



**THE SCHOOL FOR THE GERMAN LANGUAGE INC.**  
SCHULE DER DEUTSCHEN SPRACHE e.V.

**Minutes of the**  
**ANNUAL GENERAL MEETING OF PARENTS AND FRIENDS ASSOCIATION**  
**OF THE SCHOOL FOR THE GERMAN LANGUAGE INC**  
**Saturday 25<sup>th</sup> May 2013 10.25 am**  
**Adelaide High School**

**Present (with number of children at school in brackets):**

Kerstin Ball (1), Jeffrey Colby (1), Verena Colby (1), Beate DeMaria (2), Ante Donjerkovic (0), Arno Egle (1), Alex Emmerich (2), Maurite Fober (1), Ulrike Glinzner (Principal, 0), Natasha Grundy (3), Diana Harder (1), Ian Harmstorf (Chairman, 0), Gabriela Hilpert (1), Klaus Koefer (1), Stefan Landherr (Vice Chairman and Secretary, 0), Petra Lietz (Minute Secretary, 1), Eva Lovas (1), Jacqueline Schaare (2), Sabine Orchard-Simonides (2), Lesley Taylor (0), Patrick Wille (1), Emma Woehle (1).

**Apologies (family name with number of children at school to be represented by proxy in brackets):**

Oehler (3), Bertram (2), Roberts (2), Sansone (2)

**Quorum requirement:**

There were 17 parents in attendance representing a total of 23 children (listed under "Present"). Proxies had been received from parents (listed under "Apologies") representing an additional 9 children resulting in a total of 32 children being represented.

As per item 9 of the Constitution of the School for the German Language Parents' and Friends' Association:

The quorum for an Extraordinary Meeting and the Annual General Meeting are the same as those specified in the Constitution of the School for the German Language Incorporated (ABN 82358402260).

As per item 12a of the Constitution of the School for the German Language Inc., the quorum requirements are:

Parent and Caregivers representing not less than 20 per cent of the students enrolled in the School present personally or by proxy shall constitute a quorum.

It was agreed that as the school has a current enrolment of 150 children a quorum was present and the meeting could proceed. There was no objection raised.

**1. President's welcome**

Beate DeMaria welcomed attendees to the meeting.

**2. Minutes of the previous AGM**

It was moved to accept the minutes of the previous AGM which were circulated with the agenda by e-mail and made available in hard copy at the AGM.

Moved: Alex Emmerich. Seconded: Patrick Wille. Carried unanimously.

### **3. President's report**

Beate DeMaria summarised the president's report which was also made available in hard copy at the AGM (see Appendix A).

It was moved to accept the president's report.

Moved: Petra Lietz. Seconded: Ante Donjerkovic. Carried unanimously.

### **4. Treasurer's financial report**

Lesley Taylor presented the financial report which was tabled and available in hard copy at the AGM (see Appendix B). Lesley thanked Jeff Colby for assisting with putting together the financial report. Any ideas for fundraisers would be appreciated.

It was moved to accept the financial report.

Moved: Emma Woehle. Seconded: Diana Harder. Carried unanimously.

### **5. Any other reports**

No other reports were received.

### **6. Elections**

The following nominations were received:

Beate DeMaria	President
Lesley Taylor	Treasurer
Petra Lietz	Secretary
Gabriela Hilpert	Committee member
Emma Woehle	Committee member
Ante Donjerkovic	Additional committee member

All nominated persons accepted their nominations, were elected unanimously and accepted their election. As specified in the constitution, members are elected for 12 months.

### **7. Any other business**

A question was raised about the surplus of the P&F Association and whether those funds should be used to the benefit of the current students. It was explained that much of this surplus was raised by previous cohorts of students and their parents and is held to enable the P&F Association to assist the German school in times of need or changing financial support from different government and other sources.

**Meeting Closed:** The meeting closed at 10:40 am, 25 May 2013.

## Appendix A - President's report

### President's Report 2013

It has been a positive and productive year. With regards to the functions that the school runs, everything is going well:

#### Term 1

##### 1. Fasching

- I. 1 free Berliner for every student including playgroup
- II. Ulli organised festivities for AHS/Sabine for Sturt Street
- III. Stefan Landherr provided sound and music for AHS

Students and teachers enjoyed the morning.

#### Term 2

##### 2. Laternenumzug

- I. Organising police escort: walk from German club to Rymil park
- II. Facilities at German club: ballroom upstairs and having sausages available to buy once we return from the walk and being able to hold a cake stall for fundraising for P&F

We had a good turnout; the weather was OK, the cake stall was very successful, great organisation by Iris re Police, **very successful function!**

#### Term 3

##### 3. Family Fun day Term 3

- I. Held at the grounds behind Adelaide High school (AHS) – checked that there was no sporting/other event being held at AHS
- II. Cake stall – fundraiser for P&F
- III. Christiane Stork organized a coffee van
- IV. Ulli coordinated teachers to organise a range of events/games for students
- V. Ulli organised DJ Herbert Stauber P&F paid him \$100 for performance and granted free ads in Newsletter
- VI. Sausage sizzle – AHS kindly provided BBQ, Barossa Fine food provided gluten free sausages at very good price, Brumby bakery provided free bread, Beate provided sauce, tongs napkins
- VII. Tina Demann ran the BBQ & cake stall
- VIII. Incorporated a flea market and book stall for the kids – fundraiser for P&F, coordinated by Natasha and Gaby.

Petra and Beate were unable to attend due to other commitments, the event was **very successful**, the incorporation of the flea market was successful, playgroup members attended, great turnout

#### Term 4

##### 4. Christmas concert Term 4

- I. Organised ballroom at German club and coffee and cake
- II. 1 free Berliner for every student including the playgroup to be handed out at the end of the performances
- III. Ulli organised teachers and classes performances
- IV. Organised gift for every student, this year students received a pencil case with German school logo for 2012 Xmas.

Considering stationary items (pens and pencils) for Christmas gift this year,  
**successful function**

#### **5. Excursion to Hahndorf**

It was decided to take the students who sat the trial exams for the DSD accreditation on an excursion to Hahndorf. Ian Harmstorf organised a tour with a very knowledgeable art historian local of Hahndorf to show us the restorations she is undergoing at her private residence. Students and teachers then had lunch at the German Arms hotel. The excursion and private tour was very much appreciated by students and teachers.

**General comments:** I would like to thank everybody for putting in such a wonderful effort to help where they could and assist in the running of extra curricula activities of the school. I would like to thank Tina Demann who helped out a lot at the Family Fun day due to my absence. I would also like to thank Petra Lietz who is doing a wonderful job as secretary, she is keeping track of everything and keeping us organised.

Unfortunately we are still very short on members in the P&F and I would like to urge everybody to consider becoming a member. It is a very rewarding and enriching experience and it gives you the opportunity to have a say.

**Thank you very much!**

Beate De Maria

# SCHOOL FOR THE GERMAN LANGUAGE 'PARENTS AND FRIENDS' ASSOCIATION

ABN: 73 283 216 183

Financial Report for the AGM – 25<sup>th</sup> May 2013  
2012 Financial Year

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## 1. Financial Report – 2012 Year (1<sup>st</sup> Jan 12 to 31<sup>st</sup> Dec 2012)

Refer attached for a Statement of Financial Performance (Profit and Loss) and Statement of Financial Position (Balance Sheet) reflecting the results for the twelve months ending 31<sup>st</sup> December 2012.

For the 2012 year the P&F Association reports a profit of **\$1,127.53**.

During the 2012 year the P&F Association donated \$2,500.00 directly to the German Language School and provided some other funds for a short time to assist the German Language School with cash flow.

## 2. Audit & GST 2012

The 'P&F Association School' is **not required** to be audited under State Legislation, 'Association Incorporations Act 1985' as our receipts are less than \$500k. Within the constitution provision is also made for an Audit not to be undertaken.

The P&F Association' is not registered for GST.

A full account transaction history and access to all accounts paid can be made available to anyone who wishes to peruse such documentation.

## 3. Treasurer and accounts review

The current Treasurer of the P&F Association is Lesley Taylor, thank you Lesley. Lesley is also employed by the School itself to assist with its administration and is assisted by the Treasurer of the School for the German Language, Mr Jeffrey Colby, as and if required.

## 4. General Comment

The financial situation of the School is secure based on the ongoing support of the Parents and Friends. However the past year, and previous years have seen only slight improvement in the overall financial position of both the School and the Parents and Friends. For the financial position to be improved, further fundraising is going to be required, from parents not currently involved directly. Do you have a fund raising idea and the resource to build your own team?

## 5. Any question from the floor?

Prepared by:

**Jeffrey L Colby**

**For and on behalf of the Treasurer (Lesley Taylor) and the Management Committee of the P&F Association.**

# School for the German Language 'Parents and Friends' ASSOCIATION

ABN: 73 283 216 183

## Financial Records for the Calendar Year 2012

### Balance Sheet

<b>ASSETS</b>		<b>NOTES/COMMENTS</b>
Cash at Bank, (Westpac)	\$11,235.46	
Cash at Bank (Lifeplan Funds Mgmt)	\$24,901.59	
<b>TOTAL ASSETS</b>	<b>\$36,137.05</b>	
<b>LIABILITIES</b>		
No known liabilities	\$0.00	
<b>TOTAL LIABILITIES</b>	<b>\$ 0.00</b>	
<b><u>NET ASSETS</u></b>	<b><u>\$36,137.05</u></b>	
<b>EQUITY</b>		
Carry forward Ex 31 <sup>st</sup> December 2011	\$35,009.52	
Profit 2012	\$1,127.53	
<b><u>TOTAL EQUITY</u></b>	<b><u>\$36,137.05</u></b>	

# School for the German Language 'Parents and Friends' ASSOCIATION

ABN: 73 283 216 183

## Financial Records for the Calendar Year 2012

### Profit and Loss

#### **Income**

Bank Interest	\$637.89
Cafe & Lolly Shop	\$8,468.35
Donation	\$ 950.00
Functions	\$1,426.90

**Total Income** **\$11,483.14**

#### **Expenses**

Cafe & Lolly Shop	\$1,536.01
Pretzels	\$4,178.00
Donation (German Language School)	\$2,500.00
Functions	\$ 2,141.60

**Total Expenses** **\$10,355.61**

**Net Profit** **\$1,127.53**