



1st Jerrabomberra Scout Group

Minutes

Annual General Meeting

30 April 2010

Meeting Commenced: 7.15pm (Scout Hall)

1. Open

Gordon Mackney opened the meeting and welcomed everyone.

2. Attendance and Apologies

Attendance: Gordon Mackney, Diane Poole, Andrew Delchau, John Benfatto, Paula Millar, Peter Johnson, James Catchpole, Pam Stone, Russell Haywood, Jeanette Johnson, Nicole Bindoff, Craig Bindoff, Louise Deeks, Phil Jones, Monique Perrett, Leanne Ross, Wayne and Carolyn McAlister, Melissa Rees, Sharyn Mcgerty, Andrew Hemphill, Justyn Doyle, Jacquie Ruge, Brett Mousley, Alan Stunden, Jennifer Kemp, Greg O'Connor, Sheryl Gray-Smith, David Warren, Jenny Dillon, Tim Dillon.

Apologies: Stephanie Mackney, Malcolm Harrison, Greg Garner, Cath Scott, Katrina Chisholm, James Luton, Heather and Rod Holmden, Sandy and Phil Creagh, Jess Bindoff, Hamish Ashman, Chris Larson, P & S Attenborough, Chris Binet, J & C Bryson, N Carson, P & D Casey, F Boyes, P & N Cotter, Peter Daniell, B & C Doman, Kyeelee Driver, D & S English, D & M Holmes, Sonya Jackson, Sandra Kaye, M & I Legalle, C Larson, P Moran, M Petrelli, N Makin, I & M Taylor, P & P Taylor, Queenie Tsuei, M Sissian, J French, S Zoneff.

3. Minutes of Previous Annual General Meeting

It was noted that Item 5 – Fees is an ongoing issue and there is no other outstanding business. Minutes be accepted – moved: Jeanette Johnson, seconded: Paula Miller. Accepted.

4. Reports

4a – Chairpersons Report –Attachment A – Report 1.0.

4b – Treasurer's Report – see Attachment A – Report 2.0

4c – Group Leader's Report

Peter Johnson thanked, Gordon, Andrew and Diane for making things happen. The limited Hall size and lack of open space for the number of Scouts we have is an ongoing problem. Hall relocation is a priority and fundraising has been put towards this project, but this is on hold given the Tralee development delay. In the meantime necessary Hall and yard improvements were undertaken throughout the year.

Present Youth numbers:	Joeys	21
	Kharniwarra Cubs	27
	Waingunga Cubs	24
	Scouts	28
	Venturers	8
	Rovers	3
	Leaders:	18 which has grown with thanks to new arrivals

Jerrabomberra Scouts recently celebrated 17 years of existence having commenced on 13/4/93. We are the largest group in Black Range District and one of the biggest in NSW and we are going from strength to strength.

4d – Section Reports (in brief)

- **Joey Mob** – Alan Stunden advised that Joeys had participated in some major activities in the last 12 months such as visits to the War Memorial, ACT Joey Jaunt, Joey Fun Day, Jamboree of the Internet/Radio, Jamboree of the Trail, cycling education, camping and heaps of other activities. 12

Joey's have received their Promise Challenge Badges with 6 more on their way which is the highest number in a 12 month period. One leader has nearly completed their advanced Leader Training.

- **Waingunga Cub Pack** – prepared by Brett Boyes and read by Greg O'Connor, Deputy Leader. A constant 20-25 cubs attend weekly meets and other activities. Both cub packs run the same programme. Thank you to leaders and Group Leader. Leaders attended ongoing training throughout the year.
- **Kharniwarra Cub Pack** – prepared by Kyeelee Driver. Group Leader gave a brief verbal report and will forward a copy of the written one later.
- **Scouts Leader's Report** – see Attachment A – Report 3.0
- **Venturers** – Russell Haywood, District Venturer Leader (a leader for 35 years) reported that there are 14 Venturers in the District evening split between Jerrabomberra and Queanbeyan. Many Jerra venturers leaving and drifting away and not able to achieve Queens Scout Awards due to age and study and work commitments. Highlights included: one team went to annual Dragon Skin coming 47 out of 227; attending and assisting at a lot of Zone and Region events; 10 ventures (7 from Jerra) and 1 leader attending Venture 2010 in New Zealand, achieved First Aid Certificates. Present Jerra Assistant Leader – Tatiana Daniell is on leave at the moment and other Assistant Leader is Chris Binet.
- **Rover Crew** - apologies from Crew Leader, Jessica Bindoff, who is attending a Regional Rover Council. Craig Bindoff, District Scout Leader, reported that there are 3 Rovers which will hopefully increase to 6 members this term. This will mean it can register as a Rover Crew. Rovers last year attended and assisted in a range of Regional events and local Scout and Joey activities.

4e - Hall Relocation Team Report – Apology from Team members Malcolm Harrison and Greg Garner. Gordon read Malcolm's Report - see Attachment A – Report 4.0. In response to a question Gordon advised that we own the Hall but we lease the land from Queanbeyan City Council. The Hall is demountable and can be moved to a new piece of land which may be available if the Tralee development goes ahead.

4f – School/Community Liaison Officer – Apology from Katrina Chisholm. Gordon read Katrina's report - see Attachment A – Report 5.0.

5. Appointment of Auditor for the Coming Year

Andrew advised that Rob Johnson has volunteered to audit our books for the foreseeable future without fee. Committee gratefully acknowledged Rob's service.

6. Fees

A letter from Scouts Australia advising of an increase in state membership fees from \$78pa to \$90pa in 2010 and a further increase to \$120pa in 2011 was discussed. Andrew advised that if we were to absorb this state fee increase we would not obtain enough subscriptions to cover annual running expenses. Any profit we have shown last year was due to fundraising. It was recommended that this cost be carried over to individual members. In support of this Peter added we need to demonstrate our financial capacity to service a loan for the future in the event of a new hall etc. Last fee increase was 3 years ago. Even with the fee increase our fees are lower than many other states although Jerrabomberra is the highest in the Black Range District. A suggestion was made to increase Leader and Committee membership fees (one third of our total membership) as they are currently subsidised for their support. Presently an average of 8% of families (not necessarily the same families) don't pay their fees.

Moved by James Catchpole to carry over the fee increase to individual members \$12pa (\$3 per term) in 2010 plus \$20pa (\$5 per term) in 2011. It was suggested that if we were going to increase fees why not round up the 2010 amount to \$5 a term too. Motion was amended to increase 2010 to \$20pa (\$5 per term) plus 2010 increase of \$20(\$5 per term).

Amended motioned moved by Jacquie Ruge and Seconded by Alan Stunden. **Motion passed and new fees now stand at: 2010 \$90 per term and 2011 \$95 per term per member.**

7. Fundraising

The issue of the meat raffle was discussed noting the stress and frustration felt by the fundraising co-ordinator in trying to find people to run the raffle. It was noted that the meat raffle is our main source of

fundraising – raising approx \$10,000 last year and it also raises our community profile. Other sources of fundraising need to be found if we don't go ahead with the meat raffle. There was general agreement that we should maintain the meat raffle if at all possible. Fundraising options will be considered by the future Committee.

8. Other Business

Nil

9. Election of Office Bearers

Gordon thanked the outgoing Committee members for their support in all areas including the support to Leaders. He was particularly grateful for stepping in when he was sick. He declared all positions vacant.

Outcomes of Office Bearer elections for the next Committee:

Chairperson	Nicole Makin
Secretary	Melissa Rees
Treasurer	Jacque Ruge
Hall & Property Manager	Vacant
Grants Officer	David Warren
Fundraising Co-ordinator	Paula Miller (excluding Meat Raffle organisation)
Meat Raffle Organiser	Vacant (Sheryl Gray-Smith expressed an interest and will advise)
Hall Relocation Team	
- Project Manager	Malcolm Harrison
- Assistant Project Manager	Brett Mousley
- Finance Officer	Vacant
Webmaster	Catherine Scott
School/Community Liaison Officer	Claudia Doman
Equipment Manager	Doug Kemp
Group Leader	Peter Johnson
Joey Pack Rep	Leanne Ross
Waingunga Cub Rep	Louise Deeks
Kharniwarra Cub Rep	Monique Perrett
Scout Rep	Monique Perrett
Venturer Rep	Vacant

It was noted that with youth membership now running at 111 there is a need for an Assistant Group Leader to provide mainly administrative based support to Peter Johnson, Group Leader. Position would involve membership paperwork, liaising with leaders and Committee, reporting to Region and State etc. Peter will follow this up out of session.

10. Meeting Closed 9.10pm

Gordon Mackney
Group Chairperson

Diane Poole
Group Secretary

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**1st Jerrabomberra Scout Group Annual General Meeting
30 April 2010
REPORTS**

Report 1.0 - Chairman's Report

I assumed the role of Chairman for 2009 supported by an amazingly versatile, energetic and focused committee. This combined with a strong and dedicated group of leaders made my task extremely easy.

On taking up the role I canvassed broadly throughout the Scouting Community at 1st Jerrabomberra to ascertain what the community expected from the committee.

There seemed to be three main themes:

1. Better communication and responsiveness to the needs of the leaders and the youth,
2. Improvement of the infrastructure, and
3. Provision of appropriate equipment to support the leaders and youth.

The committee adopted this approach and supported me in these endeavours during the year.

Tangible evidence can be seen in the refurbished and well maintained facilities at the hall and in the equipment which has been provided throughout the year.

This would not have been possible without the very hard working and dedicated folk on the committee, all of whom contributed in key areas from fund raising, to administration, manual labour, liaison with other community groups and planning.

I am proud of what the committee has achieved over the past year and wish to publicly acknowledge and thank them all for their efforts.

Unfortunately due to ill health I am unable to continue on the committee. I have thoroughly enjoyed the time I had on the committee over the last couple of years and am disappointed that my circumstances will not allow me to continue in an active role with the committee.

I would like to wish the incoming committee every success for 2010 and trust the 1st Jerrabomberra Scouting community continue to go from strength to strength.

Gordon Mackney
Chairman

Report 2.0 - Treasurer's Report

2009 has been a successful year for the 1st Jerrabomberra Scout Group in terms of its financial position. At the commencement of the year the Group bank balance was \$16,600. By the end of the year the balance was \$26,300. This represents an increase in the overall financial position for 2009 of approximately \$10,000. Currently the balance is approximately \$22,200.

In 2009 total income (\$53,896.68) exceeded the total expenditure (\$45,074.18), resulting in an end of year surplus (\$8,822.50). The increase was directly attributable to increased revenues over the previous year from an active fundraising effort and robust fee collection.

At the last AGM an individual section, budget target and achievement system was implemented and the decision was taken that \$21 per youth per term would be the designated limit. The intention of the budget was to provide greater transparency to the expenditure incurred by individual groups and to ensure expenditure remained within the fee revenues collected for each group. For 2009 all sections have remained within budget guidance and the system has proven to be a simple and effective means of monitoring income and expenses for each section.

Last year a working bee was held which gave the hall a much needed overhaul. There was an enormous contribution from many leaders and parents a-like and the overall cost of the materials was \$3,677.20 which was absorbed from within in-year revenues.

The audited income/expenditure statements for 2009 are attached.

MEMBERSHIP FEES

Membership fees for 2009 remained constant at \$85 per child per term. Payment of fees was recorded for approximately 92% of the youth and is one of the best payment rates in 1st Jerrabomberra history. Last year only 77% of fees were paid and all parents are to be congratulated for a tremendous effort.

I envisage that in future the electronic invoicing system should be retained as it improves fee payment and reduces parent representative involvement in financial matters.

FUNDRAISING ACTIVITIES

In 2009 there were two main fundraising efforts, Meat raffles at the Jerrabomberra Hotel and the Winter Chocolate Drive. There was also two BBQs. Thanks to everyone who helped for a great effort. Last year fundraising contributed net \$10,800 to the Groups revenue and is the primary source of income outside of fees. Fundraising is essential to the group, as fees alone do not cover all expenses.

GRANTS AND DONATIONS

In 2009 the Group received two grants totalling \$1,880 from the Queanbeyan Council and a \$700 donation from the Bendigo Bank.

The Bendigo Bank donation was put towards the purchase of the chairs you are sitting on tonight and collectively the Queanbeyan Council Grants were used for the remainder of the chairs and to purchase a canvas marquee for use by the groups when they are camping. The support of both organisations is very much appreciated by the Group.

EQUIPMENT

Purchases

During the previous 12 months the following major items were purchased:

Plastic Chairs \$1,350

Canvas Marquee \$ 1,040

2 x Canoes & equipment \$4,300

Valuation

The depreciated and insured value of equipment held by the Group is currently \$24,000.

The last stocktake of equipment was undertaken in October 2009 and has formed the basis of the current insured and asset values held by the group. The current inventory is maintained on a CD and contained an itemised and photographic record of all items held.

Repairs and Maintenance

Currently a number of items are in need of repair. In particular there are number of tents that require minor repairs to make them serviceable, such as zips and seam replacement and to replace tent poles and pegs for one tent.

From tonight I resign as Treasurer and I thank the Group for the support I have received over the last two years.

Andrew Delchau
1st Jerrabomberra Scout Group
Treasurer
30 April 2010

Report 3.0 – Scout Section Report

Youth status

29 Scouts (cap = 30). Including 6 linking Cubs.

17 new/linked Scouts Term 1 and 2.
8 Pioneer badges (4 with red cords), and 2 Explorer with cord awarded last year

Leader status

Full time, fully qualified ASL is required.
The support of Craig Bindoff (District), Steve Zoneoff, Jessica Bindoff, Sue Attenborough, and Jennifer Kemp has been greatly appreciated.

Financial status

The Scout Troop has operated within its budget for the year.

Program

AJ2010 and the significant leadup was the major activity last year. It was attended by 8 1st Jerrabomberra Scouts, and Phil Jones as Quartermaster for the Black Range Jamboree Troop.
This calendar year the focus will be adventurous activities (canoeing, air, camping). Camping will be based around the Patrol system, as opposed to last year where the emphasis was on standing camps.

Website

The Scout section of the website is now updated. The assistance of Catherine Scott has been greatly appreciated.

Committee Representative

The support of Heather Holmden was appreciated; in particular, noting that we are short of Scout Leaders.

Phil Jones (Scribbly)
30 April 2010

Report 4.0 – Hall Relocation Team Report

Introduction

During the reporting period of April 2009 to March 2010, the Hall Relocation Team consisted of two members; Greg Garner and Mal Harrison. The Team carried a vacant committee position; that being a Team Finance Officer. Early during this reporting period the *Terms of Reference* for this Team was established and endorsed by the Committee, and an introduction of this Team to the Queanbeyan City Council was made by the Chairperson.

Two courses of action have commenced over this reporting period. Firstly, the team commenced the long term development of a new hall project. Secondly, the team considered the short term enhancement of the existing real estate to support current Group activities.

Long Term Development

During this reporting period, the long term development for a new hall was progressed by way of:

- The ongoing investigation into funding sources and administrative requirements with Scouts NSW, and
- The production of a draft land user requirement that detailed the requirements of any proposed building site for a new hall.

General Observations.

The development of the proposed neighbouring suburb of Tralee continues to be plagued by commercial and (some levels of) Government opposition. It had been announced by the Queanbeyan City Council that a land reservation for a new hall is proposed within that development. Whilst the issue of strategic air transportation for the ACT region remains at odds with this possible urban development, then there appears to be no guarantee of a new hall site in Tralee.

With the cost of financing the new hall estimated in excess of \$400,000, considerable public and private funding will be required for a new hall. With the balance of the Group's current lease (for the block occupies by our current hall) estimated at approximately 10-years, then considerable effort is required to generate sufficient finance prior to the current lease expiry of around \$40,000 per annum.

Short Term Development

With respect to the short term enhancement of our existing real estate to support current activities, a request currently resides within Queanbeyan City Council for the lease of additional land to the west of the current hall that is best described as the *dirt car park*. That request currently sits with Council and is being populated to elected representatives and Council's staff.

Future Activities

Into the forthcoming Committee tenure, it is proposed that the following activities occur for the *Long Term Development of a New Hall*:

- The development of a draft *User Requirement* for the hall be created that shall capture the *user requirements* for the new hall – as required by both the Leaders and the Committee,
- Once surety of the short term enhancement of our existing real estate is secured, then the Land User Requirement should be progressed to the Queanbeyan City Council for consideration; perhaps beyond the current Tralee intent, and
- The Team Finance Officer position within the Team should be occupied to sponsor the role of acquiring the necessary finance. The availability of finance is the single most critical issue for this project's success.

For the short term enhancement of the existing hall site (to support the current activities), the development of a costed proposal for the establishment of an outdoor activity area (on the site current described as the *dirt car park*) shall be prepared for consideration by both the Group's Committee and Leaders.

Finally, the Hall Relocation Team wishes to acknowledge the leadership and support of the Chairperson, Gordon Mackney and Group Leader, Peter Johnson.

Greg Garner
Team Member
April 2010

Mal Harrison
Team Member
April 2010

Report 5.0 – School/Community Liaison Officer Report

This position was created as the president of the Jerrabomberra Public School P&C (Katrina Chisholm) and Peter Johnson agreed that with the upcoming proposal of the car park being sealed that a position be created to liaise between the two groups (school and scouts) to ensure that both community groups were advised of the latest information in relation to the project.

I have undertaken the role for the past 2 years. Over this time it hasn't been a huge amount of work basically ensuring that both the community groups were up to date on what was happening in Jerrabomberra.

I am unfortunately not able to take on this role again due to other commitments.

However, I believe the position should still continue as the two groups can work together in assisting each other. For example:

- In the past year the Scouts have utilised the netball courts at the school for bike safety awareness course – this is where the groups can work together and utilise each other's resources
- With the proposed extension to the school hall – some users may be interested in hiring the scout hall
- The P&C is planning another fete for this year – 20th November and the scouts may like to use this as an opportunity to promote scouts and maybe undertake some fundraising
- The Carols by Candlelight each year is co-ordinated by both the groups for the BBQ and drink stand

It would be preferable that a parent from scouts that is also involved in the P&C at the school would be in ideal candidate for this position. I would recommend Susan English for the position as she is my Vice President of the P&C and is aware and is up to date of what is happening in the school.

I have enjoyed being part of a wonderful group of volunteers and I would personally like to thank Peter Johnson and the other committee members for their support that I have received over the past 2 years.
Kind Regards

Katrina Chisholm
School Liaison Officer