

MINUTES of the Brooklyn Scouts Joint Parent Leaders Committee

Wednesday 9 August 2017

Venue: Scout Hall. Meeting started at 7.10 pm

Present

Gillian, Annaleah, David, Oliver, Duane, Catherine, Michael, Caitlin

Apologies:

John, Chris, Terry, Denise, Bob

Minutes

We discussed the action list with updates as noted on the table below.

We also raised that we had discussed the need for kitchen cupboards and an under bench instant hot water system. We noted there were a number of more urgent tasks that needed completing, many of which would help improve health and safety (eg the hot water, the acoustic tiles for the roof etc.). Annaleah offered to write a list of actions for us to agree and prioritise (see draft list at end of these minutes)

Correspondence

- Lauren keen to come back and visit and join a Kea or Cub activity
- Query about memorials that we have in the hall – answered
- Old jamboree materials sent

Health and safety check-in

No health and safety incidents reported.

Duane noted some keas/cubs are locking themselves in the toilet to hide. We need to replace the lock with something we can unlock from the outside.

Fire extinguisher – no longer in the kitchen. Was moved to the hallway. Michael confirmed it should be in the hall not in the kitchen as you shouldn't fight a fire from in the kitchen.

Treasurer's report

Around \$12,500 in the bank.

Income nearly \$41,000 – but noted some of this needs to go back to parents for their fundraising hours.

\$800 from June car-parking

\$200 from entertainment books

But \$3,500 in subs outstanding. OSM not up-to-date but spreadsheet is – (OSM is a manual

process so not easy to do). Need to send list to Annaleah who will allocate follow-ups. Oliver noted that the increased subs (with the offer of the refund in exchange for volunteer hours) has only generated a few more helpers. However the new costs may be helping us manage numbers. Oliver will complete an analysis for the AGM to see whether the new subs levels are better covering running costs.

Oliver noted we has set aside funds for stage 2 hall work of \$6500. He will probably recommend we use this in the short term for the list of work identified above.

He also noted there is a fund set aside which is money we received back from Jamboree – this goes toward the next Jamboree.

In total we have about \$2K net cash flow. We will have a cash crunch early next year when the insurance payment is due unless we improve cashflow.

Section summary

Keas numbers growing – about 9 - 11. The recent Kea hike won a competition for biggest proportion of attendance.

Cubs – around 24 with 4 more joined recently. About 4 going up to Scouts. Issues with the noise level are putting some Cubs off. However Duane noted locking the cupboards when they come in so they control the games has made a big difference. Cubs are being led by Josh, Duane, Denise and two Venturer leaders. However Denise will be away for a few weeks – David will help with cover. Several Cub parents are keen to help out with fundraising. And several are going on the Turere Camp so some good parent involvement is building. Coming up is the Group camp fire. 12 Dec big Zone camp.

Scouts – around 20 each week. Still trying to give them more support on preparing the nights. For example, David has developed a template for how to run the night. Recently leaders talked to them about badge work and last night David and Chris updated all the badge info in OSM. The aim is to drive them to get signoffs. Targeting four signoffs for Turere camp.

Venturers – regular 9 (out of 9) turning up. However no Venturers or the Leader are keeping OSM up-to-date. (See related point below)

Group – a plan is in place for activities and support required. Turere almost completely full. Early thinking on Egmont trip is under-way.

Oliver advised the Committee that a new Group Leader – David, will take over in September. Oliver will send an email out about this.

We noted there was a small, but very successful ski trip. Catherine noted the good learning from the experience was the need for flexibility due to weather.

General business

Stadium co-ordinator position

Caitlin can help out with this. Can look at sharing the load initially with a view to taking over from Chris. Caitlin noted we were allocated a really poor bar at the Crusaders game – we need to keep an eye on this.

Sausage sizzle at predator free event

The Vogelmorn community area ran this. They are keen for us to follow-up and run a survival Scout day on the bowling green. This is great advertising for the Group. Also the hall has a commercial kitchen and they would be keen to let us do a dinner for the community or similar. Annaleah will stay in touch with them and update Leaders and the Committee on opportunities as they arise.

Lease

Now back with Michael. It looks like Council have agreed we don't need to get permission before we hire the hall out which is a positive. However Council is seeking to put a clause in every lease of a community services building that when it is being used the public must be allowed to come in and use the toilet when the building is occupied. The Committee asked if we could we use this as a negotiating ploy for a better toilet. Michael will complete a report on the new draft of the lease for the next meeting.

Flag

It would be great to have a flag/banner that we could use to promote ourselves at community events and standing camps. It should have our name and the Brooklyn Scouts website address. We discussed the potential for damage in poor conditions, but agreed we could manage this by only using in good weather. David will explore some quotes.

Leader support check-in

Training is on this weekend, and a first aid course is coming up – Sept 9-10. Oliver needs to send date out.

David and John went to OSM training. Also a leaders training John and Erina went to.

The Group Leader transition will be marked at the AGM.

Committee and leaders event

Annaleah suggested a 10pin bowling event. She will suggest some dates by email.

OSM census

6 Sept is the next census date. Venturer's need to be updated. All leaders need to check everyone in OSM at the time is active.

Suggest Venturers have a sign-in sheet to tick attendance. David can then update from the printed list.

AGM

Suggested a family BBQ. Tentative date 11 November.

Next newsletter

Aim for week 7 – cover

- Turere
- Group BBQ (coming up on 30 Sept)
- Quiz night went
- AGM advance warning

Meeting closed 8.15 pm

Next meeting

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13 September 2017

Record of actions discussed and closed at or since last meeting (see comments), and still open or new as at 9/8/17.

Red = overdue actions Grey = closed at meeting.

Number	Action	Responsible	Due	Status	Notes
17/268	Explore cost of a free standing flag we can use to promote Brooklyn Scouts	David	30/09/2017	Open	
17/267	Buy and install new lock for the toilet door	Annaleah	30/09/2017	Open	
17/266	Create a list of all the immediate maintenance works to be completed and involve the right people to sign it off	Annaleah	31/08/2017	Open	
17/265	Talk to Duane about best way of supporting the Cub group	Annaleah/David	31/07/2017	Ongoing	
17/264	Request further details about proposed predator free fundraising event	Anneleah	15/07/2017	Closed	Event held - very successful.
17/263	Research grants for equipment for Heaphy track etc	Erina/Oliver	30/06/2017	Open	
17/261	Clear out benches in hall - change to set up working bee to do this	John/Oliver	30/09/2017	Open	Changed action after realising this is a big job. New deadline of end Sept.
17/258	Send reminder to pay subs	Annaleah	30/04/2017	Open	completed - outstanding payments will now receive a phone call & another invoice from Oliver. 9/8/17. Still \$3,500 outstanding. Names to go to Leaders for followup.
17/257	Arrange copy and artwork for ad in Cook Strait News. Also send original quiz night poster to Annaleah	Oliver/Denise	31/03/2017	Ongoing	pause action and review in term 3 - discussion about cub pack and keas numbers required before we move on
17/255	Update community wall to show thanks for BCA, NZCT, Infinity, Spotless, Cook Strait News	Oliver	30/06/2017	Open	Printed off. Just need to check we have all grant people then hang the signs
17/251	Arrange for completion of roller door / QM store extension	Terry	30/04/2017	Open	Scheduled for first week of April; 17/5/2017: Rex to be asked to get quotes for the carpentry work - needs to be done as a matter of urgency. 28/06/17 Rex stated that \$3000 had been agreed in the past, but that the work had not been done due to cash flow issues. Rex to speak with Terry to ensure that it was now fit for purpose for the current storage needs. 9/8/17 This needs to become a priority so we can use the space.
16/247	Arrange next steps for quiz night including formal thank you to Sonya, followup re new date with the pub and decision about any short-dated auction items (could be auctioned at AGM)	Erina	15/08/2017	Closed	17/5/2017: discussion as to when it should be held - august (mid) group to decide. Erina to help. Oliver to approach Sonya 28/06/17: Anneleah/Rex to follow up with Erina to check if a date has been agreed – if so to start publicising. 9/8/17.Quiz night is 20 August.

16/243	Investigate pricing to add acoustic ceiling tiles and insulation to the hall	John	30/11/2017	Open	John measured up during the 22/3/17 meeting; John met with a person 17/05/2017 and awaiting the different options cost 5-6 k? John to produce a report giving a summary. What is the possible thermal and acoustic benefits. Await for engineers report.28/6/17 John presented a number of samples of different options of acoustic tiles and panels, along with cost estimates and copy of the engineers report from Marshall Day. It was agreed after much discussion, that we should look to reduce the noise in the hall. We would aim for a reverberation time of 0.6 sec (or better). The solution that offered this is a suspended grid with ceiling tiles. This would allow for the lights and heaters to be suspended or mounted on the grid (and no major electrical work required). See report and email trail attached.
16/239	Get parent names to put on thank you wall and make a sign acknowledging contribution	Oliver	31/07/2016	Open	Partly completed.
15/198	Fix smoke alarms in basement	Annaleah	30/04/2016	Open	Deadline extended. Rex has followed up with the suppliers a number of times. Terry is also now following up. 11/5 Erina suggested we install battery operated smoke alarms in the meantime. 10/8 Terry advised he has a new quote underway and this should be resolved soon. 19/10. Rex will install a battery operated alarm until this is fixed. 22/3/17 Still chasing original vendor. Battery operated alarm not installed yet.17/05/2017:Oliver to buy batteries to install battery operated smoke alarms while awaiting a permanent solution.28/6/17 Annaleah to ensure smoke alarms are fitted by next meeting 9/8/17. David and Annaleah donated smoke alarms. Will be set up this week.
14/133	Update Committee on status of hall lease agreement	Michael	30/04/2015	Ongoing	Word version not available. Michael to email PDF to David to convert. In the interim Council have agreed hiring of hall is up to us (providing it's not for substantive periods). New deadline added. 8/7 - Converted to Word. Proposed amends complete except for one. Once completed will go back to Council. Michael comfortable we are ok despite no formal conclusion at this stage (still within agreed term, and we renew for an extra 5 years after this). 9/8/17. Council has come back with a re-worked lease. Michael to review and provide a report at next committee meeting

Record of resolutions from 9 August 2017

No.	Date	Resolution	Moved	Seconded	Vote
17/223	09/08/2017	THAT, the Treasurer's verbal report be accepted	Oliver	David	CARRIED U
17/222	09/08/2017	THAT, the minutes of the previous meeting be accepted	Annaleah	Catherine	CARRIED U

Priority To Do List August 2017

Please add details/corrections and email back to me (Anneleah)

Lets do this!!!!

Item	Timeframe	Cost	Details	Assigned Person
QM outside storage Roller Door	Before end of term 3	\$3,000		Rex/Terry
Smoke Alarms	16 August	donated		David
Bathroom Door Handle	Complete 30 September	\$30	New door handle	David
Ceiling Sound Proofing	2017	TBC	Getting quotes/grant to be applied for.	John/Erina
Lighting upgrade LEDs	2017	TBC	Getting quotes/grant to be applied for. To be done with ceiling	
Kitchen Cupboards	2017	TBC		
Kitchen hot water install	2017	TBC		