

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

## **Wednesday 17 May 2017**

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

### **Present**

David, Catherine, Erina, Oliver, Bob, Denise, Michael, John

### **Apologies:**

Gillian, Terry, Anneleah, Rex

### **Minutes**

The minutes from the last meeting were approved.

### **Correspondence**

Oliver stated that all correspondence received had been invoices or bills — all have been resolved.

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

Whanganui trip — only injury was a sprained ankle of a leader Chris. He slipped on a rock while helping to tie up a canoe. First aid was given at the scene and he carried on with the trip. David has reported the incident to DoC and that the area around a number of the landing areas were very slippery.

No other incidents reported.

A discussion was held about noise in the Scout Hall. It is felt that noise is both a health and safety issue as well as a quality of experience issue. This is an ongoing issue. There is anecdotal evidence that some youth (and parents) are uncomfortable with the level of noise generated especially for cubs and keas.

John to pursue possible remedies (see action list).

### **Treasurer's report**

Oliver gave a quick update on state of the accounts up to 8th May.

Accounts look OK for this time of year.

Subs about 4k owing. This is about 75% of them in. There are some hall hire charges outstanding but otherwise the accounts are in good shape.

We are hitting our targets.

Generally activity flows are breaking even.

13 activities to date, including Jamboree.

Oliver explained to the meeting that due to the timer fault on the heaters we are out of pocket about \$1400 for electricity. He has looked into ways of recovering the monies but this will not be possible.

The treasurer's report was accepted.

There was a discussion about cost of some of the trips planned and how to ensure that all could participate. A suggestion was to have any major trips well advertised and possible have an early Expression of Interest form. This would allow for targeted fundraising and/or grant application.

### **Section summary**

**Scouts** — good numbers and consistent; a small number arrive late due to sports/other commitments, but it was agreed that we would prefer them to participate rather than not attend.

David and John are developing templates for activities and working to improve the programme and give time lines, this is to help the youth realise all that is required for activities and that the activities will be youth led.

John has worked on OSM sign-off for badges, some arising from Jamboree and general activities. David has collated nights away: we have 3 scouts that are at 50 and several at 30, 20 and 10.

David and John have worked with patrol leaders and APLs re communication.

Bob made a comment re paper badge books: there is a disconnect between the paper version and the OSM version. Denise will investigate producing a log book for the scout to use that will tie in with OSM.

John to produce a name board with photos to help with identification.

John has purchased a projector for use by the Group. This will be stored in a place to be agreed (see action list). Oliver to reimburse. Committee thanked John for this.

**Cubs** — 27 attending. Oliver to speak to Duane re a smaller cub group. Denise preparing parents and Cubs for move up to Scouts.

**Keas** — well supported with the leaders and Harry and Caitlin. There is a good group attending each week.

**Venturers** — About 10 attending at present.

The meeting requested that a vote of thanks for organising the Group Camp held 12–14 May. Special mention to Harriet who did most of the organising. Fundraising activities are being organised.

Oliver noted that as a Group we are trying things we haven't done before, and these have generally been well supported. There is a variety of experiences.

Erina suggested that we do an analysis of our recent activities and trips to see which youth could benefit from participating more.

The discussion ranged widely. It was felt that if we could do some forward planning and put

things in the diary then we could help some youth build up their experience towards the longer events. For example an overnight tramp in the Tararuas, building up to multi-night tramp (e.g., the Heaphy or Egmont tramps).

This could also help with raising participation in fundraising and forward planning. Oliver to assess, with Erina (see action list).

Heaphy Trip: Erina and Oliver to look at grants (see action list).

It would be a good idea to see if equipment is required for any participating parent or youth. Suggest an email is circulated to gauge level of equipment required, and then circulate specific needs more widely.

Taireri trip: good experience and will help with any equipment needs.

Ski trip: there is a level playing field for the gear requirements as Denise and Michael have a selection of essential items such as helmets and goggles so all are properly equipped.

This prompted a general discussion about how we as a group make it possible for all to participate. There is a balance between providing equipment and the cleaning and storage of it.

The committee wished to thank all those involved in organising the Whanganui trip. A special thank you to Jocelyn for organising the food.

Also a thank you to those organising the Heaphy Track trip.

### **General business**

#### ***Building***

Erina and Oliver to come up with a priority list with future building needs.

However the smoke alarms need to be fitted and roller door looked at. John to pursue the acoustic mitigating ceiling tiles.

Equipment and storage for example in the kitchen.

#### ***Treasurer***

Oliver still doing this, and while he is happy to continue, he wanted to raise the issue with the committee as there could be a conflict of interest. The committee was asked to keep an eye out for someone and approach them.

Olivier to follow up with Matt (Jack's dad). Need to look at succession planning for such roles.

#### ***Stadium Co-ordinator***

Need to find someone to replace Chris Ewers.

Possibly approach suitable candidates at a parent night.

Denise to approach some of the cub families.

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

Very positive feed back.

Thank you to Anneleah for organising and writeup in the local paper.

### ***National News***

Denise noted the announcement re Josh Tabor becoming the new CE and gave a bit of his background and experience.

She also talked about the consultation exercise on adult development for leaders and committee members, and the move to continuous professional development. John commented that he had done the survey.

Oliver mentioned the recognition scheme and requested names of people the committee felt should be recognised for their contribution.

**Meeting closed 8.29 pm**

### **Next meeting**

TBC

**Record of actions discussed and closed at or since last meeting (see comments), and still open or new as at 17/5/2017.  
Red = overdue actions Grey = closed at meeting.**

No.	Date raised	Action	Who	Due date	Status	Notes
17/263	17/05/2017	Research grants for equipment for Heaphy track etc	Erina/Oliver	30/06/2017	Open	
17/262	17/05/2017	Clear out the scout cupboard for the projector	John/Oliver	30/06/2017	Open	
17/261	17/05/2017	Clear out benches in hall	John/Oliver	30/06/2017	Open	
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.
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	Ongoing	pause action and review in term 3 - discussion about cub pack and keas numbers required before we move on
17/255	15/02/2017	Update community wall to show thanks for BCA, NZCT, Infinity, Spotless, Cook Strait News	Oliver	30/06/2017	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	Closed	at this meeting!
17/252	15/02/2017	Revert to Brooklyn School with offer of hall space during building effort and congratulations	Oliver	31/03/2017	Open	not done.
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.
17/250	15/02/2017	Oliver to flag to Campbell Cowie a risk relating to lease negotiations	Oliver	31/03/2017	Ongoing	Completed, with some follow up conversation between Michael, Oliver and National. Mark as 'in progress'.
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	Erina	15/08/2017	Open	17/5/2017: discussion as to when it should be held - august (mid) group to decide. Erina to help. Oliver to approach Sonya

		and decision about any short-dated auction items (could be auctioned at AGM)				
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.
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	Partly completed.
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.17/05/2017:Oliver to buy batteries to install battery operated smoke alarms while awaiting a permanent solution.

### Record of resolutions from 17 May 2017

No	Resolution	Moved by	Seconded	Voting
17/219	THAT, the Treasurer's report be accepted	Oliver	Erina	CARRIED U
17/218	THAT, the minutes of the previous meeting be accepted	Oliver	Catherine	CARRIED U