

Minutes of Grafton Scout Group – Parent Support Committee meeting

Meeting held at Grafton Scout Hall, North Street – 18th December 2014

Present: Shirley Kelly, Reece Luxton, Amenda Gilmore, Di Luxton, Claire McDonough, Julie Kearns, Jason ?

Meeting opened: 6:22pm

Welcome from Chair Reece

Apologies: Kylee Dixon, Mike Gibson

1. Minutes of last meeting

Read by Reece – moved RL seconded AG

2. Business arising

- a. Motions/Actions – see table below – remove items completed
- b. Water rates high — **Action: RL has asked Council to inspect-Water cycle team will inspect when they are not as busy (2015). RL to chase up before next meeting**
- c. Dibbs Program – carried over to next meeting as Julie and Mike are absent. **Action: For Julie to review Dibbs**
- d. Fundraising Gem Show – A complaint was received via email from Kylie Dixon as she was informed fundraising was partly to help group. Shirley stated that during the Gem Show, Ken stated that you cannot change what you are raising money for, it needs to be what is stated on the Fundraising Certificate. **Action: Committee need to decide prior to final payment on the 31st January how to split the profits with the four attending jamboree.**
- e. Sailing boats – Paul Doherty offered \$100 for Old Salty boat which we accepted at the last meeting. Shirley did not get a chance since to let Paul know. Since then we have had Cinnamon and Lawrence at Budget Car Buys contact us. Amenda rang them during the meeting and confirmed that both boats will be picked up and paid for \$500 on Saturday lunchtime, a specific time yet to be confirmed. **Motion: moved that sailing boats Old Salty and Encourage be sold to Lawrence as he was the higher bidder - moved AG 2nd SK. Action: Amenda to coordinate someone to be here to collect payment and assist on Saturday.**
- f. Canoe Regatta – see report from Shirley - Amenda advised no invoice of boat ramp - carry over to next meeting.
- g. No Tax receipts for Progressive dinner donations **Action: Amenda to find receipt book.**
- h. Parent Post – copy went out 14/12/2014 emailed and Facebook – thanks to Di

3. Correspondance

- a. In -
 - i. Formal complaint from Kylee Dixon re: Gem Show – received email
 - ii. CVC – Invitations to the CVC Australia Day awards ceremony. Shirley won't be here. Reece and Di won't be here. Di suggested that maybe another member of the Parent Support Committee would like to go with the tickets she received.
 - iii. Mike Gibson- sent a number of emails in relation to tonight's meeting including response to agenda and website report.

- iv. David Bransdon emailed committee clarifying that the canoe regatta is a scout activity run by the scout section and NOT the parent committee, he stated he does not need the parent committee help. He also clarified that he did not ask for any money for his AJ2016, as it was suggested previously. Amenda suggested there won't be much money left over from the event. As the event was clarified as an activity and not a fundraiser and there is no Fundraising certificate, Di suggested if there is any leftover funds it should go in to general funds to assist with the Group's running costs.
- b. Out
 - i. Canoe Regatta to regional commissioner
 - ii. Census
 - iii. Y1
 - iv. Tony's leader paperwork
 - v. M5 applications

4. Treasurers Report

No Treasurers report as Julie is away.

- i. Shirley let us know that the Green trailer rego is due
- ii. All other accounts paid
- iii. All grant money has been spent
- iv. Money left over from Big River Lions Club donation. Action: Shirley to conform the balance as this was to be spent on Joey life jackets.
- v. Outstanding fees-There are still fees yet to be paid. Some outstanding from families that have left. Shirley has sent reminder letters. **Action: Shirley/Julie to send another reminder and Claire is chasing a return of shirt from one outstanding party that she is a neighbour.**
- vi. Christmas party- A family has an outstanding fee of \$50. Amenda suggested won't pay it. Claire said we're all expected to pay. Di said E1 clearly stated \$10 per person so the expectation is those who attended pay **Action: Shirley to add to term invoice**
- vii. Dibbs – item carried forward as seeking further response to query from Julie

5. Reports

- a. Group Leaders Report

Amenda gave a verbal report – No Group Council meeting this month. Amenda informed the group that she had put out an SOS to scout groups to borrow some Patrol tents. Coffs are loaning us 2. She stated we need 4 for our group in future and they cost \$1000 each. She said this needs to be a fundraising focus for the group next year. There are 18 going to Corroboree with David Bransdon.
- b. Building report-

All major repairs have been completed. Jobs outstanding include-painting, tiling, kitchen floors

6. General Business

- a. **Grants**-no reply for start up grant, new building grant - we probably won't get. Shirley suggested we continue to look out for opportunities
- b. Fundraising dates for 2015: April – phonebooks; May - Grafton show 1st weekend; June - Gem show; plus Bunnings date supplied in an email from Shirley. Discussed Bunnings will

be going with the 9th January as a World Jamboree fundraiser. We will ask the parents to nominate whether or not they want to commit to BBQs on a Friday as they only pull in \$200-\$300 a day. Next meeting we will need to decide what fundraisers will be for what and be clear on how they are managed. Reece suggested a fundraising sub-committee.

- c. Fee Structure – as per discussions with budget **Action: discuss budget at next meeting**
- d. Corroboree- so far \$23.66 has been raised for each person attending.
- e. Budget feedback-budget meeting required. We have had difficulty in committing finances due to not having a budget. This has been due to our treasurer being away and limited members on the committee. The committee need a wish list of equipment from the Group Council with priority items such as patrol tents highlighted so we can factor this in to the budget and plan fundraising to assist with meeting the needs of the group.
- f. Canoe regatta- Please see notes re: David's email. Shirley also added that a roster will be handed out when we return in January.
- g. Amenda wanted to also add that Leaders organise fundraising for camps and the committee raise money for the group. She also stated that there is tension between group council and PSP because of leaders having to pay for their camps. She stated leaders should not have to pay, the children going should be expected to pay the leaders camp fees. Di asked is this stated in a policy/handbook that we could refer to especially for big camps like Jamborees? Amenda stated no that is just what should happen. It was also stated that Amenda has a lot of out of pocket expenses as part of a discussion in regards to whether or not Leaders should pay fees. Di stated that Amenda should bring her receipts in such for postage, stationary as she should not be out of pocket for these and this should come out of petty cash. **Action: Committee to seek guidance by referring to Scouts guidelines and add as an agenda item.**
- h. Shield- **Action: Jason to follow up with the Men's shed to see if they can fix mess boxes and shield.**
- i. **ARP All positions will be declared open. Amenda stated that she will be pushing for ALL parents must attend at least one meeting per term.: Action Date needs to be set next meeting.**

7. Meeting close

- a. Meeting closed at 8:10pm.
- b. Next meeting – 16th February 2015

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 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
23/10/2014	committee members to look over Dibbs Club Manager and report back to next meeting	PSC		Ongoing – MG and JK not at 18/12/14 meeting
23/10/2014	edit and send out via email on fundraising and post to all members parents	RL/MG		Ongoing
23/10/2014	<i>Request for GPS units – possibly source from Council</i>	RL	18/12/2014	<i>GPS not available from Council as previously advised</i>
1/12/2014	<i>ask Council to check out system to confirm reason for high water rates.</i>	RL	18/12/2014	<i>Done - should be done in the new year</i>
1/12/2014	Claim in kind support for use of boat ramp for canoe regatta	AG		
1/12/2014	<i>thank you letter required for Tim and Deanna Roberts for donation of BBQ</i>	RL	18/12/2014	<i>done</i>
1/12/2014	Receipts required for payments for Progressive Dinner	AG		ongoing
18/12/2014	Shirley/Julie to send another reminder for outstanding fees and Claire is chasing a return of shirt from one outstanding party that she is a neighbour.	SK JK CM		
18/12/2014	Outstanding Xmas party fee- Shirley/Julie to add to invoice	SK/JK		
18/12/2014	Committee to seek guidance in relation to paying leader's camp fees by referring to Scouts NSW guidelines and add as an agenda item.	ALL		
18/12/2014	Jason to follow up with the Men's shed to see if they can fix mess boxes and shield.	Jason		