

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

## **Wednesday 28 June 2017**

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

### **Present**

Anneleah, Denise, Michael, Rex, John, Catherine

### **Apologies:**

Gillian, Terry, Erina, Oliver, Bob, Caitlin, David

### **Minutes**

The minutes from the last meeting were approved.

### **Correspondence**

Anneleah had had Ben Scharwtz from Predator Free Brooklyn with regard to a fundraising event on the 5<sup>th</sup> August. Anneleah to respond that we would be interested and to request further details.

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

No incidents to report other than a few minor bumps and scrapes.

Anneleah highlighted that by putting a lock on one of the benches (where 'hard' balls are stored) this simple measure should ensure that accidents are minimised. Point to note that the code is the same as the key code for the door (so all leaders will be able to access the bench).

Denise asked about Risk assessment and management. This is ongoing and needs to be incorporated in all activities. Comment that this was being started with the older youth to get them to think about the activities and the risks associated with the activity. Also leaders need to check that the appropriate controls are in place and to check e.g. if cooking in the kitchen – are the fire extinguishers in the correct place, in date etc. Anneleah suggested that a night could be spent on using standard hazard and probability of an event happening to help inform youth when making assessments.

Noise reduction: John presented the meeting with a number of samples and quotes from the engineer who had visited the Hall. See attached report and email trail of the recommendations. There was some general discussion about the issue of noise.

Denise moved a resolution that: the committee agree that up to \$8000 is sought for the purposes of sound insulation any consequential associated works (e.g. lighting and heating)

in the Hall, by applying for grants from the usual funding sources (or any other likely source) for all or any of the amount required.

### **Treasurer's report**

No report given.

It was noted that recent Stadium event had raised a significant amount of money. The question of how this fundraising was to be allocated and if a certain percentage was specifically for Jamboree. It was stated that the fundraising efforts were for the whole group, although there was some agreement that we had agreed to put a certain amount each year in the three-year cycle towards Jamboree so that the effort was more evenly spread.

### **Section summary**

Anneleah commented that we run a form of collaborative leadership, so the leaders do need to meet regularly to help plan the programmes. There was a discussion on how to give support to Duane with the numbers of Cubs attending each week. Idea of a parent helper rota was put forward – also seen as a way of encouraging parent participation.

Another item for discussion was ways to involve parents, a number of social events were discussed e.g. using a community press to make apple juice; putting on a youth led 'talent show' (musical items etc.), presentation of special awards e.g. a Leader getting their wooden beads. Past successful events included a WWI dinner; Mid-Winter Fest etc. Catherine suggested asking some of the parents to lead a session e.g. one of the scout badges is entertainment – one of the requirements is to 'know about stage makeup'. A parent could provide a 'tutorial on stage makeup' from lighting to applying the makeup. John suggested a survey of parent talent via a Google Doc's.

It was also noted that it is important to have good records of who is attending each week. John commented that Scouts did this via OSM on the night and that other sections could be encouraged to use a similar system.

**Scouts** — about 20 each week.

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.

David and John have worked with patrol leaders and APLs re communication, which does seem to be working.

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

Helping a number of youth to achieve their Bronze / Silver / Gold and Chief Scout awards – a number are nearly there. Leaders to ascertain where the gaps are and to in place 'ways to achieve these' into the programme planning.

**Cubs** — 28 to 30 attending each week.

It was felt that with these sort of numbers, ways would be sought to see if we could have

extra leader helpers and if parent could be encouraged to help out say once every few months. Further programme planning may also help here. Anneleah to speak with Duane and Oliver to ascertain the best way of providing support.

**Keas** — about 7 attending each week.

**Venturers** — About 10 attending each week.

It was noted that a number were helping in the 'Stadium Fundraising Events'.

### **General business**

#### ***Building***

Rex stated that the building had been painted in 2009. In order to keep the building in good condition the maintenance schedule should be followed – he offered to update the building maintenance schedule. This should feed into the priority list for future building needs/wants the Erina and Oliver were looking into.

Anneleah to ensure that smoke alarm in the basement areas are fitted by the time of the next meeting.

It was noted that storage in the kitchen (in particular cupboards) were required. Rex stated that he had an old quote which he would find and then circulate to the committee.

Possibly look to a bulk grant for the next stage in sound, lighting and storage. Also updating the 'bathroom' plans.

Rex state he needed someone to turn his rough sketches into plans that were suitable to submit for building approval. He asked if the committee knew of a suitable draftsman.

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

Need to find someone to replace Chris Ewers. This is still an ongoing issue. It was noted that some Kea parents had help out at the recent Hurricanes vs Lions match on Tuesday and that there were another couple of opportunities in the next few weeks.

#### ***OSM***

John noted that there are some problems with 'transitioning' i.e. that a number of youth had moved section but that this had not yet been reflected in our records.

#### ***Waiata***

Denise has contacted the Deputy Chair of the Tenth Trust to see if we can have one written for the Brooklyn Group.

#### ***National / Regional News***

John has been appointed Deputy Director for Activities of the next Jamboree.

David has completed the requirements and will gain his Wooden Beads.

**Meeting closed 8.29 pm**

#### **Next meeting**

7.00 pm, 16 August

**Record of actions discussed and closed at or since last meeting (see comments), and still open or new as at 28/6/2017.**

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

No.	Date raised	Action	Who	Due date	Status	Notes
17/265	28/6/2017	Talk to Duane about best way of supporting the Cub group	Annaleah/Oliver	31/07/2017	Open	
17/264	28/06/2017	Request further details about proposed predator free fundraising event	Anneleah	15/07/2017	Open	
17/262	17/05/2017	Clear out the scout cupboard for the projector	John/Oliver	30/06/2017	Open	
17/263	17/05/2017	Research grants for equipment for Heaphy track etc	Erina/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. 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.

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	Closed	at this meeting (28/06/17)
16/247	19/10/2016	Arrange next steps for quiz night including formal thank you to Sonya, follow up re new date with the pub and decision about any short-dated auction items (could be auctioned at AGM)	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 28/06/17: Anneleah/Rex to follow up with Erina to check if a date has been agreed – if so to start publicising.
16/243	10/08/2016	Investigate pricing to add acoustic ceiling tiles and insulation to the hall	John	30/11/2017 28/06/2017	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.
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. 28/06/17 – still not done Rex and/or David.

### Record of resolutions from 28 June 2017

No	Resolution	Moved by	Seconded	Voting
17/220	THAT, the minutes of the previous meeting be accepted	Denise	Michael	CARRIED U
17/221	THAT, the committee agree that up to \$8000 is sought for the purposes of sound insulation any consequential associated works (e.g. lighting and heating) in the Hall, by applying for grants from the usual funding sources (or any other likely source) for all or any of the amount required.	Denise	John (and the rest of those present!)	CARRIED U