

Number	Date	Action	By whom	By when	Current status	Comment
6/11	20/06/2012	liaise with all relevant parties and prepare a short brief on the state of the Leaders' (canvas) tents, along with any recommendations for value-for-money repairs	Andrew	18/07/2012	Open	
6/10	20/06/2012	Work on an AGM options / principals paper on subscriptions for 2013 in advance of the next meeting	Mel / Donald	18/07/2012	Open	Draft available
6/9	20/06/2012	Include updates to forecast expenditure on gear in Financial reports as new information comes available	Mel / Donald	ongoing	Open	
6/8	20/06/2012	Start consultation with Leaders on Quartermaster process and material requirements to generate initial list of investment (grant / purchase) decisions	Andrew	10/07/2012	Ongoing	
6/7	20/06/2012	Email donald details of Gang Show ticket sales when available for communication	Denise	when available	Open	
6/6	20/06/2012	Get more color leaflets from National and leave in the Kitchen	Terry	18/07/2012	Open	
6/5	20/06/2012	Create a suitable sticky label to stick onto the Scout color hand outs	Andrew / Donald	18/07/2012	Open	Labels sourced
6/4	20/06/2012	Email wish lists for operating grants to Louise who will collate on some doc and share it - louise. fawthorpe@paradise.net.nz)	Committee / Leaders	18/07/2012	Open	Two emails received
6/3	20/06/2012	Prepare a RASCI matrix for members of the Hall Working Group	Rex	18/07/2012	Open	
6/2	20/06/2012	Email to all section-discuss lists asking for volunteers to be on the Hall Rejuvenation Working Group	Chris	20/06/2012	Open	
6/1	20/06/2012	Email feedback on Rejuvenation proposal from Committee members to Rex	Committee / Leaders	30/06/2012	Open	
5/9	17/05/2012	coral leaders input to create a wish list of kit, to be cross-reference against the list from AP5/8	Denise	10/06/2012	Open	
5/1	17/05/2012	Terry to return his chocolate money from 2011 by 30 May	Terry	30/05/2012	Open	
4/3	04/04/2012	Submit any 2011 chocolate fundraising reconciliation sheets to Denise (cc Mel) for chasing	All Leaders	10/04/2012	Ongoing	Some work done, monies collected, Duane to give cubs rec to Denise,
4/5	04/04/2012	Create Cub / Kea parent entries on cleaning rota for Terms 3 and 4	Duane	30/04/2012	Open	
4/6	04/04/2012	Chase all youth for enrollment forms and review for helpers for outstanding roles, specifically Quartermaster and Fundraising	Duane & Sue	30/04/2012	Ongoing	New Quartermaster and Erina on grants - Fundraising plan still open
4/12	04/04/2012	Brief existing nominated fundraising contact on new Plan and determine level of committment	Gavin	15/04/2012	Ongoing	Erina will produce draft plan for June meeting

Number	Date	Action	By whom	By when	Current status	Comment
3/6	07/03/2012	Ensure Briana [new Kea Leader] is warranted	Gavin	asap	In progress	Forms completed - Training course required for Henry / Briana
3/21	07/03/2012	Draft a set of principles on fundraising that address group vs section vs individual equity issues, and control of allocation issues	Richard	01/04/2012	Open	Richard provided draft - carried to June meeting
3/19	07/03/2012	Organise suitable storage so that all consent forms can be kept in Hall	Duane	25/03/2012	Open	<i>Duane to secure a single cupboard with combo lock - should pass to new Parent Help?</i>
3/14	07/03/2012	Close out financials for 2011 Chocolate Fundraiser	Denise	01/04/2012	In progress	Much of funds now returned. Terry and others still have funds
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