



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

## **MINUTES**

### **ANNUAL GENERAL MEETING OF THE PARENTS AND FRIENDS ASSOCIATION OF THE SCHOOL FOR THE GERMAN LANGUAGE INC**

**Saturday 23<sup>rd</sup> May 2015 10:05 AM**

**Adelaide High School**

**President: Gabriele Hilpert**

#### **Quorum Requirement:**

Per the constitution:

*A quorum is present when Members of the Association representing  
20% of the enrolled students are present.*

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

Jeff Colby (1), Verena Colby (1), Sabine Delago (2), Ulrike Glinzner (0), Natatsha Grundy (3), Diana Harder (2), Ian Harmstorf (0), Kirsten Knightley (1), Ferdinand Kruse (2), Stefan Landherr (0), Sabine Orchard-Simonides (2), Petra Lietz (1), Lee Pfitzner (2), Sylke Roberts (2), Germano Sansone (2), Patrick Wille (1), Susan Witt (1)

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

Patricia Anderson (2), Silvija Baalcke (2), Ryan Baring (1), Tina Demann (2), Alex Emmerich (2), Sigrid Frede (1), Katrin Garz (2), Kurt Gysin-Webster (1), Susanne Herold (2), Henning Johannsen (1), Manuela Klinger-Hoffmann (2), Claudia Liebscher (1), Bill Martin (1), Monika Martin (2), Stephanie Moers (2), Camille Mulder (2), Anita Oehler (3), Oliver Schubert (2), Virginia Shek (2), Carmen Trochsler (1), Daniela Waldeck (1), Jasmin Woehle (1)

#### **Quorum requirement:**

There were 14 parents in attendance representing a total of 23 children (listed under "Present"). Proxies had been received from parents (listed under "Apologies") representing an additional 36 children resulting in a total of 59 children being represented.

As per the P&F Constitution 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 160 children, a quorum was present and the meeting could proceed.  
There was no objection raised.

**1. President's Welcome:**

The P&F President, Gabriele Hilpert, opened the meeting and welcomed all present.

**2. Minutes of the previous AGM:**

The minutes of the previous AGM were circulated with the agenda. See Attachment A. There was no business arising from the last AGM.

It was moved to accept the minutes of the previous AGM.

Moved: Patrick Wille. Seconded: Susanne Witt  
Carried unanimously.

**3. President's Report:**

Ms Gabriele Hilpert presented her President's report. See Attachment B.  
There was no business arising from the President's report.

It was moved to accept the minutes of the previous AGM.

Moved: Lee Pfitzner. Seconded: Susanne Witt  
Carried unanimously.

**4. Treasurers' Financial Report:**

The P&F Treasurer, Lesley Taylor, presented the financial report. See Attachment C.  
There was no business arising from the Treasurer's report.

It was moved to accept the Treasurer's report.

Moved: Petra Lietz. Seconded: Natasha Grundy.  
Carried unanimously.

**Any other reports:**

No other reports were received.

**5. Elections:**

Current Committee Members (Members are elected for a 12-month period):

<b>Name</b>	<b>Comment</b>
Gabriele Hilpert	President
Lesley Taylor	Treasurer
Petra Lietz	Secretary
Kat McAteer	Committee member
Lee Pfitzner	Committee member

**Nominations:**

Gabriele Hilpert	President
Lesley Taylor	Treasurer
Petra Lietz	Secretary
Sylke Roberts	Committee member
Lee Pfitzner	Committee member

**Election:**

Elections were conducted by Gabriele Hilpert with assistance from Jeff Colby.

Nominations:

Lee Pfitzner

Nominated by: Stefan Landherr.      Seconded: Patrick Wille.

Lesley Taylor

Nominated by: Stefan Landherr.      Seconded: Natasha Grundy.

Petra Lietz

Nominated by: Stefan Landherr.      Seconded: Diana Harder.

Gabriele Hilpert

Nominated by: Stefan Landherr.      Seconded: Petra Lietz.

Sylke Roberts

Nominated by: Natasha Grundy.      Seconded: Patrick Wille.

All accepted the nominations. As there were not more nominations than vacant positions, Jeff Colby declared all members elected.

Lee Pfitzner offered to act as Vice President for the P&F for the current year.

**6. Any other business:**

None.

**7. Next Meeting:**

The next AGM of the P&F Association of the German School is proposed for Saturday 21st May 2016, 10:30am, Adelaide High School.

To be confirmed

**8. Meeting Close:**

The meeting closed at 10:25.

## Attachment A



# Parents and Friends Association of the School for the German Language Inc.

ABN: 73 283 216 183

[www.germanschool.org.au](http://www.germanschool.org.au)



## Minutes of the

### Annual General Meeting of Parents and Friends Association of the School for the German Language Inc.

Saturday 24<sup>th</sup> May 2014

10:15 AM Adelaide High School



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

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

Silvija Baalcke (1), Rea Blaschta (2), Jeffrey Colby (1), Verena Colby (1), Sabine Delago (2), Beate DeMaria (0), Leo Gaggl (0), Katrin Garz (3), Ulrike Glinzner (Principal, 0), Ian Harmstorf (Chairman, 0), Matthias Henz (4), Gabriela Hilpert (1), Simon Keller (1), Klaus Koefer (0), Stefan Landherr (Secretary, 0), Petra Lietz (Minutes Secretary, 1), Eva Lovas (1), Kat McAteer (1), Elizabeth Martin (1), Sabine Orchard-Simonides (2), Lee Pfitzner (1), Carol Shaw (2), Jacqueline Schaare (2), Lesley Taylor (0), Patrick Wille (1), Susan Witt (1)

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

Patricia Anderson (2), Susanne Bertram (2), Julia Creane (2), Günther Demann (2), Ante Donjerkovic (0), Natasha Grundy (3), Kurt Gysin-Webster (1), Diana Harder (2), Navelle Kukowetz (2), Bill Martin (1), Camille Mulder (2), Anita Oehler (3), Leonard Pienaar (1), Sylke Roberts (2), Christine Sansone (2), Susan Schwindt (2), Elke Supple (1), Maik Wagener (2),

##### Quorum requirement:

There were 19 parents in attendance representing a total of 29 children (listed under "Present"). Proxies had been received from parents (listed under "Apologies") representing an additional 32 children resulting in a total of 61 children being represented.

As per the P&F Constitution 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 160 children, a quorum was present and the meeting could proceed.

There was no objection raised.

## 1. Welcome

The president, Beate De Maria, opened the meeting and welcomed all present.

## 2. Minutes of the last 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 meeting.

Moved: Geoff Colby. Seconded: Patrick Wille. Carried unanimously.

There was no business arising from the last AGM.

## 3. President's Report: Beate De Maria

The president's report was presented by Beate DeMaria:

"Parents and friends has seen another very productive and fruitful year. Fundraising has been a valuable and successful activity. The cake stall that is run at the Laternenumzug and Family Fun Day is very worthwhile and lucrative as there is almost no outlay and parents really do enjoy baking something special as well as buying something special.

All events of the year (Fasching, Laternenumzug, Family Fun Day and Christmas concert) were well attended. This year, we tried incorporating a disco into the Laternenumzug particularly for the older students. It was reasonably well attended and we recognise that there is still room for improvement in terms of music and activities. The Family Fun Day was visited with some rain this year, however, it did not seem to impact a great deal as the undercover area provided enough cover during the showers. The sound problems seem to finally have been resolved in the German club, as was evident at the Christmas concert. The gift for the students for Christmas was a pack of stickers, pencil and sharpener with slogans such as 'gut gemacht' 'Guten Tag' etc.

A matter that needs to be resolved is that of a sponsor for Berliners. Rheinland Bakery has been the supplier for Berliners to our functions such as Fasching and the Christmas concert. After years of discussion, we were under the impression that the bakery was sponsoring us, however, they have sought payment for Berliners supplied from all of 2013, much to our surprise. Consequently, we need to look for a new sponsor for Berliners as we give these to the children for free as a reward at the Christmas concert and Fasching. In addition, the amount of Berliners that is ordered each time needs to be considered carefully.

In 2013 we have again had tremendous input from a number of people; this has enabled Parent's and Friend's to help out the school with matters such as a loan to see the school through a time of *in-between funding*. The success of Parents and Friends is owed to the many people helping out whenever and with whatever they can and I would like to thank each and every one of them.

In closing, I would like to thank everybody for giving me the opportunity to be a part of the Parent's and Friend's committee. I has been a pleasure to formally establish the Parent's and Friend's Committee and to come such a long way. Furthermore, it gives me a great sense of satisfaction to know that Parent's and Friend's is able to support and assist the School for the German Language in such a special way. It has been a pleasure to work with such talented and knowledgeable people on the committee, I have really enjoyed my time."

It was moved to accept the president's report.

Moved: Stefan Landherr; Seconded: Patrick Wille. Carried unanimously.

#### **4. Treasurer's Report: Lesley Taylor**

The financial report for the 2014 was tabled at the meeting (see Appendix A) and presented by the Treasurer, Lesley Taylor.

It was moved to accept the financial report.

Moved: Eva Lovas Seconded: Susan Witt Carried unanimously.

#### **5. Other Reports:**

No other reports were received.

#### **6. Election of New Management Committee Members**

The Management Committee consists of 5 people who are elected for a one year period.

The following nominations were received:

Gabriela Hilpert

Nominated by: Jeff Colby; Seconded by: Patrick Wille

Lesley Taylor

Nominated by: Jeff Colby; Seconded by: Patrick Wille

Petra Lietz

Nominated by: Jeff Colby; Seconded by: Patrick Wille

Kat McAteer

Nominated by: Jeff Colby; Seconded by: Patrick Wille

Lee Pfitzner

Nominated by: Jeff Colby; Seconded by: Patrick Wille

All nominated persons accepted their nominations.

There being 5 nominations and 5 vacancies, all nominees were declared elected by the Chairperson, Beate DeMaria.

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

Official thank you to Klaus Koefer for his longstanding involvement in the management of the school.

#### **8. Next meeting:**

The next AGM is scheduled to be held at 10:30 am on 23<sup>rd</sup> May 2015

#### **9. Meeting Close:**

The meeting closed at 10:25am.

These minutes will be confirmed at the next AGM.

**Appendix A** Financial report of the Parents and Friends Association of the School of the German Language Inc for the Calendar Year 2013

## Balance Sheet

German Language School Parents and Friends

**ABN: 73 283 216 183**

**2013 Year (Effective 31st December 2013)**

<b>ASSETS</b>	<b>2013</b>	Comment	<b>2012</b>
Cash at Bank (Lifeplan Fund Management)	\$26,429.86		\$24,901.59
Cash at Bank (Westpac 5039 361911)	\$2,122.21		\$11,235.46
Loan - German School	\$9,500.00	<i>Repaid Jan 2014.</i>	\$0.00
<b>TOTAL ASSETS</b>	<b>\$38,052.07</b>		<b>\$36,137.05</b>
 <b>LIABILITIES</b>			
<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>		<b>\$0.00</b>
 <b>NET ASSETS</b>	 <b>\$38,052.07</b>		 <b>\$36,137.05</b>
 <b>EQUITY</b>			
Equity Open Balance	\$36,137.05		\$35,009.52
Current Year Earnings	\$1,915.02	Ex Profit and Loss 2013 Year	\$1,127.53
<b>TOTAL EQUITY</b>	<b>\$38,052.07</b>		<b>\$36,137.05</b>

# Profit and Loss

German Language School Parents and Friends

ABN: 73 283 216 183

2013 Year (Effective 31st December 2013)

	2013	2012
<b>INCOME</b>		
Bookshop	\$0.00	\$0.00
Cafe and Lolly Shop	\$8,883.55	\$8,468.35
Donations	\$715.00	\$950.00
Services Provided	\$0.00	\$0.00
Functions	\$984.15	\$1,426.90
Interest Received	\$1,567.33	\$637.89
<b>Total Income</b>	<b>\$12,150.03</b>	<b>\$11,483.14</b>
<b>EXPENSES</b>		
Function Expenses	\$1,968.91	\$2,141.60
Lollies & associated	\$559.35	\$1,536.01
Pretzels	\$5,056.75	\$4,178.00
Donations - German School	\$2,500.00	\$2,500.00
Donations - Other	\$150.00	\$0.00
<b>Total Expenses</b>	<b>\$10,235.01</b>	<b>\$10,355.61</b>
<b>Net Profit(Loss)</b>	<b>\$1,915.02</b>	<b>\$1,127.53</b>

## **Attachment B** President's report of the Parents and Friends Association of the School of the German Language Inc for the Calendar Year 2014

The Parents and Friends Group has had a very active year.

The following events and activities have been supported and/or organised by P&F:

- Laternenumzug/Disco was well attended by the school community. The event was hosted in the German Club. The police was in attendance to make sure the march to and from Rymill Park was safe. As in previous years, we had donated cakes on offer for sale. Thanks to everybody who brought the delicious home baked cakes.  
Funds raised by the cake stall were \$344.
- Family Fun Day at the end of term 3 brought out the sun. The whole day had a lovely market feel to it. We had a sausage sizzle, cake stall, coffee van, book stall, and a flea market where students tried to sell preloved items. On top of this, the teachers organised activities like face painting, a football game and more. Lots of families came and could socialise in an informal way. The funds raised were \$750.
- The Weihnachtsparty was once again held in the German Club. Coffee and cake was made available for purchase by the German Club. The P&F group donated coffee and cake to the teachers and a Berliner to all children. This came at a cost of approx. \$200.
- The Year 4 class went on an excursion to a farm. This activity was sponsored by P&F with \$300.
- P&F also donated Berliner for Fasching/Karneval this year. This came at a cost of \$100.
- A donation of \$500 was made to kick start a branch of the German Language School in the Barossa Valley.
- The sale of coffee, Brezel and lollies every Saturday morning raises funds of approx. \$80 each week.

The P&F Group also helped the school with a bridging loan, for when expected funding was not yet received.

Our first meeting in March 2015 was very well attended and I am looking forward to another productive year.

I would like to thank all the wonderful volunteers who helped make the last year a very successful one. The help given ranged from selling Brezel, liaising with police, cooking BBQ, baking cakes, handing out Berliners to name just a few.

A special thank you goes to Petra Lietz, who was my right hand (not only for taking minutes!), and Lesley Tailor, who answered patiently all my questions and kept the financial and administrative aspects of P&F on track.

Gabriele Hilpert  
President P&F

**Attachment C** Financial report of the Parents and Friends Association of the School of the German Language Inc for the Calendar Year 2014

## Balance Sheet

German Language School Parents and Friends

**ABN: 73 283 216 183**

**2014 Year (Effective 31st December 2014)**

<b>ASSETS</b>	<b>2014</b>	Comment	<b>2013</b>
Cash at Bank (Lifeplan Fund Management)	\$27,295.22	<i>Reconciled to statement.</i>	\$26,429.86
Cash at Bank (Westpac 5039 361911)	\$23,126.84	<i>Reconciled to statement.</i>	\$2,122.21
Loan - German School	\$0.00		\$9,500.00
<b>TOTAL ASSETS</b>	<b>\$50,422.06</b>		<b>\$38,052.07</b>
 <b>LIABILITIES</b>			
<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>		<b>\$0.00</b>
 <b>NET ASSETS</b>	 <b>\$50,422.06</b>		 <b>\$38,052.07</b>
 <b>EQUITY</b>			
Equity Open Balance	\$38,052.07		\$36,137.05
Current Year Earnings	\$12,369.99	Ex Profit and Loss 2013 Year	\$1,915.02
<b>TOTAL EQUITY</b>	<b>\$50,422.06</b>		<b>\$38,052.07</b>

# PROFIT AND LOSS

German Language School Parents and Friends

ABN: 73 283 216 183

2014 Year (Effective 31st December 2014)

	2014		2013
<b>INCOME</b>			
Bookshop	\$0.00		\$0.00
Cafe and Lolly Shop	\$12,010.85	<i>Increased pretzel sales!</i>	\$8,883.55
Donations	\$6,700.00	<i>\$6,000 from the School.</i>	\$715.00
Services Provided	\$0.00		\$0.00
Functions	\$913.30		\$984.15
Interest Received	\$912.18	<i>Lifepan Inv/Westpac.</i>	\$1,567.33
<b>Total Income</b>	<b>\$20,536.33</b>		<b>\$12,150.03</b>
<b>EXPENSES</b>			
Function Expenses	\$540.78		\$1,968.91
Lollies & associated	\$2,344.17		\$559.35
Pretzels	\$5,241.39		\$5,056.75
Donations - German School	\$0.00		\$2,500.00
Donations - Other	\$0.00		\$150.00
Sundry	\$40.00		\$1,968.91
<b>Total Expenses</b>	<b>\$8,166.34</b>		<b>\$10,235.01</b>
<b>Net Profit(Loss)</b>	<b>\$12,369.99</b>		<b>\$1,915.02</b>

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

ABN: 73 283 216 183

Financial Report for the AGM – 23 May 2015

## 2014 Financial Year

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### 1. Financial Report – 2014 Year (1<sup>st</sup> Jan 14 to 31<sup>st</sup> Dec 2014)

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 2014. The P&F Association reports a profit of **\$12,369.99**.

During the 2014 year the P&F Association received a donation of \$6,000.00 directly from the German Language School. During the year to assist with cash flow between grants receipts, funds were loaned for a short time to assist the German Language School with cash flow.

### 2. Audit & GST 2014

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 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 was assisted during the past year 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. This year has seen an improvement in the financial position of the Parents and Friend and its hard working active committee are acknowledged for their hard work.

Ongoing fundraising efforts from parents not currently involved directly would be appreciated. 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.