

Brooklyn Scout Group Committee – Agenda

Date/Time:	Wed 4 April 19:00
Location	Brooklyn Scout Hall, Harrison Street

Agenda	
Welcome	Chair
Apologies	Chair
Minutes of Previous Meeting	Chair
Matters Arising (see table on next page)	
Correspondence	Chair
Leaders reports/updates	Leaders
Treasurers report	Treasurer
General Business <ul style="list-style-type: none"> • Fundraising & Grants Plan – agree & action • Fundraising Policy • Hall Options – Shortlising following Engineer review • Any other business <ul style="list-style-type: none"> ○ Subs – who has/hasn't paid 	Chris Richard All Treasurer
Set date for next meeting	
Finish	21:00

Number	Date	Action	By whom	By when	Current status	Comment
3/9	7/03/2012	All activities require completed financial sheet	All leaders	ongoing	Open	
3/8	7/03/2012	Provide copy of new flyer to Sue for test printing, provide Duane with copies to give out	Donald	15/03/2012	Open	
3/7	7/03/2012	Email of all Zone activities and updates	Duane	10/03/2012	Open	
3/6	7/03/2012	Ensure Briana [new Kea Leader] is warranted	Gavin	asap	Open	
3/5	7/03/2012	Work with Briana [new Kea Leader] to create a welcome article & publish	Donald	30/03/2012	Open	
3/4	7/03/2012	Create section plans for Term 2	Duane, Bob & Denise	15/04/2012	Open	
3/3	7/03/2012	Order woven plaited woggles for Cubs	Duane	15/04/2012	Open	
3/21	7/03/2012	Draft a set of principles on fundraising that address group vs section vs individual equity issues, and control of allocation issues	Richard	1/04/2012	Open	
3/2	7/03/2012	Consider adding request for old scarves return to future Brooklyn Tattler article	Donald	30/03/2012	Open	
3/19	7/03/2012	Organise suitable storage so that all consent forms can be kept in Hall	Duane	25/03/2012	Open	
3/18	7/03/2012	Start taking and keep a weekly roll of attendance across all Sections	All Leaders	12/03/2012	Open	Do on books, keep books in Den
3/17	7/03/2012	Post details of new uniforms when available	Donald	when available	Open	
3/16	7/03/2012	Submit a grant application for Leader uniform upgrade support, in consultation with Erina	Sue	1/04/2012	Open	
3/14	7/03/2012	Close out financials for 2011 Chocolate Fundraiser	Denise	1/04/2012	Open	
3/13	7/03/2012	Create short job description for Treasurer position	Chris & Gavin	15/03/2012	Open	
3/12	7/03/2012	Send grants idea to Erina	Chris	9/03/2012	Open	
3/11	7/03/2012	Create downloads page on our website - for forms, books etc	Donald	15/04/2012	Open	
3/10	7/03/2012	Put activity financial form on our website	Donald	15/03/2012	Open	

3/1	7/03/2012	Liaise with Sue on the detailed points re scarf making	Sue	19/03/2012	In progress	Initial message left
2/2	31/01/2012	Complete JLT [Insurance] questions and return to Sarah	Gavin	9/02/2012	Open	Gavin still to process
2/1	31/01/2012	Provide ongoing news items based on committee content. Where whole of Group matters arose, content should be passed to Gavin to send.	Donald	na	Closed	activity ongoing
1/6	11/12/2011	Provide grant ideas to Erina	All leaders and committee Members	By Christmas 2011	Open	To be focus of April meeting
1/5	11/12/2011	Develop a Grants Plan for the next 12-24 months, within four weeks after section activity plans received from Leaders (see AP 1/7)	Erina, w Louse	< 4 weeks after section activity plans being received (see AP 1/7)	Open	To be focus of April meeting
1/4	11/12/2011	Check with Bobh is he is happy to continue as a bank account signatory in an Internet-preferred environment; if not, Denise will take role as a Scouts section signatory	Denise	ASAP	Completed	Denise to be signatory
1/3	11/12/2011	Execute move from Westpac to Kiwibank	Sarah	ASAP	In progress	Trying for Friday 3 Feb to open
1/2	11/12/2011	Create an investiture box	Each section Leader	Start of Term 1, 2012	In progress	Scouts: in progress Cubs: started
1/17	11/12/2011	Draft materials around the cleaning roster and pass to Donald for communication	Sarah	1/02/2012	In Progress	Donald to incorporate list feedback and send final to Chris
1/1	11/12/2011	Notify Julia of a requirement for 10 small and 20 standard scarves, at least half ideally for start of first term 2012	Gavin	Early Jan 2012	In progress	Gavin following up to get latest status