

MINUTES OF THE BROOKLYN SCOUTS JOINT PARENT LEADERS COMMITTEE

Wednesday 14 March 2018

Venue: Scout Hall. Meeting started at 7.04 pm

Present

Michael, David, Possum, Catherine, Gillian, Annaleah, Erina, Denise

Apologies

Bob, Duane, Terry, Chris, Caitlin, Oliver, Rex

Minutes of the previous meeting

The minutes of the previous meeting were accepted.

Actions were discussed and updated as below.

Discussion on the floor matting noted that kids will pick at the holes in the gym matting squares proposed. There were also concerns the pieces would come apart. Erina will ask Rex to look at a sealed matting option.

Since there is no specific budget for matting we need to go for a grant – in which case we need to get the costing for the ceiling panels as well.

Erina noted she is away 11 April to 27 May.

Correspondence

A notice of moving the bus shelter. No other correspondence.

Health and Safety plan

Denise provided a copy of the health and safety plan to the committee. The stand out item is the hot water in the kitchen. We were waiting to apply for a grant to do this when we do the grant for the ceiling but we agreed we need to progress this separately. A resolution was passed to apply for a funding grant.

We need to get some small teams together to start doing some audits and taking responsibility for various sections of the plan. Possum volunteered to get the Venturers doing a site audit. At the next meeting the committee needs to follow-up on the audit the Venturers have completed. The committee should also formally adopt this as the health and safety plan (we discussed that this may have been done but there is no record in the Parent/Leader committee files)

Denise and Annaleah will discuss the sequencing for other tasks in the plan. Annaleah suggested she adds an agenda item to check how we are progressing against the plan at each committee meeting.

Risks identified since the last meeting

- Fire safety buckets for using on the deck. Need to buy 4 concrete tiles to put under buckets when we use the stoves on the deck. Erina will arrange this.

Treasurer's report

Oliver had sent through the accounts and several proposals for resolutions. Discussion around the accounts included:

- Final chase-ups for outstanding debts has reduced the amount outstanding from last year
- Subs are now ready to be sent subject to a final check of lists
- Oliver's proposal to set up a direct debit (see below)

Direct debit

Oliver had raised by email that if we want to offer instalment payments, we need to protect ourselves from the risk of non-payment that we suffered in 2017 (and previous years). Doing so would require us to change banks as Kiwibank do not offer a competitive direct debit facility.

Discussion points included:

- Annaleah – did think there is still opportunity to put in place a better practice and process
 - It was suggested we could set up a separate subs account to make tracking payments easier for the Treasurer and membership co-ordinator if they could get read access
- Annaleah and David were concerned direct debits might be seen as a very aggressive option and not in keeping with our community spirit. David further noted it takes control out of the hands of people who might be disadvantaged.
- Denise noted she is on the committee of several community groups, all of whom offer direct debit options.
- Possum suggested an alternative option might be to offer automatic payments. Denise noted Karori Scouts offer A/Ps and offered to follow-up how that works.
- Gillian raised the risk A/Ps can be stopped by the individual. This could be mitigated by close monitoring by the membership co-ordinator.
- Denise – noted Scouts as a whole might need to move to one bank. So not having to change now may be an advantage.

David concluded the discussion by suggesting we send out the invoices now. We say to people if you want to pay by instalments, get in touch with David. We can then assess demand while we are setting up the process for instalments.

The committee noted their thanks to Oliver for the work in putting together the reports and the proposal.

Fundraising amounts

David raised that we need to start looking at fund raising from the stadium being channelled back into Jamboree fundraising. Chris had also asked (via email) whether some of the stadium fundraising could go to world jamboree. This reflected that many of those consistently helping at the stadium are the ones whose youth are looking to go to world jamboree.

Denise offered to prepare a short options paper (based on previous papers) for fundraising so the committee has some options to consider for both jamboree and world jamboree fundraising.

Section summary

Keas – 15+

- Need to get on to recording of badges etc in OSM
- Do need to get parent help nailed. Adult/child ratio not enough
- 2 parent Kea helper forms this week – will help

Cubs – 12-16 per night

- Ratio ok here as there are parent helpers
- Great help from Scouts/Venturers
- Also need to get on to recording of badges in OSM

Scouts – About 20

- Guest speaker last night
- Good progress for youth doing Chief Scout Award. Up to 4 Chief Scouts coming this year – will be most ever.

Venturers – about 10 consistently

- Harriet and Lenny went through Queens Scout Award panels. May also be able to add Arthur to that list
- Unit running really well particularly given it's a young unit again
- Trying to moderate Frankie's workload as she takes on too much
- Over-prescribed with leaders if anything

Leader training – some OSM tonight. Skills training coming. A wall calendar exists to record upcoming training.

- Value of having an annual plan is great
- Getting Zone working on a term basis as well. Some Zone events come up at short notice and this conflicts with our own planning.

Gillian asked whether we can take more members. At this stage – yes (provided we get more parent help at Keas). Current 'recruitment' activity includes:

- Bring a friend any night
- Local schools have promoted Scouts (Ridgeway, Mt Cook, Brooklyn)

Denise got quotes for promoting in the Cook Strait Times last year. It would be useful to support this paper given the free editorial they have provided on recent Chief Scouts Awards etc. The committee agreed it would be useful to run an advert prior to Term 2 and authorised a spend of up to \$200. Denise will organise.

General business

Building update

There is power going into the QM store but lighting isn't complete. Erina will raise with Rex to follow-up. Erina will also ask Rex to do another maintenance report (in June).

Catherine noted we are short of brooms. She will buy additional brooms for cleaning.

Family potluck dinner in May

This is proposed as a Friday family fun night. The date TBC depending on the plan

ANZAC catering – we've been hired again

Annaleah is happy to organise it. We will be doing a sleepover in the hall, dawn parade + breakfast

Need to organise badges this time (youth need to help collect in order to get a badge).

Child protection issues

Denise updated the committee on work she is doing on child protection issues as part of her Scout National Board responsibilities. The recent case of a Group Leader charged with abuse reminds us child abuse is still an issue to discuss. She noted this is different from youth bullying issues and that it is important to label it as a child protection issue – focusing on the adult roles.

The Board has floated the idea of a Group check list – to help overcome the reluctance people have to talk about these issues. This would outline things we need to be aware of – risk factors. A good example is Council proposal to have our toilets open to the public – creates a risk for the youth.

David will circulate the checklist and we agreed we should look to adopting the checklist and using it as a framework to have these conversations.

Newsletter

- Paying subs
- ANZAC coming up
- Stadium
- Parent police checks reminder
- Friday Family fun day
- Link to the events calendar
- Duane's Bronze Tiki Award
- 4 world jamboree
- Aiming for 4 chief scouts, also group of up to 3 queen scout
- Cleaning roster – Catherine will be in touch
- Kea sleepover at Zoo with Island Bay

Meeting closed 8.37 pm.

Next meeting: 6 June 2018

Record of actions

Red = overdue. Grey = closed at meeting

No.	Date raised	Action	Who	Due	Status	Notes
18/284	14/03/2018	Buy new brooms for the hall	Catherine	10/04/2018	Open	
18/283	14/03/2018	Provide a maintenance report to committee meeting	Rex	06/06/2018	Open	
18/282	14/03/2018	Investigate lighting for the QM store	Rex	01/06/2018	Open	
18/281	14/03/2018	Place an advert for new youth members in the Cook Strait Times	Denise	10/04/2018	Open	
18/280	14/03/2018	Put a calendar of all upcoming activities on the wall so parents can see this when picking up youth	David	30/04/2018	Open	
18/279	14/03/2018	Prepare short options paper for fundraising for jamboree and world jamboree	Denise	06/06/2018	Open	
18/278	14/03/2018	Buy 4 large concrete tiles to be used for fire activities on the deck	Rex	10/04/2018	Open	
18/277	14/03/2018	Arrange for the Venturers to do a health and safety audit of the hall	Possum	01/05/2018	Open	
18/276	14/03/2018	Get quotes for dishwasher and hot water unit and put the grant application in	Erina	10/04/2018	Open	
17/275	01/11/2017	Create a one-pager Leaders could use to explain how	Oliver	31/12/2017	Open	

		subscription fees charged are spent				
17/274	01/11/2017	Begin digitising historical records and set up a history section on our website	Oliver/David	31/12/2017	Open	Added David to help with this work. David notes we already have a history section of the website.
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	\$1,370. However see committee discussion to seek additional quote for closed in matting
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	Closed	
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. 14/3/18 Quotes in. Now just need a design
17/267	09/08/2017	Buy and install new lock for the toilet door	David	30/09/2017	Open	To be completed at working bee 14/3/18 - Not completed. Transferred responsibility to David
17/258	22/03/2017	Send reminder to pay subs	Annaleah	30/04/2017	Closed	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	Closed	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 14/3/18 David will followup
14/133	02/07/2014	Update Committee on status of hall lease agreement	Michael	30/04/2015	Open	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. 14/3/18 Michael advised he followed up 6-8 weeks previously. He will followup again with Council and National.

Record of resolutions from 14/3/18

No.	Resolution	Moved	Seconded	Voting
18/244	THAT we trial an advert in the Cook Strait Times, prior to term 2, spending up to \$200.	Denise	Gillian	CARRIED U
18/243	THAT, the Treasurer's report be accepted	Annaleah	Poosum	CARRIED U
18/242	THAT, we write-off unpaid subs from 2017 of \$675	Oliver	David	CARRIED U
18/241	THAT, we close off the QM store budget - with a \$1,292 overspend (previously agreed to be up to \$1,800 overspend) to be transferred into retained earnings	Oliver	Erina	CARRIED U
18/240	THAT we apply to Pelorous and Four Winds for up to \$6,000 to cover a replacement, and health and safety compliant, hot water system and high rating dishwasher for the hall.	Erina	Catherine	CARRIED U
18/239	THAT, the minutes of the previous meeting be accepted	Annaleah	David	CARRIED U