

## Minutes of Grafton Scout Group – Parent Support Committee meeting

### Meeting held at Grafton Scout Hall, North Street – 26 May 2014

Present: Shirley Kelly, Amenda Gilmore, Reece Luxton, Julie Kearns, Dianne Luxton, Mike Gibson

Meeting opened: 5:50pm

Welcome from Chair Reece

Apologies: nil

As Amenda had to leave early, the committee agreed to have the Group Leaders Report as first item of business.

#### Group Leaders Report

Amenda tabled report - Update as per last Group Council meeting 19 May:

**Motion** – recommend to obtain gas bottle –9kg @\$78 and a safety valve/gauge - **Move MG second SK**

- Attended Regional ARP meeting at Glenreagh last weekend
- Big River Lions have provided funds for a further 2 more canoes; to go with 2 canoes already from Big River Lions, and 1 canoe from sale of existing canoes, and donation of 1 canoe from Luxton family. **Action: Dave to follow up on further canoes arriving and arrange stickers for each canoe.**
- Leader badges – to be ordered
- Christmas party/camp – 29 and 30th November at Camp Eagle Eye - \$50 fee and \$5 per person
- Trailer – flat tyre – **Action: RL to obtain repair on tyre** – ask for donation from Tyrepower?
- Leader Shirts – request for uniform shirts to be paid for by group. It was decided to not reimburse for uniforms but retain fee waiver for Leaders children; **Noted**
- Photobook – 24 pp A4 book \$?? – idea for fundraiser – queries – go outside or print ourselves? Permission for photos taken? Not a big group to work with so will return on investment be there? – can do family portraits
- Fundraising – question raised on what do Leaders want to fundraise for? Eg update camp boxes, ...
- Training
  - Special Needs/Disabilities Conference – Heather - 26 & 27 July – Pennant Hills \$135 – need to book by 27 June – course cost and travel
  - Twin D – all Leaders – 26 & 27 July- Glenreagh \$60 per person
  - Bushwalking – Kirsty – 13 & 14 September \$60
  - Advanced Sections training – David and Amenda – 11 & 12 October – Pennant Hills \$245 – need to book by 12 September
  - Basic Scout Leadership – Jack and Kirsty – 25 & 26 October - \$185
  - **Action:** Amenda to email details to [committee@gsg.com.au](mailto:committee@gsg.com.au) for further discussion
  - Queries – what training is essential? Do we have sufficient budget to undertake training required? **Action – training plan and policy to be developed**

○ **Recommend training plan:**

<b>Training</b>	<b>Essential?</b>	<b>Cost?</b>	<b>Demonstrate how fit into activity plan?</b>	<b>Relevant to activity plan?</b>	<b>Notes</b>
Eg Twin D – 26&27 July Glenreagh	Y/N	\$60 x 4	Part of xxx activity	Y/N	

*Also need reference document on current leader's qualifications*

- Badges – two orders - \$500 and \$1000
- Equipment – MG taken on role of equipment officer – query on what do we have? SK has done the inventory for the ARP – this will allow cross reference of:
  - What we have, with
  - What we need
- *Amenda left at 6:30pm*
- *Further discussion on other items*
- Region Rally – by all accounts a great success with positive feedback within the group and from outside the group – although need to note concern for a number of areas to be worked on .eg. food and menu plans confirmed; transport; communication
- Group Plan – highlight where training plan fits

*Action: need a workshop with leaders to help with identifying actions and responsible parties from the Group Plan eg training plan to be developed – Parent Support committee need to make informed decisions; want to avoid us and them mentality - **Workshop to be held 4 June following Joeys at 6-30pm***

**1. Minutes of last meeting**

Read by Reece – moved DL seconded SK

**2. Business arising**

- a. Building Grant – SK – still no advice further from last meeting from State Office.
- b. Bank Statements – update signatories – done
- c. Joeys – petty cash - done
- d. Building Improvements – smoke alarms still to be installed – to be done this week MG
- e. Meeting procedure – items noted; Parent Post sent out last month – recommend another one at end of Term (June)
- f. Fundraising – Bunnings BBQ completed for May – see Shirley for June roster. DL has arranged for bread from Bakers Delight for fundraisers if picked up night before at 6:45pm. Meeting of Midday Rotary attended by AG and RL on 30 April, with undertaking to assist with fundraising activities where possible
- g. Cleaning Roster – in progress; MG to put on website and email; also recommended to have location of equipment and list of tasks required **Action: SK to develop task list and equipment located appropriately for people doing cleaning**

### 3. Treasurers Report

- a. Julie Kearns tabled reports for month ending April and May (to be attached)

### 4. Correspondance

- a. In/Out – none recorded as Secretary not present

### 5. Reports

- a. Website Report – MG provided a handout summarising the structure of the website for Grafton Scout Group – site content; downloads; planned additions were discussed. The committee recognised the website really on track and MG asked for further advice on changes.
- b. Group Plan – completed by RL and given to Regional Commissioner at Regional ARP 24 May – also gave presentation to Midday Rotary with AG
- c. Hall Maintenance – Yearly Hall Inspection Form (P11) – SK dealing with State Office
- d. Fees Officer – Julie to do

### 6. General Business

- a. Building Grant. Looking to submit variation – fire extinguishers, fire blanket, handles on doors and fire exit signs already done. Waiting to hear back. Wall for storage room fixed for \$600 – approval for payment. Lights in, doors done, asbestos inspection done. **Action:** to do – tiling in kitchen, downpipes, spraying for cockroaches. With upcoming events it will be difficult to find volunteers to complete the tasks in time  
**Motion:** that Shirley arrange for outstanding work to be done. **Moved SK second DL - carried**
- b. Equipment Officer – MG wanted to clarify the role – labelling; photos of equipment; booking in/booking out sheets; Leaders Room clean out – to be painted – when cleaned out, items not going back in if not necessary
- c. Social Media Policy – need to check and ensure we are keeping with guidelines
- d. Media releases – required for upcoming fundraising – particularly Progressive Dinner

### 7. Meeting close

- a. There being no further business the meeting closed at 8:00pm.

#### Example - Action Summary for next meeting

From meeting:	Action	Who	Completed	Notes