

# St Brendan's and St Michael's Annual General Meeting minutes

Meeting identifier: AGM 2018-07-26

Thursday 26 July 2018, 7.35pm, St Brendan's Presbytery

Item	Description	Owner
<b>1. Opening</b>		
<b>2. Meeting roles</b>	<b>Chair:</b> Justin Young <b>Minutes:</b> Angela O'Brien	
<b>3. Attendees and apologies</b>	<p><b>Attendees - Council</b>            Father John Milliken            Kelly Daley            Prue Cook            Darren Frost            Will McBride            Angela O'Brien            Justin Young            Jo Bright            Paul Alves            Cathie Edlington</p> <p><b>Parishioners</b>            Jacinta O'Brien            Moira Kelly</p>	<p><b>Apologies</b>            Leonie Duck            Jennifer Fraser            Paula Ryan            Richard Taylor            Allison Travers</p> <p><b>Chair</b></p>
<b>4. Annual Financial Report</b>	No full financial report was available at this time. At the next AGM, a full financial report for the financial year should be provided.	
<b>5. School Principals Report</b>	<p>Jo Bright noted that St Brendan's was having a very successful year so far with a large cohort of kindergarteners next year, close to the 32 pupil cap set by Catholic Education.</p> <p>The First Holy Communion was very successful, with collaboration between parish and school impressive. Jo is looking forward to continuing to work together on Confirmation and the Christmas Fair.</p> <p>Jo is revamping the school newsletter and making it more effective and to reduce traffic and volume of information. She will aim to include dedication sections including a parish update. Jo will talk with Kelly and Zina for content. The parish council supported the idea.</p> <p>No report received from Allison Travers for St Michael's</p>	<b>Update accepted</b>
<b>6. Family Educator Annual Report</b>	Nil report received from Leonie Duck.	
<b>7. Annual Liturgy Committee report</b>	No annual review provided as Kelly has only recently started in the role.	

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<b>8. AGM business</b>		<b>Status</b>
<i>Council item 2018-2</i>	<i>Constitution review and amendment</i>	<b>Closed</b>
<i>AGM 2018-1</i>	<p>The Parish Council reviewed the proposed amendments to the Council Constitution. The Parish discussed an additional clarification of Item 11. Voters, and agreed to a further amendment to the title of section 11 to state Voters of the AGM.</p> <p>The proposed amendments to the constitution were accepted unanimously by all present and the new constitution was adopted.</p>	
<b>9. General business</b>		<b>Status</b>
<i>AGM 2018-2</i>	<i>Toilet Signage</i>	<b>Closed</b>
	<p>Moira Kelly suggested providing more instructions for visitors to the church about where the toilets are. There are frequently new visitors looking for directions.</p> <p>Following discussion, St Michael's and St Brendan's agreed to draw maps to describe the locations and post them on the noticeboards area as signage inside the church may not be appropriate.</p> <p><b>Action:</b> Prue will look after the map for St Brendan's and Angela will develop one for St Michaels.</p>	<b>Prue Cook Angela O'Brien</b>
<i>AGM 2018-3</i>	<i>Collections</i>	<b>Closed</b>
	<p>Angela noted that other parishes print the amounts gathered from collections each week in the bulletin and asked whether our parish adopt the practice. They also provide explanation about what the contributions to each collection are used for.</p> <p><b>Action:</b> Father John agreed that printing the amounts was a good idea and that we could include in powerpoint presentations what the collection money is used for.</p>	<b>Father John Angela O'Brien Powerpoint coordinator in St Brendans</b>
<i>AGM 2018-4</i>	<i>Parish council elections</i>	<b>Open</b>
	<p>The council discussed options for council elections. The Council agreed elections should be held this year.</p> <p>It will help to encourage people to want to participate if we help to promote and educate parishioners about the council's role. Between now and the next council meeting on 13 September, the council members will talk to the parishioners about the council to increase awareness and visibility. Justin, Angela and Will will speak at Masses about the council. To help, the meeting minutes and updated constitution should be published on noticeboards.</p> <p><b>Action:</b> The timing and process of the elections will be discussed at the next parish council meeting. Carried over as Action Item 2018-12</p>	<b>2018-12 Parish Council Justin Young Angela O'Brien Will McBride</b>
<i>AGM 2018-5</i>	<i>Richard Taylor's mother passed away not long after the last council meeting where he was granted a leave of absence. As the council members didn't have a postal address of where Richard is, as he is</i>	<b>Closed</b>

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	currently travelling, the council asked Justin, who has his personal contact to pass on our sincere condolences.	
<b>10. Closing and prayer</b>	<b>Meeting closed 8:15pm</b>	<b>Father John</b>