

2023 AGM Meeting Minutes

Meeting:	The Kids Castle AGM	Date:	Monday 27 March 2023
Location:	The Shell, Castle Cove Public School	Time:	7:00pm
Attendees:	Name		
	Executive Members: Mayank Gupta (Co-President), Leonie Taylor (Co-President) and Louisa Moynihan (Treasurer)		
	General Members: Lauren Ng, Natalie Wailes and Katie Paton Stephen Hogg, Vicky Lord-Carlyle, Araz Mirzaian, Rachelle Drouza and Alexia Wellbelove		
	Staff: Roy Faulkner (Director), Anna So (Kids Castle Educator), Vivien Wickham (Kids Castle Educator) and Alex Topp (TKC Administration)		
Apologies/ Absent:	Name		
	Michelle Kearney (Secretary)		

Item	Topic and discussion points
1	<p>Welcome, Quorum and Apologies</p> <ul style="list-style-type: none"> Mayank Gupta opened the meeting at 7.10pm and advised of apologies.
2	<p>Meeting Minutes</p> <ul style="list-style-type: none"> Mayank Gupta approved last minutes; Leonie Taylor seconded.
3	<p>Committee Member Reports</p> <ul style="list-style-type: none"> Each of the following committee members spoke to their Reports: <ul style="list-style-type: none"> Co-President's Report – Mayank Gupta Treasurer's Report – Louisa Moynihan Director's Report – Roy Faulkner <p>ACTION</p> <p>Working on stepping up the level of offerings of TKC and potentially adding revenue streams to the current offerings. TKC team to put together brainstorming ideas for new Centre opening and beyond.</p>

4	<p>Nominations and appointment of Committee members</p> <p>The current members stood down from their positions within the Committee and new members were nominated with agreement from all Committee members.</p> <ul style="list-style-type: none"> ▪ <u>Co-Presidents</u>: Mayank Gupta and Leonie Taylor Nominated: Rachelle Drouza Seconded: Katie Paton ▪ <u>Vice President</u>: Katie Paton Nominated: Leonie Taylor Seconded: Alexia Wellbelove ▪ <u>Treasurer</u>: Stephen Hogg Nominated: Louisa Moynihan Seconded: Katie Paton ▪ <u>Secretary</u>: Michelle Kearney Nominated: Leonie Taylor Seconded: Mayank Gupta ▪ <u>General Members</u>: Natalie Wailes Vicky Lord-Carlyle Araz Mirzaian Rachelle Drouza Alexia Wellbelove <p>ACTION</p> <p>All new members must complete the below paperwork and return to Alex:</p> <ul style="list-style-type: none"> - PA02 Form (distributed in meeting) - Confidentiality Agreement (distributed in meeting) - Working with Children Check - Police / Criminal Check <p><i>Please note – any costs incurred in obtaining these documents will be reimbursed – send receipt and bank details to Alex once obtained.</i></p>
5	<p>Any Other Business:</p> <p>ACTION</p> <ul style="list-style-type: none"> ▪ <u>WOW Wednesdays</u>: three to be planned for Term 2. TKC Team to confirm dates and activities for promotion this week. ▪ <u>Consistent Curriculum</u>: Roy and Anna to put together framework for a consistent curriculum for marketing for Term 2, week 3.

	<ul style="list-style-type: none"> ▪ <u>TKC Survey</u>: Alex to put together survey with input from TKC team and committee, aiming for distribution on Tuesday or Wednesday evening of Term 2, week 2. ▪ <u>Fees Comparison</u>: Alex to put together competition fee comparison grid to distribute ahead of fees discussion for next FY. ▪ <u>Licensing / CUA Issues</u>: Alex to send summary through to Mayank and Roy for planning discussions with School Principal. ▪ <u>Marketing</u>: Alex to send through PDF of Vac Care to Rachelle for WhatsApp distribution and promotion of Instagram handle. ▪ <u>Parent Handbook</u>: Roy to work on rebranding of Parenting Handbook to coincide with re-opening of the centre.
6	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> ▪ End of May 2023
7	<p>Meeting Close</p> <ul style="list-style-type: none"> ▪ 9.15pm

Signed for approval:

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Name: Mayank Gupta

Position: Co-President

Date:

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Name: Leonie Taylor

Position: Co-President

Date: