 - (f)** General Member -
 - (g) Fundraising
 - (h) Grants
 - (i) Websites – **Kayla Inger Pass**
 - (j) **Facebook/email-**
 - Welcome the new committee
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- Other business arising: New highchairs
 - Draw of the raffle:
 - Free \$120 term membership - Nicole **(Thursday, Jake)**
 - Free \$120 term membership - Celeste **(Thursday)**
 - Close of AGM Meeting closed 2025
 - Thank you for your time!

Attendees:

Kayla Inger

Alex Mulholland

Jenny Collins

Nicole Field

Heather Grant

Jorja Collins

Amy Dickson

Melissa Francis

Emily Cherry

Kylie D'Arcy-Evans

Nicole Day (free term enrolment winner)

Nicole Parseghian

Megan Oliver

Toby Mitchell

Kimberley Tippet

Celeste Ondina (free term enrolment winner)

Matos Mastrez

Ashley Clarke

Patricia

(19)