

2025 Annual General Meeting Minutes

Meeting:	The Kids Castle Annual General Meeting	Date:	Monday 24th March 2025
Location:	TKC Centre, Castle Cove Public School	Time:	7:10pm - 8.45pm
Attendees:	Name		
	Mayank Gupta (President) & Leonie Genford (Vice President), Stephen Hogg (Treasurer) Araz Mirzaian (Secretary), Leon Moran, Katie Paton, Rachelle Drouza (Public Officer), Kevin Fang Staff: Roy Faulkner (Director), Anna So (Admin), Xiang Wentworth-Ping		
Apologies/ Absent:	Name		
	Candie Field (Bookkeeper), Jeanette Cope (CCPS Principal)		

Item	Topic and discussion points
	<p>Welcome</p> <ul style="list-style-type: none"> Mayank Gupta opened the meeting at 7:10pm
1	<p>Brief Presidents Report (Mayank)</p> <ul style="list-style-type: none"> Revenue has increased since 2024, particularly during Vac Care – believe this is due to releasing the programs early and promoting them. There seems to be a lot of options available which may appeal to more people. Reminders to prompt people to book with what days are booked out is great. <u>Challenges:</u> Cash flow is getting quite low Rent is now 25K/yr Expenses have increased 60K more than 2024 – How can we cut back and reduce this? Suggestion to use the School Hall was brought forward – Can we look into this?
2	<p>Election of Officers (Roy)</p> <ul style="list-style-type: none"> Mayank – President Leonie – Vice President Stephen – Treasurer Araz – Secretary Rachelle – Public Officer Katie, Leon, Kevin – General Members <p>ACTIONS</p> <ul style="list-style-type: none"> ➤ Araz Provide Kevin with appropriate document to sign to become General Member
3	<p>Review of Accounts/Treasurer Update (Stephen)</p> <ul style="list-style-type: none"> Did not go through much in this meeting – will hold another meeting purely on financials, after the budget is created. <p>ACTIONS – Due by 11th April</p> <ul style="list-style-type: none"> ➤ Mayank, Leonie, Stephen, Candie, Roy and Anna To create a budget for 2025

4	<p>Discussions regarding uplift of numbers/revenue (All members)</p> <ul style="list-style-type: none"> • Push for people to follow us on Instagram. Create reels promoting the programs and benefits of TKC. • 'Meet the Team' Spotlight to share the skills that each staff member brings and how it is used • Flyers/Posters with QR code to be printed and shared with the community at the Federal Election BBQ • Reach out to current families to write Google reviews • Post to CCPS Community Whatsapp group to reach everyone at one time • TKC to create a video to be shown at Chatzfest – highlighting what TKC does. <p>ACTIONS</p> <ul style="list-style-type: none"> ➤ Mayank Speak to CCPS office staff to place TKC at the top of the School Newsletter
5	<p>Approval to recruit Senior Manager</p> <ul style="list-style-type: none"> • Approved by all <p>ACTIONS</p> <ul style="list-style-type: none"> ➤ Anna To share Drive with Araz, to access required documents for Secretary role; including Job Description.
6	<p>Approval for Roy's Long Service Leave</p> <ul style="list-style-type: none"> • Approved by all
7	<p>Other Business</p> <ul style="list-style-type: none"> • New Auditor was wanting to charge too much, so we are staying with the previous one that we had • Grant for moving across to be under the P&C umbrella ends in June 2025. <p>ACTIONS – Due by 4th April</p> <ul style="list-style-type: none"> ➤ Mayank, Katie and Kevin Execute plan of getting transfer completed/possibly reaching out to the couple of other schools that have successfully achieved this.

Signed for approval:

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Name: Mayank Gupta
Position: President

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Name: Leonie Genford
Position: Vice President

Date:

Date: