

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

## **Wednesday 15 August 2018**

*Venue: Scout Hall. Meeting started at 7.05 pm*

### **Present**

Gillian, Oliver, David, Annaleah, Terry, Rex, Catherine, Mark

### **Apologies:**

John, Chris, Bob, Denise, Erina, Michael

### **Minutes**

The minutes of the previous meeting were accepted. We checked the action log closing a number of items.

A query was raised about efficacy of advertising in the Cook Strait News. There was no evidence any youth joined as a result of the advert. Oliver noted Facebook has been very effective for advertising other activities he has been involved in.

Discussion included:

- We've previously closed the Scout FB page as it was just another thing to manage and we communicate better through other channels
- Changing privacy rules for Facebook may limit effectiveness
- Cook Strait News gives us free editorial from time to time so the advert helps us maintain a positive relationship
- We are getting the odd enquiry through the Brooklyn Tattler or from National.

### **Correspondence**

None

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

Need to do a site walk-through at some point.

Need some latches and locks for the seat storage units at some point.

### **Treasurer's report**

Oliver spoke to the Treasurer's report which had been circulated in advance of the meeting. Key points raised were:

- Invoices for second half year joiners have gone out. While there is around \$3,000 of subs outstanding a lot are recent invoices. Around three names to worry about – Oliver will flick onto David for follow-up.
- Subs have made up half our revenue this year. Highest for a while. Activity costs are relatively low though.

- Fundraising from stadium will go up as a percentage as we haven't done any other significant fundraising activity.
- Costs are under budget at moment. Insurance slightly more (a few dollars only). Fourth quarter bill for subs still to come in – but budgeted for.

The Treasurer's report was accepted.

### **Section summary**

Keas – Full. We have some Keas where parents don't want them to move up to Cubs. Mostly because they don't want to leave the rope swing. Experience has shown once they move up they are very happy.

Cubs – 17 cubs on Monday.

Scouts – Around 25 Scouts.

Venturers – Around 18 Venturers

It's been good to see lots of parents helping out with the younger groups. While this is supposed to be on a rotation basis some parents are helping out every time.

The main challenge across the Group is to do joint activities particularly with the younger groups. David noted we are aiming for another camp fire on 21 Sept. The Turere Tramp is a joint one with representatives from every section. (More people coming than places – they will sleep in the hut rather than in rooms.) The Venturers recently ran an activity for Scouts.

It has been pleasing that we have gained a number of new leaders. David noted we need to set them all up in OSM. Gillian passed on congratulations to David and Annaleah on managing to gain new leaders.

Catherine noted first aid certificates haven't come through yet. David will chase these up.

### **General business**

#### **Grants**

Erina will make the grant application for the new hot water system and dishwasher. The relevant resolution for this was made at the previous meeting - resolution 18/249

Rex passed on that Erina has noted the pub has joined the Four Winds Foundation so it would be useful to support the pub by organising the quiz to be held there.

#### **Building update**

Rex presented a full maintenance plan for the Hall (see appendix). The work is roughly in priority order, although Rex noted number 2 is more urgent than number 1. Discussion points included:

- Windows – would any of the costs be covered by insurance? We estimated approximately \$1,000 per window.
- Damp-proofing budget seems low – more likely to be \$800+
- Fire door upgrade – David noted hinges have been done. Painting could be done as part of the exterior re-paint
- Number 5 – painting exterior joinery is urgent – this is impacting on other areas
- Number 8 – noticed there is no smoke alarm near the kitchen – we need to fix this as a priority
- In addition to the shelving suggestions, David noted some of the camp stretchers are going mouldy. We need some ventilation through the doors to get air flow.

It was also noted that asbestos testing will be undertaken by National over next 2 years.

Annaleah suggested a number of the higher priority activities could be undertaken as part of a parent working bee and that we should set a working bee (or two) up for the fourth term.

In the development projects list we noted we had previously discussed doing the kitchen cupboards out of maintenance rather than waiting for a grant. Oliver confirmed money was available. Rex needs to check quotes (now out of date) but assuming they are within \$2,000 we should go ahead. A resolution was made to enable this.

Mark offered to take on the role of project lead to see the toilet/shower project through. Oliver offered to check on alternative draftspeople who could draw up a plan we could use for a grant application.

Rex asked that all committee consider any other activities that were needed and moved that the plan be received.

### **Ceiling and insulation and flooring mats**

David presented updated quotes on sound proofing the ceiling. Quotes ranged from in price with the best being around \$9,000.

Mark asked if the products recommended are fire-rated and David agreed to check this. We discussed whether insulation should be installed at the same time. While David thought it would probably be warm enough, others in the committee thought it would be prudent to explore this. It would also be good to look at hard wired smoke alarms and lighting at the same time. David agreed to check back on these specifications and once we have a full quote we will apply for a grant. A resolution for a grant will be made once costs are available.

Rex also presented quotes for the flooring mats. Given this would cost another \$8K we agreed it was better to focus on the ceiling changes to see how it works.

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

Jaimie and John have completed advanced training recently. Catherine needs to go on OSM training – David can help with basic training in the meantime.

## **Fundraising allocations**

Denise has provided a paper which David has reviewed. Oliver, David and Denise now need to discuss and confirm all details prior to next committee meeting. They will send a proposal for the wider committee to consider before next meeting.

## **General**

### *Family fun night and other recent activities*

The family fun night was packed with an amazing vibe. Parents had a good time and the kids did too. Quirky leaders and singing was noted. Bringing their own takeaways made for food satisfaction and easy clean-up. The only problem with the dessert from the Scouts was there wasn't enough of it! The display of photos was also recognised as a great element.

At the fun night the significant role of Rex was acknowledged (with Rex in absentia).

Annaleah also noted the first BBQ at the now quarterly community market was also great advertising for the Group. We just needed a few more youth there to help out.

Mark noted scarf day as a slightly missed opportunity. He suggested we need to forewarn the school to make it work.

### *Stadium*

There is an All Black game on 15 Sept. Chris is away so Oliver volunteered to run this event.

Chris needs an ongoing 2IC for helping co-ordinate the teams. Gillian will put this in the newsletter.

### *Quartermaster*

Joss has volunteered to become the Quartermaster. The Committee noted a huge thank you to Michael. David will be organising the transition.

### *Venturers – grants for attending Illuminate*

The Venturers have approached David to ask whether they can apply for grants to attend their jamboree event. They were mindful of not impacting the ability of the wider Group to successfully apply for grants. The request generated significant discussion within the Committee. Key discussion points included:

- Applying for grants for individuals to attend events would be contrary to our agreed approach (grants should be for equipment or to benefit wider Group – eg see Denise's fundraising principles summarised in minutes of the previous meeting)
- The Venturer's have been doing (some) fundraising so have made personal effort
- Some fundraising is not open to them – eg Bunnings said no to BBQs as there were already three Scout fundraisers booked
- Venturers have different policies to the wider Group. They have their own Exec and make their own decisions.
- We want to be supportive of the Venturers.

- Positioning an application as a top-up might work. This would recognise attendance is a mix of fundraising, personal contributions and possible grants.
- We need to scrutinise what they are doing since it's in our name.
- Venturers need to be aware that it's very likely they may not get a grant.
- We could offer them the pub quiz night as a fundraising idea. If they ran it and did all the organising they could take the money. To be fair this opportunity would need to be extended to the four youth raising funds for world jamboree attendance.

On balance, the Committee agreed we would support the Venturers in making a grant application for attendance. David will talk to the Venturers on 16 August to take them through our thinking including the opportunity to run the pub quiz.

*Next newsletter ideas*

- Family fun night
- Looking for a stadium helper
- Turere Tramp
- New Leaders feature
- Heads up on AGM date

**Meeting closed 9 pm**

**Next meeting: Weds 17 October.**

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**Record of actions discussed and closed at or since last meeting (see comments), and still open or new as at 15/08/2018.**

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

No.	Date raised	Action	Who	Due by	Status	Comments
18/239	15/08/2018	Circulate funding allocation paper to committee before next meeting	David	30/09/2018	Open	
18/238	15/08/2018	Seek further ceiling quotes include ceiling sound insulation, heat insulation, hard wired smoke alarms and lighting, built to all required standards	David	17/10/2018	Open	
18/237	15/08/2018	Review maintenance plan and advise Rex of any other items required	All committee	17/10/2018	Open	
18/236	15/08/2018	Project manage development of extra toilet and shower noting first step is a grant application	Mark	31/12/2019	Ongoing	
18/235	15/08/2018	Update quote for kitchen cupboards and commission work if within approved amount (\$2,000)	Rex	17/10/2018	Open	
18/234	15/08/2018	Check on drafts person for drawing up plans for toilet etc.	Oliver	17/10/2018	Open	
18/233	15/08/2018	Set a date for a working bee for the priority maintenance	Annaleah	17/10/2018	Open	
18/232	15/08/2018	Follow-up leader First Aid certificates	David	30/09/2018	Open	
18/231	06/06/2018	Talk to the Brooklyn council flats about advertising scouting	Erina	15/08/2018	Open	
18/230	06/06/2018	Talk to the pub about running another Quiz night (avoiding the Sept school holidays)	Oliver	15/08/2018	Open	15/8 Oliver has written the quiz but not approached the pub yet.
18/289	06/06/2018	Create a flyer (based on the advert) for the Brooklyn Market	Annaleah	22/06/2018	Closed	
18/288	06/06/2018	Add fixing fire door/signage and marking beams to maintenance plan	Rex	31/07/2018	Open	
18/287	06/06/2018	Ensure Venturer den is clear of all non-Scout equipment	Annaleah / Terry	22/06/2018	Open	

18/286	06/06/2018	Purchase additional non-slip mats and a new can opener as noted in the H&S checkin	Annaleah	30/09/2018	Closed	
18/285	06/06/2018	Install hook to hang first aid bag on where the cupboard was and rearrange leaders drawers/cupboards	Annaleah	30/09/2018	Closed	
18/283	14/03/2018	Provide a maintenance report to committee meeting	Rex	31/07/2018	Closed	Updated due by date since Rex has been away
18/282	14/03/2018	Investigate lighting for the QM store	Rex	31/07/2018	Closed	Updated due by date since Rex has been away
18/281	14/03/2018	Place an advert for new youth members in the Cook Strait Times	Denise	30/06/2018	Closed	Will note that Keas has a waitlist
18/278	14/03/2018	Buy 4 large concrete tiles to be used for fire activities on the deck	Rex	30/09/2018	Open	15/8 Tiles purchased but Rex will add 'feet' for usability
17/275	01/11/2017	Create a one-pager Leaders could use to explain how subscription fees charged are spent	Oliver	15/08/2018	Open	Updated due date. Subs were communicated to parents so this is just an extra cheat sheet for leaders .15/8 Oliver has written it but needs to send to leaders
17/274	01/11/2017	Begin digitising historical records and set up a history section on our website	Oliver/David	31/12/2018	Ongoing	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	Closed	\$1,370. However see committee discussion to seek additional quote for closed in matting. 6/6/18. New quotes received. Now need to prioritise cost (\$8K) with other maintenance work. To be included in list of maintenance described in action 18/283
17/268	09/08/2017	Explore cost of a free standing flag we can use to promote Brooklyn Scouts	David	30/09/2018	Open	First quotes in. Awaiting additional quotes. 14/3/18 Quotes in. Now just need a design. 6/6. Committee suggested Annaleah see how much a second flag would be and get two if there are economies of scale. Within delegation so no further committee approval needed. 15/8 Quote for \$319. Terry asked whether Venturers could get one two (they would pay).
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 Carrie Guthrie on 30 Nov. He has followed up again. 6/6. Still no replies to emails. National now has a new property sub-committee who will look at lease conditions that aren't harmful to youth organisations. Lease rental is still at original rate.
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#### Record of resolutions from 15 August 2018

No.	date	Resolution	Moved	Seconded	Vote
18/253	15/08/18	THAT, the draft hall maintenance plan be received	Rex	Oliver	CARRIED U
18/252	15/08/2018	THAT, we approve expenditure of up to \$2,000 from general funds for the purpose of building and installing extra kitchen cupboards	Oliver	David	CARRIED U
18/251	15/08/2018	THAT, the Treasurer's report be accepted	Oliver	Rex	CARRIED U
18/250	15/08/2018	THAT, the minutes of the previous meeting be accepted	Annaleah	David	CARRIED U



## Appendix

### Brooklyn Scout Hall Maintenance and Development Plan August 2018

This Plan has been developed in two sections. Part one addresses maintenance and part two new development.

#### **Maintenance Schedule.**

**1. Windows.** Almost all of the windows need either painting, refilling around the existing glazing and in many cases re-glazing.

The front windows should be given priority as they look terrible and are the public face of the building onto the street. These need re-glazing

We should consider re-glazing all of the windows with toughened glass for safety and security. My recommendation is that we phase these over the next two years, but deal with the front windows ASAP—certainly before Scouting activity ceases over the Christmas break.

Now that we have a sturdy deck to work off at the back we can safely achieve ladder access to the back windows in the kitchen (the hinged top lights) and the toilet.

The top kitchen windows need old paintwork to be removed from around the window to free up the windows in order to replace the hinges and catches so that we can get ventilation into the kitchen when needed.

The toilet window needs the edges tidied up and painted and a new catch fitted.

#### **2. Damp proofing the basement South Wall.**

When it rains water runs off the South wall and down inside the building along where the concrete path and steps lead to the basement and deck.

This gap needs to be concrete filled with a water tight membrane to protect the lower edge of the weatherboards. My suggestion is to embed a half pipe in a concrete gap filler (over membrane) to direct water away from the basement down to the concrete landing by the basement door.

I recommend completing this with a working bee ASAP. It is probably a one day job with the right team (3-4 volunteers). Estimated cost of materials \$400

#### **3. Concrete ramp up to front door**

As discussed previously a short concrete ramp from the front door sill would provide safer/better access (including disability access) and prevent puddling at the front door which in the present situation leaks down into the ground behind our exterior QM store under the porch.

Estimated cost of materials \$80

Time commitment about half a day's work 3 volunteers

#### **4. Fire door upgrade/tidy up**

The fire door lever lock can be a bit sticky and the door needs a good sand and repaint. Again it is our face onto the street and should look good.

#### **5. Painting exterior joinery**

We have had several goes at getting the basement doors and window frames painted with a final coat. This needs to be done before Summer this year (2018) to protect the joinery from further effects of the sun. Given

the time lapsed since the last undercoat went on these will need another light sand and coat of undercoat before final. This could be achieved by a few volunteers in two stints over a weekend.

We need to review paint supplies in the store.

## **6. Repaint Exterior walls / facings**

It's 7? years since the total repaint was last carried out. We need to plan now for tackling this Summer of 2019/2020.

Given the substantial improvement in the ground area around the hall (deck/concrete paths etc). we could avoid the need to totally scaffold as we did last time and use ladders. However, while scaffolding is expensive it does significantly improve speed, safety and the quality of the work.

We had a tremendous turnout of volunteers for the last paint project and completed water blasting, undercoat and top coats over a few intensive weekends.

With good forward planning I am confident we could do even better because the hall is in significantly better condition. (So far as I can tell there are no rotten weather boards to repair this time).

Cost probably about \$1300 with paint, sandpaper, scrapers etc.

Labour: Lots of volunteers over three weekends so will require serious planning and getting commitments. Last time was fun because so many of the Scout community joined in.

## **7. Interior tidy up: Ceilings/noise damping/heating/insulation**

The pinex ceiling are looking very tired and in some places they are broken. However any work on these would be affected by what is intended with sound/noise damping decisions.

I am leaving this part of the maintenance plan unspecified at this point until decisions are made on the noise damping project. Our intentions can be inserted in the final plan when we know what our intentions are apropos noise damping.

## **8. Smoke alarms**

The basement alarms were initially "hardwired" but the installation left us with a system that still required batteries in the alarm units and in addition there was no external alarm.

The original installer has been impossible to recall to fix the problems so we have defaulted to a couple of battery alarms in the basement.

The committee needs to decide if we can live with this or should we seek the service of a professional alarm company to achieve what we originally intended—i.e. a mains supported alarm but with the addition of an external alert siren.

While the focus was on the basement during the build, it would be sensible that we should include upstairs in any alarm system.

As an aside and for those not around when we first sought some advice, the cost of an alarm cum sprinkler system was outrageously expensive.

## **9. Basement building and maintenance store**

The cupboard just inside the basement entrance was planned as a store for paint, tools and general maintenance. It can get a bit damp so is not currently suitable for anything that does not like damp conditions. (This may well improve a lot when we have carried out 2 above).

We did purchase shelving brackets to install a narrow set of additional shelves along the outside wall. This is a job waiting to be done, but has been deferred in order to take a realistic appraisal of the narrow space and how best to configure shelving in there and what really should be kept in there.

### **10. Additional shelving in the “venturer” cupboard**

To fully utilise this space it was planned to install a couple of shelves below the ceiling. It will require a bit of inventiveness to maximise use of this narrow space. It could be a project for someone but on the condition it is done in a tradesman like manner. We have been trying to prevent getting back to the dodgy practices that led to the old basement being in such a terrible state.

## **Development projects**

### **1. Noise reduction**

We have been investigating options for wall and ceiling noise dampers and also a floor covering option to reduce noise generation at source.

See separate reports on these.

### **2. Kitchen water heating**

There is a recognised health and safety issue with the over sink hot water boiler.

Quotes have been received for replacing this with an under-sink water heater or a gas heat on demand option.

Progress on this will depend on success with grant applications.

### **3. Additional Kitchen cupboards**

We have a price from the supplier of the original kitchen joinery and committee approval to go ahead if and when grant money is available. Provision for cupboards is being made in grant applications

### **4. Toilet development/install shower**

A little background. Previous committees have been concerned that our single toilet is not adequate. Not only do we expect higher standards today, we also have an almost an even split between numbers of girls and boys. In addition, to be genuinely able to offer the Scouting experience to all, a facility like ours should have easy access for everyone including those with mobility challenges.

Second, we have been hosting an increasing number of visitors to Wellington but have no washing facility let alone a shower. Building a “wet area” combined shower/toilet block was seen as a cost effective way of covering a lot of bases.

Several options for improving our toilet facilities have been canvassed with the committee.

- (a) Develop a wet area /disability access toilet and shower facility where the existing toilet is located but expanded out over the new QM store extension. (provision for two toilets).
- (b) Reconfigure the existing toilet area (as per the green masking tape still visible on the floor) this would be tight but just doable at the lower limit of acceptable dimensions for disability access. It would require some extension at the back of the entrance area.
- (c) Tidy up the upstairs toilet area and develop a toilet/shower block as an extension to the basement where the deck abuts the basement entrance.

All of these would require Council consent and consequently professional drafting of the sketch plans.

Each option would require taking the next step to get drawing done to a standard to get quotes for Council consent and make grant applications.

So far we have had little success in finding a Draftsperson who would do the initial work “pro-bono”. We need to keep tapping into our wider community on this, or look for some- one who could do this at an affordable price.

We need a project lead on this who has along term investment in the group as it will take perseverance.