

Minutes of Grafton Scout Group – Parent Support Committee meeting

Meeting held at Grafton Scout Hall, North Street – 1 December 2014

Present: Shirley Kelly, Reece Luxton, Amenda Gilmore, Julie Kearns, Di Luxton, Sally Vassello, Melissa Child

Meeting opened: 5:35pm

Welcome from Chair Reece - meeting held on verandah due to cub and joey meeting held in hall.

Apologies: Mike Gibson

Prior to meeting beginning, Scout Leader David Bransdon addressed the committee regarding his concerns for level of financial support to attend camps. Noted.

Amenda Gilmore arrived after Dave Bransdon addressed committee.

1. Minutes of last meeting

Read by Reece – moved SK seconded AG

2. Business arising

- a. Motions/Actions – see table below – remove items completed
- b. Water rates high – suggest turning off pump – **Action: RL to ask Council to check out system to confirm reason for high water rates.**
- c. Dibbs Program – discussed – question whether invoicing can be done from system
Action: For Julie to review Dibbs
- d. Fee change – as per budget discussions
- e. Fundraising
 - i. Gem Show – see report from SK
 - ii. Sailing boats – Paul Doherty offered \$100 for Old Salty boat. **Motion: that \$100 offer be accepted for Old Salty - moved SK seconded RL - Action: For Shirley to contact Paul Doherty.**

3. Correspondance

- a. In -
 - i. Power bill – received and paid
 - ii. CVC – Lease of land – received and paid
 - iii. CVC – invoice – use of boat ramp from canoe regatta for new date– **Action: AG to claim in-kind**
 - iv. CVC – celebrate volunteering morning tea 2/12/2014
 - v. North Coast Region – request for parent helpers to complete A2 Form
- b. Out
 - i. Gem and Craft Show

4. Treasurers Report

After a lot of background work, Shirley completed the report to end of November 2014 (\$9400 in general account, \$1900 in fundraising account). Money stills needs to be transferred into fundraising account from general account. Thanks given to Shirley for taking on role of Acting

Treasurer over last 5 months; thanks given to Julie for taking the role back on after work commitments.

Discussion on budget figures as developed by Shirley – assist in developing fee structure. Shirley estimated a basic expenditure figure of \$7500 which only includes the running costs. Julie stated in comparison to other groups our fees are very low.

5. Reports

a. Group Leaders Report

Amenda gave a verbal report – Group Council meeting this month – items noted:

- Joeys – report from Leader noted
- Cubs – report from Leaders noted – Cuborama 1st Wed in May; Agooneree for Cubs; Training requests put forward eg SN conference - **Motion: that \$500 per leader be allocated for relevant training in a calendar year Move JK seconded SK**
- **Action: thank you letter required for Tim and Deanna Roberts for donation of BBQ**
- Scouts – report from Leader noted – Canoe day trip; Aust Jamboree meeting in Coffs; Ben attend State SYC; car wash fundraising held; new assistant leader Tony in training; scouts to be held on 3/12 at 5pm due to no leaders available.
- **Other items** – Gem Show – good outcome; trailer and canoe available @ Maclean; 13/12 info day at Shoppingworld; 14/12 Christmas party – leaders asked parents to help and with food
- Discussion on Dave putting case forward wanting his camps eg Corroboree to be paid for – agreed that Group to pay for Corroboree fee and parents to assist with fundraising for travel payment. **Motion: Cost of David's camp to be divided by the number of children attending and this is to be added to their bill unless they assist with Corroboree fundraising activities - moved SK seconded AG**
- Request for community service – Kitchen Fusion – Sally raised the request

b. Fundraising Report

- i. Gem and Craft Show – run and done – very hot conditions – stall holders impressed with cubs and scouts manners and work ethic. Feedback – set up was good; don't change food; suggest change date to May or June – but Lions can't help at that time. Chicken kebabs for sale 30 @\$30. Profit at \$2330. Question from group – why was outcomes for fundraising changed? Should be for World Jamboree. It was clarified by Shirley that as the Fundraising certificates states it was for World Jamboree it therefore needs to remain so for the four attending Jamboree. Expenses were subtracted from both stall holder bookings and other takings on the day. Thanks to Shirley for organising.
- ii. Jaca TAFE markets – good presence at markets; 20 dozen Lamingtons left over; fruit salad was to be left over until discounted price in late afternoon; new parents helping out; request for return of Krispy Kreme donuts instead of lamingtons. Again it was suggested that the Scouts do an interactive stall with activities as well as a fundraiser. Final figure not available but around \$200-\$300.

c. Building report. Report from Shirley Kelly

Ramp completed

6. General Business

- a. Missing receipts from Progressive dinner – **Action: AG to look for receipt book**

- b. Christmas Raffle – corroboree fundraiser
- c. Fee Structure – as per discussions with budget **Action: discuss budget at next meeting**
- d. Any further business carried over to the next meeting as Cubs finished their program for evening and becoming uncomfortable sitting on verandah during inclement weather.

7. Meeting close

- a. Meeting closed at 7:05pm.
- b. Next meeting – proposed to hold prior to end of year, then February 2015

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 and 1/12/2014	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 – but SK has drawn together figures for PSC to assess and refer back to next meeting
28/8/2014	Sue to look into current standards and check on costs for honour board	Sue Day		ongoing
24/10/2014	committee members to look over Dibbs Club Manager and report back to next meeting	PSC		Ongoing – MG not at 1/12/14 meeting
24/10/2014	<i>Heritage sailing boats: to confirm with Ken if ok for sale</i>	AG/SK	1/12/14	Done – Ken confirmed ok for sale
24/10/2014	<i>Jaca Float – SD to register; AG to do E1 and MG to put on website</i>	As per	1/11/14	Done
24/10/2014	edit and send out via email on fundraising and post to all members parents	RL/MG		Ongoing
1/12/2014	ask Council to check out system to confirm reason for high water rates.	RL		
1/12/2014	Claim in kind support for use of boat ramp for canoe regatta	AG		
1/12/2014	thank you letter required for Tim and Deanna Roberts for donation of BBQ (contact details?)	RL		
1/12/2014	Receipts required for payments for Progressive Dinner	AG		