



RUNCORN STATE HIGH SCHOOL P & C Association

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Runcorn State High School P&C Association Minutes

Tuesday, 8th October 2024

Special Meeting Commenced: 8:30am

OFFICERS OF THE ASSOCIATION

- President: Zorica Stankov
- Vice President: Sarah Johns
- Secretary: Vacant
- Treasurer: Andrew Love

Apologies: Tina McAndrew, Jordain Just

Attendance: Darren McGregor, Zorica Stankov, Andrew Love, Sarah Johns, Katherine Brown, Tony Egan, Gillian Redding, Karen Fieldhouse.

General Business:

We confirm that the current officeholders for the Runcorn State High School P&C Association are as follows:

- President: Zorica Stankov
- Vice President: Sarah Johns
- Secretary: Vacant
- Treasurer: Andrew Love

Supplementary Motion: Authorization to Change Banking Institution

Pursuant to the motion passed by majority at the Special Meeting held on 8 October 2024, the Runcorn State High School P&C Association resolves as follows:

1. Opening of Bank Accounts

That the Runcorn State High School P&C Association open four (4) general transaction accounts with the Bank of Queensland (BOQ), Sunnybank Hills branch.

2. Issuance of Debit Cards

That the Runcorn State High School P&C Association obtain a separate account just for the debit card from the BOQ Sunnybank Hills branch, and restrict each transaction to no more than \$1000. The debit card must not be used to withdraw cash. No direct debit arrangements are to be attached to the debit card account. Deposit only enough funds to the debit card account to cover the upcoming authorised transactions for the month (keeping the amount to a minimum such as no more than \$1000). Financial approval by the P&C executive must be sought before making a purchase. The following employees and executives are authorized to use the debit card(s) until notified in writing or until the individual ceases to hold their current position:

- Uniform Convener: Karen Fieldhouse
- Canteen Convener: Gillian Redding
- President: Zorica Stankov
- Treasurer: Andrew Love

3. Merchant Facilities

That the Runcorn State High School P&C Association transition to BOQ-supplied merchant facilities to enable the acceptance of electronic payments.

4. Authorized Representatives

That the following officeholders be authorized to act on behalf of the Runcorn State High School P&C Association in relation to all current and future BOQ functions and authorizations, until otherwise indicated in writing or until the individual no longer holds office:

- President: Zorica Stankov
- Vice President: Sarah Johns
- Treasurer: Andrew Love

5. Delegated user

Once the accounts are set up, our Accountant, Orli Hening from NFP Accounting Solutions PTY LTD, will be granted delegated access. This will allow her to upload files, initiate transfers, set up BPay, and access statements, transaction lists, and bank feeds.

Andrew Love read the above motions 1-5 and moved the motions. Tony Egan seconded. All in favour.

Meeting Closed: 8:40am

CONFIRMATION OF MINUTES

Chair name: Zorica Stankov

Signature:

Date:

Executive name: Andrew Love

Signature:

Date:

