

Brooklyn Scout Group Committee – Agenda

Date/Time:	Wed 16 May 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"> • Subs – who has/hasn't paid • Fundraising & Grants Plan – progress • Fundraising Policy (carried over) • Hall Options – subgroup & next steps • Any other business <ul style="list-style-type: none"> ○ Vic's dinner ○ Quartermaster/Fundraising support – form scan ○ Insurance claim decision/stocktake/spiderweb tents ○ Webhosting ○ Queens Birthday bonfire ○ Firewood fundraising 	Mel Erina? Richard ? Treasurer Sue/Duane All Henry/Donald Bob Sue
Set date for next meeting	
Finish	21:00

Number	Date	Action	By whom	By when	Current status	Comment
4/1	4/04/2012	Provide to Julia [via Gavin] number required for small and large scarf sizes	Section Leaders	asap	Open	Only two sizes to be made
4/2	4/04/2012	General email to all lists to chase 2011 chocolate monies	Gavin	10/04/2012	Open	
4/3	4/04/2012	Submit any 2011 chocolate fundraising reconciliation sheets to Denise (cc Mel) for chasing	All Leaders	10/04/2012	Open	
4/4	4/04/2012	Ensure key for hall access is co-ordinated with parents / families on cleaning rota	Section Leaders	Ongoing	Open	
4/5	4/04/2012	Create Cub / Kea parent entries on cleaning rota for Terms 3 and 4	Duane	30/04/2012	Open	
4/6	4/04/2012	Chase all youth for enrollment forms and review for helpers for outstanding roles, specifically Quartermaster and Fundraising	Duane & Sue	30/04/2012	Open	
4/7	4/04/2012	Chase Venturers for website content, meeting times, emails and names	Terry	15/04/2012	Open	
4/8	4/04/2012	Prepare and distribute to the Committee a status report on paid subs	Mel	16/04/2012	Open	
4/9	4/04/2012	Reconfirm May stadium fundraiser date and sent to list	Gavin	15/04/2012	Open	
4/10	4/04/2012	Add Henry to Keas email lists	Donald	asap	Completed	
4/11	4/04/2012	Terry to review invoice for Zip boiler	Terry	30/04/2012	Open	Chris or Mel to send to Terry
4/12	4/04/2012	Brief existing nominated fundraising contact on new Plan and determine level of committment	Gavin	15/04/2012	Open	
4/13	4/04/2012	[ref AP 4/6] scan parent forms for additional fundraising interest	Duane & Sue	30/04/2012	Open	
4/14	4/04/2012	Approach Rex to see if still interested in leading Hall development working group - and if so, to prepare a priorities plan for next meeting	Gavin	15/04/2012	Open	

4/15	4/04/2012	Approach contact regarding webhosting sponsorship opportunity	Henry	30/04/2012	Open	
4/16	4/04/2012	Approach ASB about sponsorship of St John's First Aid course (Outdoor specific)	Chris	15/04/2012	Open	
3/9	7/03/2012	All activities require completed financial sheet	All leaders	ongoing	Open	Some in use but not visible in financial reports
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	In progress	Copies provided - Sue still to test printing
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	In progress	Aiming to do at meeting 4/4
3/4	7/03/2012	Create section plans for Term 2	Duane, Bob & Denise	15/04/2012	In progress	Keas / Cubs done - Scouts in draft
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	
3/20	7/03/2012	Investigate bonfire ideas for Queens anniversary	Bob	asap	Closed	Email sent
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	Duane to secure a single cupboard with combo lock
3/18	7/03/2012	Start taking and keep a weekly roll of attendance across all Sections	All Leaders	12/03/2012	Started	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 / Erina	1/04/2012	In Progress	Sue approach RSA-declined / Erina to pursue other options

3/14	7/03/2012	Close out financials for 2011 Chocolate Fundraiser	Denise	1/04/2012	In progress	Much of funds now returned. Terry and others still have funds
3/1	7/03/2012	Liaise with Julie on the detailed points re scarf making	Sue	19/03/2012	Ongoing	Gavin will pass on new requirements for sections