

Minutes of Grafton Scout Group – Parent Support Committee meeting

Meeting held at Grafton Scout Hall, North Street – 23 October 2014

Present: Shirley Kelly, Reece Luxton, Mike Gibson, Amenda Gilmore, Kylie Dixon

Meeting opened: 6:05pm

Welcome from Chair Reece

Apologies: Julie Kearns, Di Luxton

1. Minutes of last meeting

Read by Reece – moved SK seconded MG

2. Business arising

- a. Motions/Actions – see table below – remove items completed
- b. Fundraising –
 - i. Cadbury Chocolate Drive –remaining chocs to be sold at upcoming events - done
 - ii. Gem Show – see report from SK
 - iii. Garage Sale – run on 20/9
 - iv. Culture on the Clarence – run on 19/10 – great result – thanks to Mike and Sue
 - v. Canoe Regatta – change of dates required again – looking at 28/2-1/3/15 -date been sent to region office to go on scout event list and CVC notified - approved just waiting on letter - cost of the grounds is \$185.00 have to apply to council re fee reduced. Marine authority fill in, waiting letter from council to go with it. Kirsty got the paper work ready for safety check to go to Ken this weekend.
 - vi. Facebook – AG instructed shut down of sub-GSG sites
 - vii. Sailing boats – see report from MG
 - viii. Building Grant – ramp starting 17/11

3. Correspondance

- a. In -
 - i. CVC – invoice – use of boat ramp from canoe regatta – **Action: AG to claim in-kind**
 - ii. CVC – invoice - water rates \$155.92 – need to check why so high **Action: ??**
 - iii. TAFE – Jaca Market Stall – confirm site booking
- b. Out
 - i. Emails – various – State and Region Branch – Building Grant and Start up Grant

4. Treasurers Report

Shirley completed the report to September - (\$8015 in main account) issue with doors paid out of general account but now reimbursed from Grant funding. Shirley also to talk to Julie about return to Treasurer's role. **Action: SK to arrange for payment of petty cash to Sections for term 4.**

5. Reports

a. Group Leaders Report

Amenda gave a verbal report – no Group Council meeting this month – items noted:

- Joeys – 1 child after link up – moving to Monday nights with Cubs – badges given.
- Cubs – report from Leaders noted – 14 members plus new chums – successful running of BBQ at Culture on the Clarence
- Scouts – report from Leader noted – using canoes during Scout nights on fortnightly basis – plan 6/11 Matt invested; 16/11 canoe day (regatta now Feb 2015)
- Request from Scouts for purchase of GPS units and Army tent for Corroboree
- Missing item – BBQ and gas bottle – originally from Maclean – possibly taken back – if so need to check off ‘borrowed list’
- Issue between Cub and Scout Leaders – heightened through cub linked up without Scout Leader) - AG approached Region (Ken) by phone and initially keen to support but no further action/didn’t eventuate – however a discussion between AG, SD and DB with Coffs Harbour Scout Leader ‘Braydo’ during JOTA camp allowed for positive outcome to occur – AG reiterated issue with communication all round.

b. Fundraising Report

- i. Fundraising levy – discussion on item from last meeting - MG drafted letter to raise issue with parents – preferable to use ‘carrot rather than stick’ **Action: RL to edit and send out via email on fundraising and post to all members parents**
- ii. Gem Show – **see ATTACHMENT 1** for report from SK - **need parents to respond to request for help** – also need :
 1. Bunting for road closure
 2. Power cords and power boards – approve purchase from Bunnings based on quote from SK – ensure tagged and tested
 3. Caretaker - \$100 to empty bins – look to use scouts to assist in rubbish pick up
 4. Marketing – discussion on using Daily Examiner for advertising/editorial – suggest budget of \$600
- iii. Lamington Drive – orders in by tomorrow – use tables in hall – DL to do 31/10
- iv. Jaca TAFE markets – suggest purchase 40 dozen Lamingtons – SK to arrange fruit containers and fruit for cut up on 31/10
- v. Culture on the Clarence – BBQ and drinks sold – very successful with funds to group – big thank you to 2 new families and MG and SD

c. Website Report

- i. MG gave report – Contact Us form fixed
- ii. Discussion about Dibbs Club Manager – **see ATTACHMENT 2** - on-line software developed by former Scout Leader – can handle subs, memberships, event management, accounting system, asset register – costs \$275 for 12 month licence – MG has sent around details **Action: committee members to look over Dibbs Club Manager and report back to next meeting**

d. Building report. Report from Shirley Kelly

Ramp start 17/11 – need assistance to move sandstone block – perhaps undertaken ourselves or get MI Organics to assist

e. Sailing Boats Report

MG had 2 people from Coffs look at the boats – Salty - \$600 offered; **Heritage – Action: AG/SK to confirm with Ken if for sale**; Trainer – no offers

6. General Business

- a. Jacaranda Float Parade – Saturday afternoon 1/11 – Sue registered – we have 1 truck and 1 car and trailer entered – may need driver – **Action: AG to do E1 and MG to put on website**
- b. Wheels – note put out for wheels for assisting canoes into river
- c. fees – need budget – MG did preliminary costings for Jan-Jun – approx. \$3000 required
- d. start up grant - \$1000 worth of badges out but only \$500 reimbursed back – **Question for Ken**
- e. Basic Leadership Training – request from Judith McAndrew for assistance with prepare and cook meals at Glenreagh - DB and SD to assist AG
- f. AJ2016 - discussion on registration

7. Meeting close

- a. There being no further business the meeting closed at 7:55pm.
- b. Next meeting – 27 November 2014 – recommend date change due to Gem Show on weekend prior (Group Council to be held TBA)

Action Summary (see over)

Action Summary

From meeting:	Action	Who	Completed	Notes
28/8/2014	Shirley to follow up Memorial Wall and determine outcomes	SK		ongoing
28/8/2014	Amenda and Julie to work on budget to keep track of costs – check off from Sue and David books (badges come out of equipment)	AG/JK		ongoing
28/8/2014	<i>Di to arrange production of thank you certificates with Shirley to do up list</i>	<i>Di Luxton</i>	22/10/2014	<i>done</i>
28/8/2014	Sue to look into current standards and check on costs for honour board	Sue Day		ongoing
18/9/2014	<i>Amenda to contact Regional Office for support – re link issue</i>	AG	18/10/2014	<i>Done – discussion between all parties with ‘Braydo’</i>
18/9/2014	RL to look at options for fundraising levy and report back to next meeting.	RL		Action item taken up by MG – draft letter done – send within one week to parents
18/9/2014	<i>MG suggested set aside funds for future running of Gem Show on an ongoing basis</i>	<i>Treasurer</i>	18/9/2014	<i>Done - Noted as budget item for 2015 show</i>
18/9/2014	<i>Outstanding items for discussion:</i> <i>a. fees – hold till next meeting</i> <i>b. start up grant - hold till next meeting</i> <i>c. AJ2016 - should try to raise funds for leaders to attend - Need parent meeting for those members looking to attend</i>	<i>PSC</i>	23/10/2014	<i>Done - Discussed at meeting</i>
24/10/2014	committee members to look over Dibbs Club Manager and report back to next meeting	PSC		
24/10/2014	Heritage: to confirm with Ken if for sale	AG/SK		
24/10/2014	Jaca Float – SD to register; AG to do E1 and MG to put on website	As per		
24/10/2014	edit and send out via email on fundraising and post to all members parents	RL		

Attachment 1 - Gem and craft show report – Shirley Kelly

We have had a great response from stall holders .the pavilion is now full, we have had to use the supper room. This has given us an extra 8 tables space. If we get anymore bookings can move 2 tables outside (scout) entry and raffle tickets .

Outside stalls . I attended the gem show at Inverell on the weekend and we have 5 more stall . So I am please with the no that we have .

I am very disappointed with the reply from parents. This was sent out before school holidays . We have a problem with speedway on the Saturday night so we need a few people to walk around the outside of the stall .My van will be on site from Wednesday

1 will be marking the outside out on Thursday afternoon some stall holder will be there and may help.

2 Set up on Friday the stall holders are going to help with the tables.

3 Friday night I require

Bowl of paster salad ; Bowl of coleslaw; Bowl of noodle salad; And fresh salad

I will have cold meat to go with the salads.

I will have the rest of items.

4 Leaders Saturday ; Leader. Sunday

Saturday I require scouts and cubs for the scout display area in front of the hall

Could I please have someone to do this area.

This area will have. Tents canoes and working with ropes and the kids fossicking area

5 We have Kirsty doing the canteen and she requires help . We need slices for morning and afternoon tea .Kirsty need parent and children to help out

The big river lions are doing the BBQ we get to keep all the profits.

A big thanks go out to them.

6 As we are only a small group I am arranging with him to do the bin collection at a small cost.

And we have arranged for a bin from jj Richards for collection at a cost of around \$125.00

7 I need to purchase 4 power cords and 4 power boards . I have arranged for Stewart to come and make sure all stall holder have there corded tested he is charging them \$5.00 each ours will be done when I get them. Approval to purchase these.

8 market tents I would like to have 4 if I could - SK has 1

Scout have ? . To be checked. ; May need to purchase 2 from bunnings they are around \$160.00 each

9 A letter will be done in the next few days asking for help. From parents .

10 I would like to thank mike for his work on the web page

Attachment 2 – website report – Mike Gibson

Dibbs Club manage software

I've been working on how to achieve centralised group management through the web. Part of this was talking with State to confirm what we could or couldn't place on the net. After they answered all the questions, they rang me back, suggesting we look at Dibbs Club manager. This is already being used by approx.. 150 Scout groups and from what I can see will do 95% of what we have been discussing.

Membership info and, Group communication with emailing of E1's, Events, Members Invoicing, Accounts including fundraising, General running expenses, Annual reports to Scouts NSW standards.

I've arranged a demo login (at No Cost, No commitment)

Cost \$275.00/yr.

About Dibbs Club Manager (from their website)

Dibbs Club Manager was developed with a real operational Scout Group in Australia and is therefore geared specifically to the varied needs of a successful and active Group. Originally designed, maintained and supported by volunteer leaders from NSW, in September 2011, Dibbs became the first software offering of a small specialist software house - Dibbs Consulting. The system continues to be supported by real Scout Leaders, but now has the commercial capacity to offer a robust and well supported interface. The system is being gradually overhauled to create an amazing package of features to support the busy Scout Leader.

It currently does the old A1 but is being updated to E1's

Video on what Dibbs club manager does.

http://www.dibbssm.net/library/2014_Dibbs_Club_Manager-Get_Organised.htm

Site

<https://www.dibbssm.net/>