

Minutes of Grafton Scout Group – Parent Support Committee meeting

Meeting held at Grafton Scout Hall, North Street – 24 February 2014

Present: Shirley Kelly, Amenda Gilmore, Reece Luxton, Julie Kearns, Rosie Woodley, Dianne Luxton, Mike Gibson, Kylee Dixon

Meeting opened: 5:37pm

Welcome from Chair Reece

Apologies: Heather

1. Minutes of last meeting

Read by Shirley – moved Shirley seconded Reece

2. Business arising

- a. Jacaranda and Jamboree committee. It was talked about that the two ‘committees’ combine and this should be a **fundraising meeting** and the attendees would report back to the Parent Support Committee meeting. It was agreed that it would not be a separate committee. Di Luxton, Shirley Kelly, Amenda Gilmore have agreed to participate, and leaders to be asked if they want to be on it.
ACTION: First meeting to be held 21 March (venue TBA).
- b. Bunnings. Shirley had been to Bunnings to see what dates we had available. They did not have our letter so Shirley dropped it over on Monday.
ACTION: Follow up required – Shirley to do.
- c. Funding for Ramp. Email sent 18 December to Kevin Hogan – no reply as yet. Shirley rang on Friday and his office said they did not get the email or mail. Forwarded again Friday by Reece - Shirley to follow up Monday - done. His office has it now and will look into getting funds for us.
ACTION: – address at next meeting.
- d. Camp forms. Done by Shirley - in folder for leaders.
- e. Lamington drive. Report by Julie. 94.5 Dozen sold - profit approx. \$500.00 to General Funds - Delivery will be on Friday 28 February. Julie will give a full report at next meeting.
- f. Scouts NSW Start up grant. **Training** part of the grant has almost been used up.
Equipment part had not used up - we have purchased the tent for the cubs and the two tents and tarps for scouts.
ACTION: – Amenda to check with Ken whether or not the balance of the equipment fund can be used for training. If not exactly what type of equipment can be purchased.
- g. Strategic Plan - Reece gave a report on this. He has drafted an introductory info sheet and detail will go out this week to all parents. It was decided to hold a Special Meeting of Group Council/Parent Support Committee to determine the plan and will be held on 11 March 2014 6.30pm at GSG Hall. Short time frame as group have to have it done by ARP meeting - date set for 25 March 2014 at 6.30pm and the parent meeting will be held after this meeting.
 - i. **ACTION:** Reece to get info sheet out to all members for feedback by 6 March

- ii. **ACTION:-** ARP meeting - Amenda to see if Derrick Alden from A.C. Small and Maxwell can do our books for the ARP meeting. Need to check if there is any conflict of interest as he is with the Schwinghammer Fund.
- h. Web Page - Mike gave a report on where he is up to with the Grafton Scout Group web page. Draft version of Event forms shown and approved by committee – recommend to be filled out and given to him with all detail of events to be added to website. Further feedback to Mike and Angie requested. Mike also raised issue of Scouts NSW policies – digital media guidelines – recommended to avoid Facebook unless closed group and moderator documented.
 - i. **ACTION–** feedback on event forms
 - ii. **ACTION– Photo policy - Photo to be taken and records of children who are not to be published.** Shirley to go through files and take photo of the children so Mike knows not to put it on the web page and leaders also to be advised.

3. Treasurers Report

- a. Julie tabled a report to the end of the year 30/12/2014 – balance \$20041.00 ***This is to be provided***
 - i. Moved - Julie and seconded - Mike that report be accepted and the accounts be accepted for payment . carried
 - ii. Moved - Julie and seconded –Reece that group send a cheque for the Lamington drive ready for delivery on Friday. Carried

4. Correspondance

- a. In
- b. Out

5. Reports

- a. Group Leader Report – Amenda – tabled ***This is to be attached??***
- b. **Group Council meeting**

Motion: That Group Leaders Report is accepted. Moved Amenda Seconded Reece – Carried

6. General Business

- a. Training. Sue Day wishes to do her advanced training in Sydney and requesting the committee consider ticket for flights to be approved. Discussion was held on the cost and the other leaders going to do later in the year. Committee agreed that it would prefer it to be done when all 3 Leaders go at the same time as it would be better cost factor for us if they car pooled to go to it. We will be looking at them going on the 11 - 12 October 2014.

ACTION: - Amenda to talk to Sue Day - advanced cub leader training course in Sydney . Also to find out if there is any funding from Scouts NSW for the travel to Sydney as no course held in our area.

Near the close of the meeting, Shirley spoke to Sue and Sue informed Shirley that she could travel to Pennant Hills to the training free with her Train Pass. The general consensus of the group was that it would be fine for Sue to attend the training as travel would be free.

- b. Hall bookings. Shirley has arranged Hall booking for \$35.00 every Wednesday from 6.00 to 8.30pm till Easter and they will work out if they want to go for longer. Paper work is done. As they were using the hall weekly Shirley arranged to have a key box attached to the building that we can put key into and we can change the key code if we need to. Detail on how to-do is in draw in office and in minute book and Amenda has a copy of it also. Potential for more in the future and discussion on whether future needs be evaluated – use real estate agents to assess value. **ACTION:** approved by committee.

Note: Amenda Gilmore left the meeting at 7:00pm.

- c. Building grant. \$10,000.00 from NSW Building for Asbestos removal. Moved that we wait till the grant paper work comes in before we start the major work on the building. We need clarification that the funds can be used for major works and not Asbestos removal. Shirley had an independent builder come in and check and there is NO Asbestos. Mike moved - seconded by Di that we get the kitchen window done as soon as possible. Shirley has obtained three quotes and agreed that we will use the Grafton Regional Handyman quote to see what the work is like and then go from there. Carried. **ACTION:** Shirley to arrange kitchen window repairs.
- d. Photo copier. Shirley bought up that the toners are empty. Recommended that Mike would arrange to get them online and we will pay for 2 so we have a spare. Committee agreed. **ACTION:** Mike to purchase 2 toners.
- e. Canoes and life jackets. Discussion was held on the purchase of life jackets as they are currently at a discounted price (50%) at the cheapest price – recommended we are to get 10 children sizes and 4 adult sizes. Further discussion on canoes - we will wait for the meeting this week with the Lions Club and then send letter to all real estate agents to assist with financial support – **ACTION:** for next meeting when we have a reply from the letters and Lions Club.
- f. Fundraising. Di bought up that all fundraising events to be clear where the money is going to. Recommended that the event to come through the parent group. Fundraising is to be divided by the money raised and the children that attend the fundraising event. So if the child does not do anything no money go to the child. Di happy to administer spreadsheet. **ACTION:** Shirley to do a spread sheet like what we used for Lockstock camp.

7. Meeting close

- a. There being no further business the meeting closed at 7:45pm.

Attachment 1 - Note - Business out of session - 26/2/2014 - canoes

Canoes – item not discussed at meeting, and decision to be made as soon as possible due to funding opportunities - item was sent around to committee members via email 26/2/2014 to discuss relevant issues:

Email from Amenda:

I suggest we sell all the canoes, as they have been de-commissioned by the scout association, we will have to purchase new ones very soon, as per group council meeting minutes.

It was suggested at the canoe course, the going price to be between \$250.00 and \$350.00, we could sell them with the also de-commissioned life jackets. selling the 4 remaining canoes, at \$300.00 each, will give us funds to purchase 1 canoe (\$1100.00 each)

As Heather has all the paperwork for the group members at the moment, I could only say again, on the group email (graftonscoutgroup@hotmail.com) it has all the members from when we started, it does need to be updated, but I would be able to circulate information using it everyone I have access too.

The sooner we get new canoes, the better, as once the leaders statements come through, they'll want to start using the canoes with the children.

Thanks
Amenda

Email from Shirley:

This email is been sent because we never talked about the old canoes at the meeting.

As there is a event at the hall on Saturday and people there it is a good chance to sell them .

The plan is to but the Clarence buy and trade this will reach 7000 people and it will not cost us any money.

. I was at a place today near Coffs Harbour that deal with s./ hand canoe I had the photo with me of the canoe . I have been told to ask for \$250.00 for the blue one

One with the broken seat \$150.00
the wooden /fiberglass canoes \$150.00
the mould \$150.00

The sailing boats that are not all complete we can sell I have someone going to the hall on Thursday to give me a price on them . The person I am getting has been sailing for the past 50 years so he knows about boats.

Could you please reply to me before Thursday if you approve of the sale .
We have people interested in the blue ones just waiting on the price .

Could you please advise if the sale of these canoe can go ahead this weekend and what price do we want to sell them for a reply would be nice by Thursday afternoon would be good.

Shirley
Sent from my iPad=