

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

## **Wednesday 22 March 2017**

*Venue: Scout Hall. Meeting started at 7.00 pm*

### **Present**

Gillian, Michael, Terry, Catherine, Annaleah, John

### **Apologies:**

Erina, Oliver, Denise, Bob, David

### **Minutes**

The minutes from the last meeting were approved.

### **Correspondence**

Just Placemakers invoices.

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

John had collected a health and safety poster from Scouts National. He will put that up in the hall.

### **Treasurer's report**

Annaleah presented the Treasurer's report on behalf of Oliver. We agreed we needed to send a reminder on subs payments.

### **Section summary**

Keas sleepover this weekend.

Scouts camp this weekend. Leaflet drop completed (in the pouring rain!!)

Cubs had a very successful wet camp.

Venturers organising a Group camp for 12-14 May at Brookfields

### **General business**

#### ***Building***

Terry and Rex will be working on the gear store in the next weekend.

#### ***Emails***

Annaleah had re-cut the email list from OSM and accidentally included emergency contacts. She will be re-sorting the email lists to fix this in the weekend.

#### ***ANZAC catering***

We've been given the opportunity to earn \$300 for making sandwiches, asparagus rolls etc. for ANZAC day. Annaleah has the list of all the food from the people who normally do it (but who are away this time). May be able to get youth to sign off some of the actions for the badges and parents could use for fundraising hours.

### **Leader support check-in**

John was asking about the process to get into the First Aid course since he missed out last time. Annaleah noted this is the reason behind getting the training plan/schedule so the committee knows what's available.

Jocelyn (John's wife) has offered to help – not on committee but with adhoc activities. She has some fundraising ideas.

### **Wellington Region Zone AGM**

John, Duane and Denise attended.

- Duane reported Brooklyn Scouts was going well
- Zone have developed a leaders Facebook page – probably need to talk to Rob to get the invite.

### **Calendar on the website**

Annaleah will be updating the calendar on the website so we can all know what's coming up. Will include hall hire.

### **Scarves**

Annaleah's sister will make some new ones. We're in desperate need of them. Time-consuming job so if we need them regularly we need to set up someone who can do this and potentially look to reimburse them.

**Meeting closed 7.45 pm**

**Next meeting**

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**17 May 2017**

**Record of actions discussed and closed at or since last meeting (see comments), and still open or new as at 22/3/2017.**

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

No.	Raised	Action	Who	By when	Status	Notes
17/260	22/03/2017	Send out note asking for help with ANZAC day catering	Annaleah	12/04/2017	Open	
17/259	22/03/2017	Provide membership list to Catherine so she can organise the cleaning.	Annaleah	31/03/2017	Open	
17/258	22/03/2017	Send reminder to pay subs	Annaleah	30/04/2017	Open	
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	Open	
17/256	15/02/2017	Arrange for removal of graffiti on front door	Oliver	31/03/2017	Closed	Complete
17/255	15/02/2017	Update community wall to show thanks for BCA, NZCT, Infinity, Spotless, Cook Strait News	Oliver	31/03/2017	Open	Printed off. Just need to check we have all grant people then hang the signs
17/254	15/02/2017	Leader training plan to be shared with Committee	Oliver	31/03/2017	Open	
17/252	15/02/2017	Revert to Brooklyn School with offer of hall space during building effort and congratulations	Oliver	31/03/2017	Open	
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
17/250	15/02/2017	Oliver to flag to Campbell Cowie a risk relating to lease negotiations	Oliver	31/03/2017	Open	Completed - message sent by email. Will follow-up with phone call
16/249	19/10/2016	Denise and Duane to discuss Scout help with Keas and Cubs	Denise / Duane	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	Oliver	02/11/2016	Closed	

		provide a recommendation to the next Committee meeting				
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	Closed	
16/243	10/08/2016	Investigate pricing to add acoustic ceiling tiles and insulation to the hall	John	30/11/2016	Open	John measured up during the 22/3/17 meeting
16/241	10/08/2016	Send a copy of the risk management framework tool to David	Denise	31/08/2016	Open	
16/239	07/06/2016	Get parent names to put on thank you wall and make a sign acknowledging contribution	Oliver	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	Closed	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. 22/3/17 Replaced with A/P 17/250
15/210	29/11/2015	Discuss with Jason how Scouts could help with the community emergency work	Annaleah	31/03/2017	Open / ongoing	Annaleah will report back on any actions
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. 22/3/17 Still chasing original vendor. Battery operated alarm not installed yet.

**Record of resolutions from 22 March 2017**

<b>No</b>	<b>Resolution</b>	<b>Moved by</b>	<b>Seconded</b>	<b>Voting</b>
<b>17/217</b>	THAT, the Treasurer's report be accepted	Annaleah	Michael	CARRIED U
<b>17/216</b>	THAT, the minutes of the previous meeting be accepted	Annaleah	Catherine	CARRIED U