

# Canteen Meeting

21 February 2011  
10am Chapman Room

**Present.** Suzanne Uulehle, Annette Morten, Rebecca Morrissey, Glenda Carroll, Jenny Morrice, Suzanne Lockie, Rachel Nicholson, Erika Thompson, Vic Newton, Esther See, Beata Biala, Helen Vocalan.

**Apologies.** Mr Alan Wort (Principal), Mrs Jennie Newton, Joy Angel – Canteen Supervisor is working & available @ the canteen

## 1... Minutes of previous meeting

Confirmed: Glenda Carroll  
Seconded by: Suzanne Lockie

## 2... Business arising from previous minutes

- ✧ Canteen meetings will continue to run after the Parents Club Meeting – 2pm time was discussed, but 9am suited better & more convenient. Happy to negotiate or change this at any time.

## 3... Business Arising

- Welcome Erica T, the New Bookkeeper for the canteen. She is contracted to pay wages, suppliers & keep the books in order to meet all our legal requirements.
- Vic Newton is our new Treasurer
- **Action:** Need to transfer signatures on the cheques books.
- P&C are currently reviewing the canteen charter/policy until this is finalised the current one is to be used. This will be dealt with by the P&C executive.
- Discussion to increase petty cash from \$200 to \$300 a fortnight

Motion: to increase petty cash to \$300 a fortnight as needed

Confirmed: Jenny Morrice  
Seconded by: Glenda Carroll

- ✧ Children without lunches. Usual practice is to give a sandwich & a drink & send a note home. There could be an issue with children throwing out their lunches & wanting an order.

Other avenues to notify parents to be reviewed.

- ✧ Munch Monitors: going well. Costs only about \$30 a month (the actual cost is 3% of the takings) for the program and the school makes approximately \$1000 a month from Munch Monitors.

Advertising suggestions?

- ✧ Freezers: very old and unreliable. Had loss of stock in the past & water all over the floor around live power supply. Propose replacing the old freezers.

Need possibly 2 storage freezers. 1 Meat, 1 for ice blocks.

Approximately: \$3600 in the depreciation accounts to cover the replacement

Motion:

To investigate prices for 2 new freezers and bring to the next meeting

Confirmed: Esther See

Seconded by: Jenny Morrice

- ✧ Jenny Morrice is the outgoing treasurer and a very big Thank You for her diligent work!
- ✧ Now we have a bookkeeper, there is a need to purchase MYOB. Will cost around \$500 – Wendy from the office can help investigate cheaper options. The license will cover use by the Canteen, P&C & Parent's Club accounts – including the uniform shop..
- ✧ last year The canteen paid accounts on behalf of the P&C & gave about \$500 cash to the P&C, this year we'll have some more money to donate.

Motion: To purchase MYOB  
Confirmed: Esther See  
Seconded by: Jenny Morrice

Motion:  
Proposal to give the remainder of \$2000 to the P&C after the purchase MYOB  
Confirmed: Suzanne Lockie  
Seconded by: Jenny Morrice

⤴ This leaves about \$7000 in the accounts for upgrades & to pay bills.

#### **4...Correspondence**

- Fresh food market info pack.
- Jenny Newton and class last year made a presentation of their research to the P&C and Canteen Committee.

#### **5...Treasures report.**

- To follow

#### ***Incoming***

- approximately \$ 9560 in the account minus \$250 expenses

#### ***Outgoings***

- depreciation fund is \$3364 & should be enough to replace fridges/freezer for the canteen.

#### **6...Planning future Events**

- ⤴ Nothing else on the calendar this term after the sports carnival
- ⤴ Jenny Newtons presentation. Their survey covered canteen sales of orange v's green sales and they surveyed all the classes.

It is a useful tool & a good start.

Need to note the weight of high sales of small items.

- ⤴ Action: Look into options of "greening your orange"
- ⤴ There was mention of how Narara Public School canteen increased their profits by \$10000 by making a variety of healthy foods from scratch. Contact for advice is : Nicola Ford
- ⤴ Discussion: a lot of progress made in the canteen over the last 12 months. 2 years ago the accounts had only \$1000 and many debts to pay.

The Menu was reviewed last year

Profit & Losses were also analysed.

The canteen needs to sell healthy food & be profitable to run.

Want to increase the number of fresh sandwiches produced.

#### **7...General Business.**

- P&C executive deal with all staff matters and met during the holidays.

Meeting closed ....., next meeting Monday 28 March 2011.