

Brooklyn Scout Group Committee – Agenda

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

Agenda	
Welcome	Chair
Apologies - Mel	Chair
Minutes of Previous Meeting	Chair
Matters Arising (see table on next page)	Chair
Correspondence	Chair
Leaders reports/updates	Leaders
Treasurers report	Treasurer
Quartermasters Report	Quartermaster
General Business <ul style="list-style-type: none"> • Grant Update • Fund raising coordination update • Term 4 Activity Plans • Subs 2013 • Hall Development • Leader Expenditure – Draft Proposal • AGM Process 	<ul style="list-style-type: none"> • Erina • Jenny • Leaders • Donald • Erina/Rex? • Bob • Chris
Set date for next meeting	
Finish	21:00

Open Meeting Actions TBC

Number	Date	Action	By whom	By when	Current status	Comment
'8/14	8/22/2012	produce a final draft, absorbing Denise's and other Leaders' comment, and then forward onward public consultation with parents / caregivers	Bob	9/19/2012	Open	
'8/13	8/22/2012	Complete a final version of the subscriptions paper, including new information, for consultation	Donald	9/19/2012	Open	
'8/12	8/22/2012	Seek advice from National on whether subscriptions count as charitable donations from individuals and any experience on the options and mechanisms around accounting for this	Donald	9/19/2012	Open	
'8/11	8/22/2012	Get some labelled leaflets about Scouts from Donald to place on the table to attract interest	Sue	9/19/2012	Open	
'8/10	8/22/2012	Send funding plan and budget to Jenny	Donald	asap	Open	
'8/8	8/22/2012	Use the attendance forms when provided by Jenny and place any returned membership forms into the blue folder	All leaders	ongoing	Open	
'8/7	8/22/2012	Proactively fill in the holes between membership list and where we don't have signed consent forms	Jenny	ongoing	Open	
'8/6	8/22/2012	Prepare Term 4 plans in ADVANCE of Term 4 ending. To be done via a sep Leader's meeting before Term end	Section Leaders	9/16/2012	Open	
'8/4	8/22/2012	Undertake a patch repair to the roof, if amenable	Rex	asap	Open	
'8/3	8/22/2012	Liaise with Richard to progress A/P 3/21	Chris	9/19/2012	Open	
'8/2	8/22/2012	Call Duane & Richard in advance of next meeting to co-ordinate cub leader attendance	Chris	9/19/2012	Open	
'8/1	8/22/2012	followup on dates with our demand for next 'new beginners' and Cosgrove courses	Gavin	9/19/2012	Open	
'7/8	7/18/2012	Circulate zone meeting dates / times	Gavin	8/15/2012	In progress	Couldn't find them - next Zone meeting is w/c 27th

'7/7	7/18/2012	Report on any Zone Meetings attended	Duane	8/15/2012	Open	
'7/3	7/18/2012	Execute agreed approach around large tents	Andrew	8/15/2012	In progress	Getting prices for repairs is next step
'7/2	7/18/2012	Sort and pay SAPD cheque/payment to Scouts NZ	Mel	8/15/2012	Open	
'7/1	7/18/2012	Chase outstanding subs debts	Mel	8/15/2012	Open	Is this clearly Mel's jobs
'6/9	6/20/2012	Include updates to forecast expenditure on gear in Financial reports as new information comes available	Mel	ongoing	Open	
'6/8	6/20/2012	Start consultation with Leaders on Quartermaster process and material requirements to generate initial list of investment (grant / purchase) decisions	Andrew	9/10/2012	Ongoing	Still to get input from Duane & Richard. Will produce flowchart for process - get operational by next month
'6/3	6/20/2012	Prepare a RASCI matrix for members of the Hall Working Group	Rex	7/18/2012	Open	Erina to ask Rex!
'3/6	3/7/2012	Ensure Briana [new Kea Leader] Henry and Joe are warranted	Gavin	asap	In progress	Forms completed - Training course required for Henry / Briana
'3/21	3/7/2012	Draft a set of principles on fundraising that address group vs section vs individual equity issues, and control of allocation issues	Richard	4/1/2012	Open	Richard provided draft - carried to August meeting
'3/19	3/7/2012	Organise suitable storage so that all consent forms can be kept in Hall	Jenny	3/25/2012	Open	<i>Duane to secure a single cupboard with combo lock - should pass to new Parent Help? - moved to Jenny's action</i>
'1/5	12/11/2011	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 [???] meeting