

MINUTES of the Brooklyn Scouts Joint Parent Leaders Committee

Wednesday 1 November 2017

Venue: Scout Hall. Meeting started at 7.10 pm

Present

Gillian, David, Oliver, Catherine, Duane, Bob, Annaleah

Apologies:

Erina, Michael, Caitlin, Rex, Denise, Chris

Minutes

Noted there was an extra Michael listed in the previous minutes and corrected this. No other changes required.

Actions were followed up with some now closed (see table). We noted that while we got a lot done at the working bee (and have freed up lots more storage space), it was a disappointing turnout by parents. Three no-shows on the Sunday meant painting was unable to be completed.

Correspondence

A follow-up message was received from the old Scout who provided historical information. Annaleah confirmed to him we did receive this.

We agreed an action to digitise the records provided and add to a new 'history' section of the website.

Health and safety check-in

The cupboards on the wall have been identified as a hazard. Oliver is moving all the cupboards to be in one corner (with no possibility of hitting a head when getting things out of the bins under them) rather than in separate spots on the wall.

Bob noted a number of Scouts are still running across the road without looking. Scout leaders will do a reminder at the next meeting.

Treasurer's report

Oliver tabled a series of reports for the Committee's discussion:

- Completed accounts for 2016/17
- Trend analysis
- Draft outline of AGM Treasurer's report
- Completed accounts for October 2017/18 – including a draft budget

Discussion on the reports and questions raised by the Treasurer was as follows:

Accounts

- 1) We agreed with the Treasurer's recommendation to provision for the Heaphy trip Heaphy (\$1,400) and Ski Trip (\$1,500)
- 2) We agreed that the Group Leader would keep following up the unpaid subscription amounts (\$1,377 – hopefully less \$270 promised for payment at the end of the week). At this stage we do not agree with writing off any of the unpaid amounts.

Fees for 2017/18

National Fees are set to rise to \$159 per member (vs \$95 this year). The Treasurer outlined a series of options for what this might mean for Brooklyn Scout fees. These were based on an assumption of 54 members (59 currently in OSM – assumed no growth and some Scouts would choose to leave due to increased fees).

Option A: Partial increase

- Base Fee of \$300 (\$30 increase)
- Increase Kea's discount to \$60 (no increase in their fees for 2018 – not many Keas either!)
- Rebate remains at \$40
- Halve multiple child discount to 5% and 10% respectively.
- Reduce Hall Maintenance to \$3k
- Subs generated: \$13,353 (after rebate)
- Cash Surplus: \$3,217

Option B: Pass on full increase

- Base fee of \$335 (\$65 increase)
- Keas discount remains at \$30
- Rebate remains at \$40
- No change to multiple child discount
- Reduce Hall Maintenance to \$3k
- Subs generated: \$14,704 (after rebate)
- Cash Surplus: \$4,568

Option C: Partial increase with payment plan

- As per above, but with \$20 one-off admin fee / child
- Plan structured as 50% up front, remainder spread over 6 months. **We would want the ability to direct debit** (talk to Kiwibank)
- Gains up to an extra \$1,000

Erina shared her thoughts by email prior to the meeting as follows

1. Level of Subs – I think this should be sit \$300, maybe \$295, it feels like a lot less, so over 2 years
2. Multiple discount, I think that these should continue at the same level but no more than \$20% for 3 or more
3. Keas fee should remain the same
4. Rather than a rebate, what about managing the fee increase by expecting a minimum of 4 hours input from parents as part of the deal or the option of paying an additional \$40 or \$50 that they can pay upfront if they wish?
5. Leaders (full time) to only pay National portion.

Committee members present made the following points:

- We can afford not to pass on the full increase at this stage (some this year, some next instead).
- Passing on the full increase (or a rounded down version of \$60) would be the most transparent approach – David has already emailed parents letting them know about the National Fee increase which sets the scene. It would also be consistent with the messaging we have given over the last few years (desire to cover administration costs).
- Only one parent has spoken to David about the National Fee increase email.
- Other groups are passing on the full cost.
- Some groups get people to pay the National Fee portion up front then get the group operating costs in a future payment.
- Payment flexibility is preferred but maximum flexibility would only be possible if we could set up direct debits. As in the previous meeting, six-monthly rather than quarterly payments would be preferred (quarterly is likely to lead to older Scouts dropping out in the final term because of exams).
- We could re-emphasise hardship provisions in our communications. We could also use the messaging Wellington High used when asking for school donations, encouraging parents to pay extra to contribute to helping other Scouts who may not be able to afford the increase.
- The rebates did increase the number of parents volunteering (by a small number but still an increase). We could look to increasing the rebate amount along the fee amount to encourage more activity and so we are 'giving' back to help offset the National increase.
- We don't want to change the multiple child discount – while recognising the Treasurer's point about the cost of this to us, the Committee felt this provided an important Scouting community benefit.
- We prefer to retain a discount for Keas – they have shorter sessions and not as many activities that cost money.
- We should look to plan less expensive trips for Scouts (or have fewer trips that cost more money) so that the 'extra' activity costs are reduced.
- Leaders automatically get the rebate amount anyway. No Leader wanted to get any additional discount.
- That the proposed budget for 2017/2018 (including reduction in hall maintenance costs) was a prudent reaction to the new costs facing us but was doable given some of the major hall maintenance costs have now been covered. Members agreed it was important to prioritise Leader training and section expenses and that a small increase in each of those was important.

With these discussion points in mind, the Committee preferred a new option as follows:

Option D: Pass on (rounded version of) full increase

- Base fee of \$330 (\$60 increase)
- Keas discount of \$60 (\$270 to pay) (passes on half the increase)
- Rebate increases to \$50
- No change to multiple child discount

We unanimously agreed to put this proposal to parents at the AGM.

We need to let parents know about the proposed increases (but not the detail which can be better explained in person) in advance of the AGM.

We also noted, it would be helpful for Leaders to have a 'cheat sheet' – a one pager about how we spend fees. This would help them explain to parents who ask.

We discussed the required change in signatories for the bank account. The committee noted that Alevtina Lavrientieva remains a signatory, and needs to be removed from the account. Also, Scouts NZ now require two representatives from Wellington Zone to be added as signatories to the account. The committee felt that Pim Jansen and Nathan Dodd would suit this role well.

Section summary

Keas – growing. Range of activities planned in near future. 6 new Keas are trying out sessions this term. Annaleah noted we need to receive membership forms from them as soon as they decide they are staying in order to invoice them. They also need to be added into OSM.

Cubs – Four Cubs that were going to Scouts moved to Eastern Bays – logistically easier for them. Duane noted it was disappointing none of the parents advised us they were leaving. We discussed how we need to keep reinforcing the need for courtesy and respect amongst our families. Bullying issue with a couple of Cubs – being dealt with.

Scouts – First aid course coming up. 14 Scouts. Heaphy track very successful. Camp fire at the beach was awesome. Chief Scout expedition went well. Three new Scouts. Planning an award night for 19 December.

Venturers – New exec in place. Frankie as Chair. Received OSM training last night. She will be capturing attendance and planning events.

General business

AGM (Sunday 12 November – 5 pm)

Annaleah shared some of the results from the parent survey. These have driven the decision to hold the AGM in the weekend with a follow-up BBQ. Arrangements are as follows:

- Older Scouts (eg Seb and Harry) could do child care.
- Nominations need to be sent in advance – for Chair, Secretary and Treasurer. Respectively Annaleah, Gillian and Oliver agreed to be nominated for these positions.
- Group leaders report – Oliver to start it and David to finish
- Set up projector for slide show of photos of the year.
- Get a Scout / Cub etc to stand up and say what they liked about being in Scouts.

Leader support

4 Leaders are going to the next first aid training.

Survey

We have been asked to encourage Scouts to complete a survey. David will organise laptops to come to Scouts so that Scouts can fill out survey during the evening.

Meeting closed 8.45 pm

Record of actions discussed and closed at or since last meeting (see comments), and still open or new as at 1/11/17.

Red = overdue actions Grey = closed at meeting.

No	Date raised	Action	Who	Due	Status	Notes
17/276	01/11/2017	Add Pim Jansen and Nathan Dodd as account signatories, and remove Alevtina Lavrientieva	Oliver	30/11/2017	Open	
17/275	01/11/2017	Create a one-pager Leaders could use to explain how subscription fees charged are spent	Oliver	31/12/2017	Open	
17/274	01/11/2017	Begin digitising historical records and set up a history section on our website	Oliver	31/12/2017	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	Closed	Group leader working with Treasurer to follow-up
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	Closed	
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	First quotes in. Awaiting additional quotes.
17/267	09/08/2017	Buy and install new lock for the toilet door	Annaleah	30/09/2017	Open	To be completed at working bee
17/258	22/03/2017	Send reminder to pay subs	Annaleah	30/04/2017	Ongoing	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.
17/251	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

						<p>tiles and panels, along with cost estimates and copy of the engineers report from Marshall Day.</p> <p>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).</p> <p>See report and email trail attached. 13/9 Refer additional new action 17/270</p>
14/133	02/07/2014	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
14/123	11/06/2014	Create a parent newsletter	Gillian	02/07/2014	Ongoing	First issue complete. To become ongoing action.
13/59	23/10/2013	Continue to use google calendar records to record hall hire. Also establish a simple system for playcentre to record its occasional use (eg fill out a chart on the wall), which Sue will discuss with the new Playcentre president once elected.	All/Sue	21/11/2013	Ongoing	
13/28	19/06/2013	Advise dates of any activities to any of Chris, Oliver, David or Andrew	All	Ongoing	Ongoing	

Record of resolutions from 1/11/17

No	Date	Resolution	Moved	Seconded	Voting
17/229	01/11/2017	THAT, the proposed budget for 2017/18 be accepted	Oliver	Annaleah	CARRIED U
17/228	01/11/2017	THAT, option D for subscription fee increases be put to parents at the AGM	Oliver	Catherine	CARRIED U
17/227	01/11/2017	THAT, the Treasurer's report be accepted	Oliver	Catherine	CARRIED U
17/226	01/11/2017	THAT, the minutes of the previous meeting be accepted	David	Catherine	CARRIED U