

## Brooklyn Scout Group Committee – Agenda

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Date/Time:	TBC Mar 2012, 19:00
Location	Brooklyn Scout Hall, Harrison Street

<b>Agenda</b>	
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"> <li>• Comms Update/Poster Update</li> <li>• History Books Update</li> <li>• Draft Budget &amp; Grants Plan</li> <li>• Event Accounting Form</li> <li>• Hall Options – Shortlising following Engineer review</li> <li>• Resignations               <ul style="list-style-type: none"> <li>○ Rebekah – Kea Leader Vacancy</li> <li>○ Sarah – Treasurer Vacancy</li> </ul> </li> <li>• Expense payments (Rebekah, Donald, etc)</li> <li>• Chocolate Fundraiser</li> <li>• Any other business</li> </ul>	Donald Donald Chris Chris Gavin & All  All  All Donald
Set date for next meeting	
Finish	21:00

Number	Date	Action	By whom	By when	Current status	Comment
'1/1	12/11/2011	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
'1/2	12/11/2011	Create an investiture box	Each section Leader	Start of Term 1, 2012	In progress	Scouts: in progress Cubs: started
'1/3	12/11/2011	Execute move from Westpac to Kiwibank	Sarah	ASAP	In progress	Trying for Friday 3 Feb to open
'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	
'1/6	12/11/2011	Provide grant ideas to Erina	All leaders and committee Members	By Christmas 2011	Open	
'1/7	12/11/2011	Prepare Activity Plans for each section including significant dates, budget implications, training requirements etc using a common template	Denise and Duane, with Rebekah	2nd week of Jan 2012	In progress	Scouts: in late draft Cubs: some activities planned
'1/8	12/11/2011	Ask Bob's son to provide an informal structural appraisal of the Hall	Erina	end Jan 2012	In progress	Gavin had identified potential alternate engineer - scheduled look 1st half Feb
'1/11	12/11/2011	Document the regular annual fundraising activities, approximate dates and associated income expenditure	Sarah	1/15/2012	Open	
'1/12	12/11/2011	Seek Brendan's for willingness to advise on the Group Fundraising Plan	Chris	Early Jan 2012	Open	
'1/15	12/11/2011	Produce a skeleton 2012 budget	Chris & Sarah	End Jan 2012	Open	
'1/16	12/11/2011	Hall working (cleaning) bee	All Committee	1 Feb 2012, 7pm	Open	
'1/17	12/11/2011	Draft materials around the cleaning roster and pass to Donald for communication	Sarah	2/1/2012	Open	Check rubbish/recycling options

'2/1	1/31/2012	Provide ongoing news items based on committee content. Where whole of Group matters arose, content should be passed to Gavin to send.	Donald	na	Ongoing	
'2/2	1/31/2012	Complete JLT [Insurance] questions and return to Sarah	Gavin	2/9/2012	Open	

**Committee Budget & Actual Tracking for Oct 11-Sept12**

<b>INCOME</b>	<b>Oct-Sep 11</b> Actual	<b>Oct-Sep 12</b> Budget	Notes
Stadium Fundraising	\$ 7,486	\$ 3,000	A
Other Fundraising		\$ 2,000	B
Venturer Fundraising			C
Subscriptions		\$ 4,500	D
Interest	\$ 27	\$ 80	
Donations & Misc		\$ 200	E
Grant Application - Equipment & Activities		\$ 3,000	
Grant Application - Uniform/Scarfs/Badges		\$ 1,000	
Grant Application - Hall Maintenance (TBC)		TBC	
Activity Fees - Venturers			F
Activity Fees - Scouts			F
Activity Fees - Cubs			F
Activity Fees - Keas			F
<b>Total Income</b>		<b>\$ 13,780</b>	<b>\$ -</b>

<b>OPERATING EXPENSES</b>	<b>Oct-Sept</b> Actual	<b>Oct-Sept</b> Budget	Notes
Electricity (Genesis)	\$ 174	\$ 400	
Fundraising Expnses		\$ 1,000	G
Bank charges		\$ 10	
Equipment	\$ 159	\$ 1,000	H
National Fees	\$ 856	\$ 4,320	I
Insurance		\$ 3,000	J
WCC		\$ 200	K
Badge Fees		\$ 400	L
Stationary/Copying		\$ 200	L
Training & Development		\$ 1,000	L
Uniform Cost/Scarf Material		\$ 500	M
Hall Consumable/Upkeep		\$ 300	L
Activity Expenses - Venturers		\$ 250	N
Activity Expenses - Scouts		\$ 250	N
Activity Expenses - Cubs		\$ 250	N
Activity Expenses - Keas		\$ 250	N
<b>Total Expenses</b>		<b>\$ 13,330</b>	<b>\$ -</b>

<b>NET OPERATING PROFIT</b>		<b>\$ 450</b>	<b>\$ -</b>
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Account Balance \$ 12,701

**Notes**

- A A guess at the moment - needs to be confirmed.
- B A guess at total fundrasing as discussed at meeting including:  
Chocolate  
Firewood?  
BBQ's  
others?
- C Understand that Venturer fundraising is ring fenced - 70% of fundraising in
- D Based on Roll sent out by Gavin 11 Dec 2012 - 48 Scouts/Keas/Cubs - assun
- E A guess
- F This is a line item to record income from camps/activity fees for each of the
- G A guess - to cover things like forklift training etc.
- H A guess
- I 48 Keas, Cubs, Scouts at \$90 each
- J Estimate based on discussions
- K Based on previous years
- L All guesses
- M If we fund new uniforms will this be more?
- N This is a line item to record expenses from camps/activity fees for each of t  
Budget in this space also allows allowance for each group for activities duri





# Committee Paper

**To:** Brooklyn Scouts Leaders-Parents Committee  
**From:** Donald Clark  
**Date:** 7 March 2012  
**Subject:** Communications update

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## Purpose

To advise on progress and status in communications.

## Email

It is taking some time for the social element of the email lists to kick-off. However, webtraffic statistics do point to a strong correlation between sending out emails with links in them and site activity. Some early signs of interactivity are present on *cubs-discuss*, and of course the *committee* list is well used.

ACTION: all Leaders to use the lists (if on email), invite and respond to questions raised.

ACTION: Donald to maintain accurate list subscriptions with information provided by sections

## Website

Traffic growing nicely. Most popular articles are those on activities and Activity Plans and famous people involved in scouting.



## Top Posts for all days ending 2012-02-28 (Summarized)

[7 Days](#) | 
 [30 Days](#) | 
 [Quarter](#) | 
 [Year](#) | 
 **All time**

All Time	
Title	Views
Home page	205
Potato canons, water fights and pioneering	51
Chief Scout Bear Grylls on Desert Island Discs	50
Scouts	43
Cubs	40
Cubs: Activity Plan	38
Scouts: Activity Plan	37
Kate Middleton is scouting's latest volunteer!	26
Keas	19
Committee	18
Contact & Connect	18
Its National Mudslide day!	17
Cub camp: 19-21 November	13
Jamboree Australia 2013 – the chance of a lifetime!	12

ACTION: All - I need **pictures** and **topics!!!** I critically need pictures of other sections apart from Cubs 'in action' - undertaking adventure and community work (ideally some in uniform). Topics for posting are also needed.

### Poster Campaign

An initial Poster design has been finalised - thanks to the committee for input and refinement. It has been printed and started to be circulated (or will be by the 7th!).

ACTION: Donald to submit claim for printing expenses

### News items

After the posters, next to tackle is getting fun, lively and inviting articles into school and community newsletters

ACTION: Committee to provide any relevant contacts to Donald

ACTION: Donald to draft articles (one short, one medium) and submit to committee list for comment



# Committee Paper

**To:** Brooklyn Scouts Leaders-Parents Committee

**From:** Donald Clark

**Date:** 7 March 2012

**Subject:** Open sourcing our History

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## Recommendation

That the Committee **agree** to release the three books, and any associated materials, that have been written on the history of the Group under a Creative Commons NZ - Attribution license, subject to:

- agreement from any accredited authors
- approval of reasonable digitisation costs (to be advised)

## Background

Three books have been written about the history of the Group: at 50, 75 and 100 year anniversaries. The 100th one credited to Richard Niven, the others with no listed accreditation. I have contacted the Alexander Turnbull Library and they have confirmed that the Group would be the de-factor owners of these older works. Richard (and any other accredited authors) would be required to agree to this proposal.

## Why?

We have a very valuable history that can enhance our brand value as a Group. The best way to leverage this is off a freely available set of resources, available digitally. My assumption is that there is little scope of making any direct revenue of sales / reprints of any of these books and materials. This recommendation does not prohibit us charging for physical prints of these works.

This approach should also increase access, discoverability and survivability of these important historical works.

## Resources required

Depending upon the source material. Donald to investigate and advise.



# Cleaning Duties for Brooklyn Scout Hall

## **Kitchen**

Clean bench top and sink

Clean microwave

Brush and mop floor

## **Toilet**

Clean toilet and sink

Brush and mop floor

## **Hall and entrance passage**

Brush and mop floor

Mop, brush, cleaning fluids etc kept in toilet area

Recycling place in recycling bag/bin in kitchen

Rubbish place in bag in rubbish bin in kitchen

## **Possible goal / mission for the Group**

"Quality scouting experience, well planned and executed, supported by a strong community"

## **Scout Hall**

### **Legal / ownership**

- Land owned by Council
- Council gives license to occupy
- Scouting NZ owns the structure & improvements (leases to Brooklyn Scouts?) - "the concept of Brooklyn Scouts" has strong "rights of access and control"

The selected **Title** is **WN25B/403**

Owners: - *THE WELLINGTON CITY COUNCIL*

Legal description: - *LOT 132 DEPOSITED PLAN 681*

Prior Certificate of Title: - *WN76/66*

Area (sq m): *3237*

Issue date: *6/8/1984*

### *Notes on discussed scenarios*

#### **Scenario A - Preservation and modest enhancement**

Minimal to moderate investment to - 20K - (assuming no major engineering works)  
Scouting associated usage only. Hygienic and usable.

#### **Scenario B - An enhanced Scout Hall - "the Bob list"**

We redo the kitchen, enhance the basement and make a primo Scout Hall. We do this to a standard suitable to allow other groups to use it, e.g. Playcentre, school, youth groups - the Bob list  
\$100K

#### **Scenario C - Shared asset in asset-pool [not principal meeting place]**

Moderate to reasonable investment to make safe, versatile, attractive to more than just scouts. Becomes used by more than just scouting - scouts make use of other facilities in locale  
\$50-100k

#### **Scenario D - Big extension, multi-user community facility**

Significantly extended and transformed Hall - historic roots are kept but now a much larger, more diverse, completely pimped facility used during the day, and every night by a wide range of community and school users  
\$250k+

#### **Scenario E - do nothing**

No investment in current facility beyond required for weather and security tightness

#### **Scenario F - walk away**

Not sufficient value in Hall cf to using other existing facilities - rent a night elsewhere,

store elsewhere

**Scenario G - co-invest in new facility - completely new, extension**  
e.g. with new daycare group, extend community centre

First step: reliable, professional investigation of the structure:

Gavin - to seek out his potential engineer mate.

Then - to seek draughtsman / **architect**