NEGS Parents and Friends Association Inc

Ordinary General Meeting – Minutes

Ordinary General Meeting
Wednesday 29th July 2026
WH Lee Room and via Google Meets

1. Meeting Open

The Ordinary General Meeting was opened at 6:32pm.

2. Attendance

Members recorded as present were Fi Macarthur, Jess Riemsdijk, Liz Van Genderen, Belinda Keogh, Georgina Franklin, Connie McNeill, Roseanne, Jess, Liz Maniscalco, Sally Packham, Miwa, Peter & Mandy Simpson

3. Apologies

An apology was received from Jenny Chapman

4. Acceptance of Minutes from Previous Meeting

The minutes of the previous Ordinary General Meeting were considered.
It was noted that the reference to the "First female Principal" was to be removed from the previous minutes.

***Motion to Accept**: Fiona Macarthur* ***Second:** Liz Maniscalco*

5. Principal's Report

The Principal provided an update on the recent Show Jumping Event, noting it was a significant success with approximately 300 entries.

The Equestrian Team was commended for its outstanding efforts, and the P&F was acknowledged for its strong support, particularly through catering and general assistance. The contribution of sponsors was also recognised as an important factor in the event's success.

The meeting further acknowledged the contribution of the new marketing staff, with particular appreciation for the quality of the photography and promotional work. EC staff were also commended for delivering a first-class event.

The positive involvement of the wider community was noted, including community members who attended to support the school and those who assisted to ensure sufficient horses were available for riders. Appreciation was also extended to the teachers who attended and supported the event.

Overall, the event was described as a wonderful success, and it was hoped it would be repeated in future years, building on this year's achievements.

***Motion to Accept**: Liz Maniscalco* ***Second:** Mandy Simpson*

6. President's Report

The President provided an update regarding the NEGS Menu Review.
A copy of the summary of the menu review was provided for consideration.

***Motion to Accept**: Liz Maniscalco* ***Second:** Belinda Keogh*

7. Treasurer's Report

The Treasurer's Report was noted.
The report was moved as per the AGM.

Motion to Accept**:* *Jess Riemsdijk* ***Second: *Belinda Keogh*

8. Business from Previous Ordinary General Meeting

a) The meeting discussed upcoming Term 3 activities, including:

- Open Day
- Formal, which was in the process of being finalised
- Valedictory, which was also being finalised
- One Day Event, which remained under consideration and was dependent on rainfall. It was proposed
- that the event takes place on the first Saturday/Sunday after the end of the school term, subject to confirmation that the same format would proceed.
- End-of-Year BBQ following Carols. The P&F will donate the meat for the BBQ.

b) Alcohol Arrangements

The meeting discussed the storage arrangements for alcohol.
It was noted that alcohol remains available but is not stored in the P&F room due to the room being accessible. The appropriate location and arrangements for storage will need to be consolidated.

c) Catering Arrangements

The meeting also discussed the meals provided at events and noted that the current arrangements had been labour intensive. Consideration will need to be given to how catering can be managed more efficiently for future events.

9. Correspondence

Incoming: There was no incoming correspondence
Outgoing: There was no outgoing correspondence

10. Other Reports

No other reports were recorded.

11. General Business

a. P&F Catering Trailer – Booking and Cleaning Process

The meeting discussed the need to establish a clear booking and return process for the P&F catering trailer.

It was agreed that the trailer needs to be returned in a clean and hygienic condition following use.
Concerns were raised regarding the condition of the trailer when it was being prepared for the EC event, including old fat remaining inside the trailer. It was noted that this could present a hygiene concern.

The meeting discussed the need for the trailer to be professionally cleaned where required and for clear expectations to be established for users returning the trailer.

It was noted that the catering trailer also requires a new fridge. The possibility of purchasing a bar fridge that would fit within the available space is to be investigated to determine whether this is a feasible option.

12. Late Business

Pre-approval for the P&F to support and fund the Year 12 leaving necklace was discussed and has now been formally approved.

Twilight Fair Committee

It was noted that, should the Twilight Fair proceed in future years, a specifically designated committee should be established to provide dedicated focus and effort towards organising the event.

13. Next Meeting

The next Ordinary General Meeting is scheduled for 9 September 2026.

14. Meeting Close

There being no further business, the meeting was formally closed at 6:59pm.