

MINUTES of the Brooklyn Scouts Joint Parent Leaders Committee

Wednesday 7 June 2018

Venue: Scout Hall. Meeting started at 7.10 pm

Present

Gillian, Oliver, Catherine, Michael, Denise, Rex, Erina, Michael, Frankie, Jaimie, Bob, Annaleah

Apologies:

David, Duane, Caitlin, John

Minutes

That minutes approved – Gillian/Annaleah

Actions - working bee set for 28 Oct. Followed by fish and chips.

Correspondence

- Email re Chorus wanting to install fibre optics next door and did we want it. WE said yes so we will have ability to attach to this in the future.

Health and safety check-in

Cupboards have been removed to avoid heads banging. Contents of cupboards now in leaders cupboards. Will replace with a hook to hang a first aid bag on. Annaleah to do and to also re-design the corner area.

Also purchased a non-slip mat for the hall. Would be good to get a second one for the venture den. And one for the front door – Rex will build something on the front door step to hold it. Annaleah will buy these.

Chris cut his hand opening a can with an old style can-opener. Need to throw this and replace it.

Venuterr audit – second fire exit door is sticking and maybe a keep clear sign.

Metal beams downstairs – need polystyrene.

Also a note we don't want to use the room downstairs for storage – need the space clear partic as Venturers are growing. And they want to purchase another couch. Annaleah will get Terry to move junk by 2 weeks time. Committee all agreed.

Tvs, broken stereo's should be removed.

Committee requested Venturers keep the room clear.

Treasurer's report

Activity balances – aim to break even. So far losing money this financial year. Conscious decisions – enough fundraising to subsidise activities. Just make sure this is a conscious decision and this is noted when planning activities. If possible please use the activity budget template.

Ahead of where we were last year. \$13K cash surplus. \$29K unallocated balance.

Past years we've made an allocation to jamboree. Need to start doing this. Last time set aside target of \$20K of 3 years. Need to start accounting for this if the committee decides to do this again.

Annaleah noted reports are very easy to receive.

Only a handful of subs outstanding. Annaleah is chasing. Keeping OSM up to date is helping as well.

Oliver/Catherine Approved

Fundraising

Denise spoke to a paper she circulated in advance of the paper.

David noted the Zone has a hardship allocation for hardship for Jamboree. So our hardship provision would be a back up to that.

Need to come up with a proper funding formula but aiming for an equivalence for NZ and World Jamboree fundraising allocation. 2% of takings for the particular event would make it quite easy.

2 going to both fill the world jamboree bucket first then if they are keen they can go on to fill the NZ hours. Have a dispensation to allow the 4 kids to work at the stadium.

Principle still to pass on to Venturers as well. Fair allocation for service. But then Venturers do their own working out of how much goes to Venturers going to Venture for example.

Venturer fundraising is all up to them.

David, Oliver, Denise to work out the formulas.

Erina / Oliver that we accept the fundraising principles

Thank you to Denise for putting together the paper.

Section summary

Keas – 15-18 Keas. Good leader support. Working through the national programme.

Cubs – Annaleah coming along as dedicated parent support this term. Thank you. Improving quality of activities and recording. Badge achievements beginning and cubs like that. Some Keas coming up and some Cubs going to Scouts. A few joint activities are helping. Ski trip, Turere Lodge, Group Camp coming up. National programme is excellent and connects well to the badge achievement. Youth leaders are doing well (and enjoying it).

Scouts – Invested 3 Scouts last night. One brand new, one family member and one from Cubs. Changing the planning – so there's now a compulsory time within the night to do planning. This includes some leader led activity that will contribute to the badge work / signoffs needed for Jamboree. (So they will get through Bronze in time for Jamboree).

Venturers – 12 with a few more to come later in the year. Trying to get more involved with other sections. This weekend got a zone Masterchef. Zone ski trip then a regional camp next term.

General business

Building update

Quote for mats in hall. Only one mat really suitable. But \$8k (at a discount).

Need to look at priorities – need full list of maintenance in order to prioritise. Need pros and cons for full maintenance list (and alternatives).

Leader support check-in

First aid training this weekend. At Karori West.

Warranted Catherine last night.

Jaimie's still to come through.

Slow to come through – but lots of new leaders, leader re-warranting, new policy on parent helpers mean it is slower than normal.

Leader training opportunities are happening.

General

Family fun night. Encourage committee to come.

23 June – Scouts running the BBQ at the Brooklyn Market. Put up marquee and get the kids to do games etc. Re-use ad for Cook Strait Times as a flyer for a handout. Annaleah will make this.

Quiz night – Oliver to talk to pub about running another quiz (avoiding school holidays). Potential to ask pub for a grant after that.

Housing NZ flats – Erina to talk to manager about circulating some information about Scouts (and hardship available)

Next newsletter

Aim for week – cover

- Family fun night
- Wrap up and

Meeting closed 8.40 pm

Next meeting: Weds 15 August

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Record of actions discussed and closed at or since last meeting (see comments), and still open or new as at 19/10/2016.

Red = overdue actions Grey = closed at meeting.

No	Date	Action	Who	Due date	Status	Notes
16/249	19/10/2016	Denise and Duane to discuss Scout help with Keas and Cubs	Denise / Duane	02/11/2016	Open	
16/248	19/10/2016	Arrange AGM	Oliver/Erina/Gillian	02/11/2016	Open	
16/247	19/10/2016	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	15/11/2016	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	Brief Erina on who is still outstanding on subs and discussions to date so she can follow-up as Chair	Oliver / Erina	30/10/2016	Open	

16/243	10/08/2016	Investigate pricing to add acoustic ceiling tiles and insulation to the hall	John	30/11/2016	Open	
16/241	10/08/2016	Send a copy of the risk management framework tool to David	Denise	31/08/2016	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	
16/239	07/06/2016	Get parent names to put on thank you wall and make a sign acknowledging contribution	Gillian	31/07/2016	Open	Treasurer will be able to help with names of parents
16/237	07/06/2016	Price up civil defence buckets and provide recommendation to committee	Julia	10/09/2016	Open	
16/226	11/05/2016	Reconcile Zealandia attendees and payments	Denise / Sonia	06/07/2016	Open	Underway - Denise has requested list for reconciliation
16/218	24/02/2016	Follow-up who at Zone is dealing with the common lease and pass on our significant concerns that this has still not been resolved	Oliver	31/03/2016	Open	Talked to Renaldo who was surprised it has been going on as long as three years. 10/8 Discussions are scheduled to take place with WCC in the next few weeks. Zone declined Michael's offer of assistance.
15/210	29/11/2015	Discuss with Jason how Scouts could help with the community emergency work	Oliver	30/04/2016	Ongoing	Had an initial chat. Awaiting response
15/198	05/08/2015	Fix smoke alarms in basement	Terry	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.
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Record of resolutions from 19 October 2016

No	Date	Resolution	Moved	Seconded	Vote
16/197	19/10/2106	THAT, we apply to the <Infinity / Pub Charities> for up to \$2,000 to enable to youth who could not otherwise afford to attend Jamboree to attend	Erina	David	CARRIED U
16/196	19/10/2016	THAT, the minutes of the previous meeting be accepted	David	Bob	CARRIED U