

# Brooklyn Scouts Joint Parent Leaders Committee

Brooklyn Scout Hall, Harrison St, Wellington  
Wednesday 20 February 2013

## DRAFT Minutes

*Meeting started at 7:05 pm*

### Apologies

Bob, Mel, Gavin, Andrew, Sue

### Present

Chris, , Duane, Terry, Erina, Denise, Jenny, Gillian  
Rex attended for item on the hall

### Key items

#### Group fundraising for jamboree 2014

The committee unanimously agreed to the following recommendations:

- Res 13/01 1. That Committee agrees that Scout Jamboree 2013 should be the major focus for youth activity related Group fundraising for 2013 (alongside capital fundraising for hall refurbishment)
- Res 13/02 2. That Committee agrees that our aim should be to get every eligible Scout to Jamboree with Group fundraising covering a target of \$800 for each scout costs and leader costs (noting that youth will pay an estimated \$150 in deposits).
- Res 13/03 3. That Committee endorses an overall fundraising income and grant income target of up to \$15,000, based on the rough order of costs and attendance numbers set out in the tabled paper.
- Res 13/04 4. That Committee agrees that each youth attending and their family should be expected to personally contribute to the Group fundraising effort.
- Res 13/05 5. That Committee agrees that proceeds of fundraising should be allocated to cover youth costs on a proportional basis to achievement of a target level of 40 hours fundraising effort per youth. Jenny and Denise are to put together a process to record efforts and inputs to the fundraising by individual scouts

- Res 13/06 6. That Committee agrees in principle that 50% of 2013 Stadium funds should be available for Jamboree purposes, subject to group solvency. This will be tracked on the monthly treasurers report. This figure does not set a precedent for future years.
- Res 13/07 7. That Committee agrees that leader costs of \$2100, which is sufficient to fund up to 80% of three line leaders, be covered as a first call on the allocated portion of whole group fundraising (Stadium); noting that leaders can choose to fully or partly self fund if they wish.
- Res 13/08 8. That Committee request the fundraising/ grants leader to investigate and recommend options for grants applications to cover Jamboree related expenditures.
- Res 13/09 9. That Committee agree that up to \$900 be allocated under the welfare policy subject to normal criteria.
- Res 13/10 10. That parent volunteers be sought to coordinate and lead practical fundraising activities such as Stadium (with oversight from Gavin), BBQs, carwash, firewood and others.

The Chair gave a vote of thanks to Denise for the paper

### Hall Upgrade

THAT the committee agreed to

- Res 13/11 1. Confirmation of stage one of the high level scope of works for Phase 1  
 2. Confirmation of the process to be undertaken, with the note that when seeking quotes, labour certain parts of work may be provided subject to health and safety considerations and timelines.
- Res 13/12 3. Approval for up to \$20,000 to be committed to these works.

- Moved Chris; sec Erina-- CARRIED unanimously

The subgroup will be chaired by Rex and comprise of Chris, Duane and Gavin with Erina providing support.

It was noted that funds already tagged to hall renovations were the \$10,000 RSA grant and \$1,500 left from the centenary. Remaining funds (\$8,500) from retained funds

It was agreed the subgroup will engage a structural engineer to get guidance on necessary legal earthwork standards.

### ANZAC Day Organisation

Richard Niven offered to undertake the organisation for ANZAC Day 2013.

### Discussion on Subs of Leaders Youth

This was deferred until the next meeting as no paper has been received. Paper to be circulated before next meeting.

### Financial Assistance Policy

A low key version to be posted on the website

### Committee Roles

A vote was taken on the following roles and nominations. It was unanimously passed.

**Res 13/13** Secretary to be split into two roles (thanks a lot to Gillian and David):

- Communications with Gillian Boyle elected Secretary. Gillian will take minutes and provide communications expertise to the Committee
- Website, David Thornburrow was nominated to run the website,.
- To be requested that those organising events take and send in photos for the website

**Res 13/14** Stadium Fundraiser Co-ordination

- Chris to advertise this on the website

**Res 13/15** Treasurer

- Jenny to look through enrolments for a parent.
- A vote of thanks was given to Jenny for the huge amount of work she has undertaken on membership and for the membership packs.

### Troop and size of sections

- AP 13/2/1** - Richard and Duane to present paper to the committee on size of cub group and leader/ adult to cub ratio.

### Stadium Fundraiser

- AP 13/2/2** - Gavin to send out email thanking to those involved and the amount raised

### Budget

Information circulated is incomplete as:

- \$475 cash and cheques to go on
- \$3,700 owed from stadium fund raiser. Paparangi share of to be paid (since the meeting, some \$4,581 + another games worth is now outstanding. Chris has provided the reconciliation figures to Gavin who is chasing it up).

- Saving account omitted from records.

**AP 13/2/3 Action:** Chris to discuss with MEL if preferred to take over monthly treasurer reporting.

### **Vote of thanks**

A vote of thanks was given to Richard Niven for the donation of the leaders/kitchen tent.

### **Previous Minutes**

**Res 13/16 Res 12/56:** THAT minutes of the meeting on December be accepted as a true and accurate record

- Moved: Chair
- CARRIED U

### **Correspondence**

None.

### **Leaders Reports**

A vote of thanks was passed to the leaders for the written minutes from the leaders meeting. It was requested that this practice be continued by the Group Leader as it enables the Committee to focus on governance.

### **Quartermaster's Report**

### **Matters arising**

Not covered this meeting

### **Next Meeting**

Agreed to meet on Wed 20 March at 7pm - 9pm

*Meeting closed at \_\_9\_\_pm*