

Minutes of Grafton Scout Group – Parent Support Committee meeting

Meeting held at Grafton Scout Hall, North Street – 29 April 2014

Present: Shirley Kelly, Amenda Gilmore, Reece Luxton, Julie Kearns, Rosie Woodley, Dianne Luxton, Mike Gibson, Sue Day, Heather Eggins, David Bransdon, Kirsty Bransdon, Julie Rodger

Meeting opened: 7:31pm

Welcome from Chair Reece

Apologies: Jack Jennet, Jenny Worthington, Steve Day, Angie Gibson, Kylee Dixon

1. Minutes of last meeting

Read by Shirley – moved Shirley seconded Reece that minutes be accepted. Carried.

2. Business arising

Invoice procedure

Database of members – contact details – Amenda – IT system (carry forward)

Laptop computer – donated by Mike Gibson – vote of thanks to Mike

3. Treasurers Report

- a. Julie Kearns tabled a report during ARP

4. Correspondance

- a. In – noted (to be added by Shirley)
- b. Out
 - i. 28/3 - Grafton Lions Group – request for sponsorship (met with them 03/04)
 - ii. 28/3 - Grafton Midday Rotary Club – request for sponsorship (met with them 30/4)
 - iii. 28/3 - Grafton Rotary Club – request for sponsorship
 - iv. 11/4 – Clarence Valley Council – submitted an application to the Community Initiatives Program 2014/15 – Category A - cash

5. Reports

As per ARP

6. General Business

- a. Building Grant. Information sent to Ian Hale for confirmation but not received in Sydney
ACTION: - Shirley to follow up.
Motion: that Grafton Regional Handyman be paid by the Group for services rendered (emergency work on doors) and to be reimbursed through Building Grant and approval given for conducting work on the kitchen servery. **Moved SK second SD** - carried
- b. Bank statements. Discussion on who obtains the statements - are they electronic or mailed out? Also need to update signatories for the Group
AG/SK/JK – remain; KB – remove; RL/JR – add **ACTION:** approved by committee.
- c. Joeys . With new members starting there are extra costs for obtaining items for activities.

Motion: that Petty cash be increased by a further \$50 for start-up period for Joeys.

Moved HE second AG - carried

- d. Building improvements. Heather asked if sleep overs at the den are approved as yet. Shirley responded that once fire alarms (battery operated) installed and then approved by Region then good to go. **ACTION:** need someone to install fire alarms.
- e. Improve meeting procedure.
 - i. Discussion was held on the possibility of holding a meeting away from hall eg. Meeting with coffee at Clocktower;
 - ii. Also ensure minutes of meeting put out within week following meeting, and agenda available prior to meeting
 - iii. also recommended that doors to be shut during opening and closing ceremony;
 - iv. info to Parent Post – Mike to pull together at start of the week – contributions required from all – hard copy – essential info only; once per term, recommended to do longer Parent Post - section reports
- f. Fundraising.
 - i. Bunnings BBQ roster – needed for 2/5, 23/5, 30/5 – see Shirley for more information
 - ii. Grafton Lions Club – presentation given to their meeting on 3/4/2014 by RL and AG – they presented GSG with a cheque for \$800 for equipment - **NOTED**
- g. Cleaning Roster. Shirley promoted the idea of a cleaning roster – instead of the tasks falling on the same people, a roster is made of each family undertaking cleaning of the den once per term. All agreed for it to commence ASAP. JR mentioned how it worked at her work place – golden toilet brush. Discussion on how to deal with non-compliance. **ACTION:** Shirley to send out roster.
Motion: that a Cleaning Roster be implemented. **Moved SK second HE** – carried

7. Meeting close

- a. There being no further business the meeting closed at 8:38pm.