

Secondary School

Conference Guide

Templates and Samples



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Vinnies School Conference Agenda



Conference:	
Meeting date:	

Agenda item 1:

Agenda item 2:

Agenda item 3:

General business:

Past action items:

Office Bearer's reports:





Vinnies School Conference Agenda

Conference:	St Mary's Conference
Meeting date:	5 February 2016

Agenda item 1:
<ul style="list-style-type: none">• Welcome and introductions or get to know you games

Agenda item 2:
<ul style="list-style-type: none">• Introduction to the St Vincent de Paul Society and Vinnies Youth school conference.

Agenda item 3:
<ul style="list-style-type: none">• Office Bearer job descriptions and election of Office Bearers.

General business:
<ul style="list-style-type: none">• Thank you to everyone for coming.• Photo of Vinnies students at first meeting.

Past action items:
N/A

Office Bearer's reports:
N/A

Vinnies School Conference

Minutes



Meeting date:	
Meeting commenced at:	
Present:	
Apologies:	

Opening prayers led by:		
Reflection:	Title	
	Author	

Agenda item 1:

Agenda item 2:

Agenda item 3:

General business:

Action items:

Office Bearer's reports:

Closing prayer led by:	
Next meeting date, time and location:	
Meeting closed at:	





Vinnies School Conference Minutes

Meeting date:	17 March 2016
Meeting commenced at:	12.55pm
Present:	Sally, Justin, Fiona, Trent, Claire and Miss Jones
Apologies	Jennifer

Opening prayers led by:	Fiona	
Reflection:	Title	<i>Who will speak if you don't?</i>
	Author	Mauty Haugen

Agenda item 1:
Easter egg raffle. Justin suggested a display in the library with photos of past Vinnies Youth Buddies Days, to show people where the money was going to. All members supported this idea.

Agenda item 2:
Commissioning ceremony. Miss Jones confirmed permission has been given to hold the assembly on 26 April. Will be discussed in more detail at next meeting.

Agenda item 3:
None

General business:
Fiona, Trent and Claire attended Buddies Day training at St Vincent de Paul Society head office on the weekend.

Action items:
Harry - baskets; Justin - contact Vinnies Youth for photos from Buddies Day, everyone - read through commissioning ceremony template and be ready with ideas.

Office Bearer's reports:
Treasurer Trent reported \$121 in account. Target for raffle is \$60. Secretary Claire copy of Vinnies Youth newsletter in file.

Closing prayer led by:	Sally
Next meeting date, time and location:	24 March, 12.55pm, Room 3
Meeting closed at:	1.23pm



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Vinnies School Conference Recording monies

Date	Details	Credit	Debit	Balance
6 February 2016	Opening balance			\$0.00
2 March 2016	Free dress day	\$210.55		\$210.55
10 March 2016	Purchase of candles for conference meetings		\$2.00	\$198.55
5 May 2016	Vinnies fashion parade	\$55		\$253.55
1 June 2016	Sleepout food items		\$22	\$231.55
4 June 2016	Sleepout appeal money	\$420.20		\$651.75
28 June 2016	Hot drink ingredients		\$9.75	\$642.00
2 July 2016	Hot drinks stall	\$65.00		\$707.00
4 July 2016	Donation to winter appeal		\$600	\$107.00
10 October 2016	Christmas baskets		\$24	\$83.00
16 October 2016	Anti-Poverty Week collection	\$72		\$155.00
23 October 2016	Buddies Day donation		\$100	\$55.00
5 November 2016	Christmas Appeal collection	\$424.00		\$479.00
10 November 2016	Christmas Appeal donation		\$450.00	\$29.00
Total		\$1246.75	\$1217.75	\$29.00



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