

## **Canteen Committee Meeting Minutes T2 2020 – Re-Opening Strategy**

Wednesday 6<sup>th</sup> of May, 7.30pm via Zoom

Attendees: Joscelin Pishos, Nanise Leed, Yumiko Bunney, Dominik Eddy

Apologies: Paul Clements, Karen Pearce

### **Actions Highlighted**

The canteen will re-open Wednesday the 13<sup>th</sup> of May (Week3).

As per Government guidelines:

- 'Take Away' only. This means no cash sales over the counter at recess and lunch.
- Online only – orders via Quickcliqs.com.au
- No parent volunteers

The P&C are lending the Canteen the funds to cover the JobKeeper payments. All other operational costs need to come out the existing funds and any future earnings in the Canteen account. We do not have to the exact figure of funds currently available (estimated \$1000).

### **Wages and JobKeeper**

- Yumi will be paid at normal rate. The canteen is not Yumi's primary employer and therefore cannot claim JobKeeper for Yumi.
- JobKeeper payments for Nani's wages will be processed by P&C treasurer (Steve Wilton)

Canteen treasurer to process all other operational costs:

- Invoices/petty cash
- Yumi's wages
- Nani's Super? - will check with Steve

Joscelin to process above, with the support of Karen Pearce.

Joscelin does not yet have access to Bank accounts and QuickBooks – this will need to be set up in collaboration with Karen and Steve **Action – Dom and Joscelin**

### **Menu**

We will begin with a 'Reduced Menu' to reduce the cost of re-opening. This will be reviewed once parents start ordering. Keeping in mind there are no parent helpers.

### **Budget for ordering**

Nani will review the stock and place orders. Budget set of \$500. However, this can be revised if needed. – **Action Nani**

### **Communication to Parents – Action Dom**

Menu to be sent to parents via Parent Reps, Facebook  
School has offered to send via Connect