

MINUTES of the Brooklyn Scouts Joint Parent Leaders Committee

Wednesday February 15th 2017

Venue: Scout Hall. Meeting started at 7:00 pm

Present

Oliver, Annaleah, Denise, Michael, Bob, Catherine

Apologies:

Lauren, David, Gillian, Erina, Caitlin

Actions:

Updated as per table at end of minutes.

Correspondence:

Letter from Brooklyn School relating to upcoming building work.

H&S Check-in:

- Need to watch numbers; likely to grow through year also after a BIG start!
- Re-iterate that leaders should be communicated with if there is a booking...

Treasurer's report:

January 2017 accounts presented.

- Noted low cash balances – less commitments, around \$7k available – not including National Fee and Insurance
- Venturers balance is high. (nearly \$7k – takes up the rest of our so-called 'free' balance
- Subs invoices on track to be issued soon.
- Noted risk around large electricity payments caused by potential faulty meter; being investigated, with meter replacement scheduled for 23/2.

NOTE – *Subsequently found to be due to faulty timer switches failing, allowing heaters to be left on while appearing 'off'. Likely to be further charges. Oliver now trying to negotiate with Genesis.*

Funding:

Concern over 'new' Stadium approach remains; disconnecting youth members from the fundraising that supports them is not a culture we encourage in Scouts. The Committee supports the Group continuing to seek other opportunities for funding. This **may** include the selective use of Grants to support activities.

Section Updates:

Scouts:

- Photos being collated for all scouts.
- A strong planning session has led to a plethora of activities planned for the term and for the year, with good support from allocated leaders and youth.
- Communication between Scouts and Cubs good, with individual transition plans in place

Cubs:

- Busy start! Term 1 based off National Programme
- Looking at numbers to assess second section viability in T2
- Cubs Camp planned for 15/3

Keas:

- Sleepover planned during term (Zone?) but no info.

Venturers

- Jaimie Hutton has joined as venture leader
- Desire to ensure more visibility over plans between scouts and venturers during 2017.

Overall Group

- Started the year with approx. 70 members.
- Focus on "integration" of activity – including better visibility between ALL sections (including Venturers)
- Tattler delivery on Feb 6th a success; will be repeated in September.
- Leaders meetings planned for the year, with dates
- Objectives for the Group to be finalised based off leaders meeting; will work with Annaleah to finalise and publish.
- Process for management of QM Store determined (including standard locations and records in OSM)
- Commitment to provide support and facilitation to youth organising activities
- No zone plan and/or meetings yet in place
- Leader training plan to be shared with committee for endorsement.

Other Business:

- Urgency around the QM Stoe under-porch extension was re-iterated.
- Updated Membership info pack created. Now reviewed and in use!
- Advertising: Agreed to advertise in Cook Strait News. Denise to send Oliver copy, oliver to work on ad artwork.

Next meeting: March 15th

**Record of actions discussed and closed at or since last meeting (see comments), and still open or new as at 15/02/2017.
Red = overdue actions Grey = closed at meeting.**

No	Date	Action	Who	Due date	Status	Notes
17/269	15/2/2017	Arrange copy and artwork for ad in Cook Strait News. Also – send original quiz night poster to Annaleah.	Oliver / Denise	March	New	
17/268	15/2/2017	Arrange for removal of graffiti on front door	Oliver	March	New	Asked venturers – didn't happen
17/267	15/2/2017	Updated community wall: BCA, NZCT, Infinity, Spotless, Cook Strait News	Oliver	March	New	
17/266	15/2/2017	Leader training plan to be shared with Committee	Oliver	March	New	
17/255	15/2/2017	Issue subscription fee invoices	Oliver	March	New	Completed
17/254	15/2/2017	Revert to Brooklyn School with offer of hall space during building effort and congratulations.	Oliver	March	New	
17/253	15/2/2017	Reinvigorate discussion with community centre on emergency response support	Annaleah	March	New	
17/252	15/2/2017	Arrange for completion of roller door / QM store extension	Terry	March	New	Working bee 25/2
17/251	15/2/2017	Arrange for completion of smoke alarm wiring	Oliver / Terry	March	New	Have chatted with Terry
17/250	15/2/2017	Oliver to flag to Campbell Cowie a risk relating to lease negotiations	Oliver	March	New	
16/249	19/10/2016	<i>Denise and Duane to discuss Scout help with Keas and Cubs</i>	<i>Denise / Duane</i>	<i>02/11/2016</i>	<i>Open</i>	<i>Completed</i>
16/248	19/10/2016	<i>Arrange AGM</i>	<i>Oliver/Erina/Gillian</i>	<i>02/11/2016</i>	<i>Open</i>	<i>Completed</i>
16/247	19/10/2016	Arrange next steps for quiz night including formal thank you to Sonya, follow up re new date with the pub and decision about any short-dated auction items (could be auctioned at AGM)	Erina	15/11/2016	Open	
16/246	19/10/2016	Arrange for a project group to assess the viability of a second Cub group and provide a recommendation to the next Committee meeting	Oliver	02/11/2016	Open	
16/245	19/10/2016	Talk to Possum about Venturer's about concerns from parents and the Committee's suggestion Venturer's could top up fundraising contribution	David	25/10/2016	Open	
16/244	19/10/2016	<i>Brief Erina on who is still outstanding on subs and discussions to date so she can follow-up as Chair</i>	<i>Oliver / Erina</i>	<i>30/10/2016</i>	<i>Open</i>	<i>Completed</i>
16/243	10/08/2016	Investigate pricing to add acoustic ceiling tiles and insulation to the hall	John	30/11/2016	Open	No Progress so far
16/241	10/08/2016	Send a copy of the risk management framework tool to David	Denise	March	Open	

16/240	10/08/2016	Analyse what the shortfall would be with running costs if we didn't have fundraising so we can discuss and determine the impact on subs recommendations at the pre-AGM meeting.	Oliver	10/10/2016	Open	Completed as part of subs review and discussed at AGM
16/239	07/06/2016	Get parent names to put on thank you wall and make a sign acknowledging contribution	Oliver	31/07/2016	Open	Oliver printing off and laminating some key supporters for wall

Record of resolutions from February 15th 2017

No	Date	Resolution	Moved	Seconded	Vote
17/200	15/2/2017	THAT, the committee will offer payment of course fees for leaders attending Cossgrove Practical Skills, Sanford and First Aid Training in 2017. The committee will also support payment for 1 leader attending SAPD.	Annaleah	Catherine	CARRIED U
17/199	15/2/2017	THAT, the Treasurers report is accepted	Oliver	Annaleah	CARRIED U
17/198	15/2/2017	THAT, the minutes of the previous meeting be accepted	Denise	Oliver	CARRIED U