



International School of Helsingborg

PARENTS AND TEACHERS ASSOCIATION

ANNUAL GENERAL MEETING

Date of Meeting	Monday, 24 th April 2017
Commenced	06:30 pm
Concluded	07:45 pm
Venue	ISH Petri Building, Conference Room Östra Vallgatan 9, 251 89 Helsingborg
Chairperson	Ruth Kerry
Secretary	Jean-Pierre Alouan

MINUTES OF MEETING

Item	Items														
1.	<p>Opening Remarks and Welcome</p> <p>The meeting commenced with a warm welcome by the Chairperson followed by short introduction to the ISH PTA, an overview of its history, and some of the key people at ISH.</p>														
2.	<p>Notation of who is present at the Meeting</p> <p>The following members signed the Attendance Register:</p> <table border="1"> <tr> <td>PRESENT</td> <td>Ruth Kerry Jonas Jarekull BSP Chand Morison Moses Josefine Figer Roger Figer Kamalesh Bhera Kennet Larsson Ather Shaik Kshyaneprava Chand Rajanikanth Chilamakuri Ashish Panchal Sriniva Salu</td> <td>Carla Johansson Sally-Ann Drury Jude Orisakwe Ravindranath Y Chowdary Jaya Krishna Mariam Adrisi Baldwin Jahnavi Cyrena Rattray Brendon Sidebottom Corine Brusselers Eva Oberdörstes Jean-Pierre Alouan</td> </tr> </table> <p>Apologies Received</p> <table border="1"> <tr> <td>APOLOGIES</td> <td>Öivind Linnerud Delia Aulisio</td> <td>Steven Jiang Francine Verlotta</td> </tr> </table> <p>Proxies Received</p> <table border="1"> <tr> <td rowspan="2">PROXIES (copies tabled)</td> <td>Member giving Proxy</td> <td>Proxy given to</td> </tr> <tr> <td>Not Applicable</td> <td>Not Applicable</td> </tr> </table> <p>Visitors Noted</p> <table border="1"> <tr> <td>VISITORS</td> <td>Nil.</td> <td></td> </tr> </table>	PRESENT	Ruth Kerry Jonas Jarekull BSP Chand Morison Moses Josefine Figer Roger Figer Kamalesh Bhera Kennet Larsson Ather Shaik Kshyaneprava Chand Rajanikanth Chilamakuri Ashish Panchal Sriniva Salu	Carla Johansson Sally-Ann Drury Jude Orisakwe Ravindranath Y Chowdary Jaya Krishna Mariam Adrisi Baldwin Jahnavi Cyrena Rattray Brendon Sidebottom Corine Brusselers Eva Oberdörstes Jean-Pierre Alouan	APOLOGIES	Öivind Linnerud Delia Aulisio	Steven Jiang Francine Verlotta	PROXIES (copies tabled)	Member giving Proxy	Proxy given to	Not Applicable	Not Applicable	VISITORS	Nil.	
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3.	<p>Official Status of the AGM and Eligibility to Vote at the AGM</p> <p>Having reviewed the Attendance Register and Proxies Register, all present eligible to vote.</p>														

4.	<p>Determination of a Quorum</p> <p>Having reviewed the Attendance Register and Proxies Register, a Quorum was declared.</p>
5.	<p>Approval of the Agenda</p> <p>The Agenda was reviewed by prior circulation and approved by the Meeting.</p>
6.	<p>Minutes of the Previous AGM</p> <p>The Minutes of the 2016 AGM were tabled for review and discussion.</p> <p>The Secretary walked through 2016 AGM's resolution to change the structure of the PTA Board and how this has helped the PTA adapt to its changing environment and thereby remain viable and successfully fulfil its purpose.</p> <p>The function of each Board position was outlined and it was noted which current members would be standing down and not seeking re-election.</p> <p>Resolved: Unanimously, that the Minutes of the 2016 AGM be adopted without amendment as a correct record of that meeting</p>
7.	<p>PTA Report – Chairperson with other members</p> <p>The Chairperson spoke briefly, outlining the activities and achievements of the ISH PTA over the past year.</p> <p>The Secretary tabled the ISH PTA 2017 Annual Report with copies provided to all present prior to the commencement of the Meeting for all to preview.</p> <p>After a brief Q&A exchange, a motion was moved to accept the ISH PTA 2017 Annual Report.</p> <p>Resolved: Unanimously, that the ISH PTA 2017 Annual Report be accepted.</p>
8.	<p>Treasurer's Report and 2017 Budget</p> <p>The Treasurer tabled the Treasurer's Report and proceeded to walk through it with the Meeting, inviting and responding to questions along the way.</p> <p>At the time of the AGM, the PTA's bank account balance was reported at 141,000Kr with 51,000Kr in expenses agreed to (being the annual 75Kr per child contribution to ISH, which supplements the 75Kr paid by ISH).</p> <p>It was reported that 3,000Kr had been contributed towards the purchase of drinks, biscuits, food, etc for the 2017 Studenten. An outline of the Spring Fair 2017 expenses was also provided.</p> <p>The annual Spring Fair and Donations were identified as the two most significant sources of income with the Winter Fair coming in third.</p> <p>Funds raised were mainly applied to Mini Grants, Main Grants, and Spring Fair costs throughout the year. The PYP4 trip to Poland was also a major expense item.</p> <p>The accounting items of Stock was discussed in terms of Income vs. Expenses = Stock held for Sale.</p> <p>The accounting for class dedicated funds were outlined and it was advised that funds raised towards the latter part of an academic year move up into the next year with the child as the child progresses through school years.</p> <p>A motion was moved to accept the Treasurer's Report.</p> <p>Resolved: Unanimously, that the Treasurer's Report be accepted.</p>
9.	<p>Audit Report and agreement of 2017 Budget</p> <p>The need to audit the PTA accounts was discussed and it was suggested there was no need to engage an auditor.</p> <p>The Treasurer suggested to wait until the financial results of the Spring Fair were determined before finalising the budget for the coming year.</p> <p>Resolved: Unanimously, that it is not required to have the PTA accounts audited and to wait until after the 2017 Spring Fair before finalising the coming year's budget.</p>
10.	<p>Vote to discharge PTA Board from any and all liability</p> <p>The Chair moved a motion to discharge the PTA Board Members from any and all liability of the Accounts and of any other obligation or agreement or contract entered into on behalf of the PTA.</p> <p>Resolved: Unanimously, that the PTA Board Members are discharged from any and all liability.</p>

11.	<p>Election of the 2017 PTA Board</p> <p>The structure of the Board, as determined at AGM 2016, was discussed and it was agreed that flexibility, effectiveness, and viability of this structure were proved and the structure would be maintained.</p> <p>The Board officially stepped down and all positions were declared to be vacant.</p> <p>The Secretary put to the meeting the available positions and invited members to volunteer to fill the positions. Voting followed the nomination and acceptance of each position as follows:</p> <p>A. The Three Fixed Positions:</p> <table border="1"> <tr> <td>Chairperson</td> <td>Ruth Kerry</td> </tr> <tr> <td>Secretary</td> <td>Jean-Pierre Alouan</td> </tr> <tr> <td>Treasurer</td> <td>Jonas Jarekull; on the understanding that he would be stepping down in towards the end of the year for personal reasons</td> </tr> </table> <p>B. The Floating Positions:</p> <table border="1"> <tr> <td>Events Coordinator</td> <td><i>Vacant</i></td> </tr> <tr> <td>Afterschool Care Coordinator</td> <td>Sophia Backe (in absentia)</td> </tr> <tr> <td>Auxiliary Coordinator</td> <td>Delia Aulisio (in absentia)</td> </tr> <tr> <td>Auxiliary Coordinator</td> <td>Francine Verlotta (in absentia)</td> </tr> </table> <p>C. The School Principals to remain:</p> <table border="1"> <tr> <td>DP Principal (School Principal and PTA Patron)</td> <td>Öivind Linnerud</td> </tr> <tr> <td>MYP Principal</td> <td>Michael McAneney</td> </tr> <tr> <td>PYP Principal</td> <td>Carla Johansson</td> </tr> <tr> <td>Principals' Coordinator</td> <td>Sally-Ann Drury</td> </tr> </table>	Chairperson	Ruth Kerry	Secretary	Jean-Pierre Alouan	Treasurer	Jonas Jarekull; on the understanding that he would be stepping down in towards the end of the year for personal reasons	Events Coordinator	<i>Vacant</i>	Afterschool Care Coordinator	Sophia Backe (in absentia)	Auxiliary Coordinator	Delia Aulisio (in absentia)	Auxiliary Coordinator	Francine Verlotta (in absentia)	DP Principal (School Principal and PTA Patron)	Öivind Linnerud	MYP Principal	Michael McAneney	PYP Principal	Carla Johansson	Principals' Coordinator	Sally-Ann Drury
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12.	<p>Any Other Business</p> <p>The outgoing Events Coordinator delivered a presentation about the ISH PTA and its activities relating to events and the raising of funds for the benefit of the PTA students.</p> <p>The presentation included an overview of the templates, schedules, access to the cloud-based files, methods, and information that had been developed and accumulated and which was available to be passed-down to make it an easy task for the incoming Events Coordinator.</p> <p>The Secretary moved a motion to recognise Cyrena's outstanding, personal contribution to the events which she has successfully managed, the 2016 and 2017 ISH Spring Fairs in particular, and to thank her for all that she has done and the outstanding results which were derived.</p> <p>Resolved: Unanimously, that Cyrena Rattray's outstanding personal contribution to the success of several ISH PTA events be recognised and acknowledged with sincere thanks.</p>																						
13.	<p>Next AGM (2018)</p> <p>By addendum, the date for AGM 2018 was set for 1st February 2018, to be held in the dining hall of ISH Petri. The agreed time is 6:15pm for 6:30pm with snacks and refreshments served before and throughout the meeting.</p>																						
14.	<p>Meeting Closure</p> <p>The meeting was declared closed at 7:45 pm.</p>																						

Signed as a true and correct record

Ruth Kerry
(ISH PTA Chairperson)

24th / April / 2017
Date