

# **MINUTES of the Brooklyn Scouts Joint Parent Leaders Committee**

## **Wednesday 13 September 2017**

*Venue: Scout Hall. Meeting started at 7.10 pm*

### **Present**

Gillian, David, Oliver, Catherine, Michael, Denise, Rex, Erina

### **Apologies:**

John, Terry, Bob, Annaleah

### **Minutes**

We discussed the outstanding actions as recorded in the actions list below. This included setting up a working bee for 28 Oct (see action 17/261).

The Committee spend some time discussing our concern with the very large amount of outstanding subs this year. Discussion points noted included:

- We need a policy of clear follow-up dates
- Communicating the problems this causes for the funding of the group.
- Should we charge quarterly to match how we are invoiced by the Scout Association – the Committee raised issues with this – complexity to administer, people may drop off - seasonality. Doesn't build the culture of commitment.
- Broader issues eg parents dropping off Keas/Cubs without even a thank you. Need to build a strong community of parents. Culture of commitment and respect is needed. Denise noted the survey has started this and it's really good. Some of the messages in the survey could go into the intro pack.
- Subs invoice could go out with the pack.

We noted we should discuss this at the AGM and Oliver took an action to work up some options for subs payments to present to the AGM.

### **Correspondence**

- None

### **Health and safety check-in**

Denise noted it would be useful to develop a short health and safety plan and policy that could be visible to parents. Could be a mix of documentation of what we do each time we run activity, plus what we've done to improve the Hall (eg better kitchen, plans to do the acoustic tiling etc). Could also spell out what parents can do eg pick up / drop off.

We should report on this at the AGM and aim to have some information available on our website and in the hall so both new and existing parents know about this.

No incidents, other than a minor burn, have been reported.

### **Treasurer's report**

Oliver discussed the following points emailed in advance. In addition he noted the three new subs invoices have now been issued.

#### **Some commentaries:**

1. Note that we have \$3,730 in outstanding subs, from 18 families. Copies of the relevant invoices have been sent to the respective leaders. This is a fairly awful situation vs the same time last year, so happy to take direction from GL as to how this can be followed up.
  - a. Would like it to be cleared by end-September.
  - b. Note that there are 3 children in OSM to whom subs invoices have not yet been issued;
  - c. Note that there are 6 youth transferred to Venturers that are NOT yet part of our Group – but for whom we have been invoiced National Fees.

2. In terms of rebates – the Group owes a total of \$700 to parents who have completed their volunteer hours
  - a. This excludes any rebate payable on unpaid subs invoices.
  - b. That means fundraising rebates will have been applied to approx.. 40% of our membership

3. Activities:
  - a. Ski Trip needs reconciliation – Scout Group is holding funds that need to be claimed against (approx. \$2000). Awaiting a quick chat with Denise!
  - b. Awaiting 1 flight payment for Staveley Camp – quick response from parents
  - c. No expenses applied as yet for Turere Hut and Space Place (reconciliation required)
  - d. Heaphy Track has \$286 of funds available, after payments for Ferry and Huts.

4. General notes:
  - a. Uniform costs and Training Costs both over budget – reflects increasing levels of activity at Group, recommend we adjust in 2017/18.
  - b. Surplus so far at \$28,700 (pre-depreciation) – compares with last year at \$30,200. Difference is missing subs, electricity issues and training/uniform costs
  - c. National Fees invoice due, but some adjustment required – approx. \$1,500.
  - d. Cash at Bank (excl. Venturers) = approx. \$25,600

- i. Set aside budget: \$1,500 applied for QM store door
- ii. Set aside budget: \$6,800 for Hall Phase 2
- iii. Set aside budget: \$2,100 for next Jamboree
- iv. Set aside \$12k for working capital to April next year

FREE cash = \$3,400

David noted there was a small loss for the Turere trip due to last minute cancellations and us charging based on actual cost. He noted it was probably better to have a set sum as we have in previous years (\$16 per head).

David also noted a learning from the Staveley air bookings. John found that if you book a group it works out more expensive because of the way the Air NZ system works. It would have been cheaper to book individually then average the costs across the kids than it was to book them as a group. David and John have written a letter to Air NZ to raise the issue with them and see what they can do.

Fundraising. Oliver suggested we could get another quiz underway. He also noted there was about \$140 raised for entertainment books but that these were relatively fiddly to organise. (David noted Annaleah manages them for her school and there is an easier way to manage those).

David noted that John has arranged some fundraising for Staveley - more pea straw. Also Cookie time cookies.

### **Section summary**

Keas - Around a dozen Keas and parents are engaged - they come in and talk to Leaders etc (also a relatively high percentage achieving rebates).

Cubs – 22 Cubs. There are some issues with sustaining the quality of the programme with the number of leaders. We note we have some actions underway to address this.

Scouts – Averaging around 20. One Cub recently moved up. Another joining from Belmont. Badge work has been driving them – a quarter of the night is leader led and it's based on badges. Thanks to Chris for coming in and driving that activity. Some resources Chris has been using need to be shared onto the Google docs.

Venturers – Leaders away but the group has been carrying on. About to elect exec for next year. OSM is still a problem.

Group – the Group campfire is set down for 30 September. This will include an official Scout campfire at the start. Denise suggested we take a photo and send to the reporter of the Cook Strait News.

### **General business**

#### *Quiz*

The Committee formally thanked Erina and Oliver for arranging the quiz. And to Sonay Scott for the sourcing of prizes. Rex noted how enjoyable the questions were and how very well organised the quiz was.

## *AGM*

Our next Committee meeting needs to include planning for the AGM.

## *Next newsletter*

Gillian will prepare this over the weekend. Topics will cover:

- Turere - lots of fun. Creative scouts and cubs. Spent time doing designs in the riverbed.
- Group BBQ (coming up on 30 Sept)
- Quiz night went
- AGM advance warning
- Photos - sea Scouts activity (David). Sailing.
- Ski trip
- Survey - link
- Working bee - cleaning, sort out QM store and physical work - builders needed

**Meeting closed 8.30 pm**

**Next meeting: 1 November 2017**

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**Record of actions discussed and closed at or since last meeting (see comments), and still open or new as at 13/9/17.**

**Red = overdue actions Grey = closed at meeting.**

No.	Date raised	Action	Who	Date due	Status	Notes
17/274	13/09/2017	Send email to Sonya on behalf of the Committee to thank her for work in setting up the first Brooklyn quiz	Oliver	30/09/2017	Open	
17/273	13/09/2017	Set up rebates for parents who have contributed their fundraising hours by end of financial year	Oliver	30/09/2017	Open	
17/272	13/09/2017	Develop a short health and safety plan and policy that can be published to parents	Denise	30/11/2017	Open	
17/271	13/09/2017	Prepare a paper on subscription options (including two half year payments) to present to the AGM	Oliver	31/10/2017	Open	
17/270	13/09/2017	Source quotes for gym type matting to go on the floor (to help with the acoustic proofing at action 16/243	Rex	31/10/2017	Open	
17/269	13/09/2017	Rex to send emails re QM storage Council approval to Oliver to save in the shared drive	Rex	30/09/2017	Open	
17/268	09/08/2017	Explore cost of a free standing flag we can use to promote Brooklyn Scouts	David	30/09/2017	Open	
17/267	09/08/2017	Buy and install new lock for the toilet door	Annaleah	30/09/2017	Open	Lock bought. Still to be installed.
17/265	28/62017	Talk to Duane about best way of supporting the Cub group	Annaleah/David	31/07/2017	Closed	13/9 - Note Josh finishing at the end of the term. To be discussed at the Leaders meeting and closed as a Committee action
17/263	17/05/2017	Research grants for equipment for Heaphy track etc	Erina/Oliver	30/06/2017	Closed	Too late for grants for Heaphy Track. Will make grants for future events eg Stavelly instead - Erina available to help with grants from 25 Sept.

17/261	17/05/2017	Clear out benches in hall - change to set up working bee to do this	John/Oliver	30/09/2017	Closed	Changed action after realising this is a big job. New deadline of end Sept. 13/9 - Agreed a date of 28 Oct for the working bee.
17/258	22/03/2017	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. 13/9 David will followup with Duane on Monday then will follow-up with parents. The Committee noted concern with the amount outstanding.
17/257	15/02/2017	Arrange copy and artwork for ad in Cook Strait News. Also send original quiz night poster to Annaleah	Oliver/Denise	31/03/2017	Closed	pause action and review in term 3 - discussion about cub pack and keas numbers required before we move on. Closed as action for now.
17/255	15/02/2017	Update community wall to show thanks for BCA, NZCT, Infinity, Spotless, Cook Strait News	Oliver	30/06/2017	Closed	Printed off. Just need to check we have all grant people then hang the signs. 13/9 Need to add Placemakers and a general thank you to the parent community
17/251	15/02/2017	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.
16/243	10/08/2016	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. 13/9 Refer additional new action 17/270
16/239	07/06/2016	Get parent names to put on thank you wall and make a sign acknowledging contribution	Oliver	31/07/2016	Closed	13/9 Replaced with general thank you on the thank you wall.

### Record of resolutions from 13/9/17

17/225	13/9//17	THAT, the Treasurer's report be accepted	Oliver	Erina	CARRIED U
17/224	13/09/2017	THAT, the minutes of the previous meeting be accepted	Gillian	Erina	CARRIED U