



# 1<sup>st</sup> Jerrabomberra Scout Group

## Committee Meeting Minutes

### 27 August 2010

**Meeting Commenced: 7.07pm (Scout Hall)**

#### **1. Attendance and Apologies**

Committee	Name	Present	Apology	Absent
Chairperson	Nicole Makin	Y		
Treasurer	Jacque Ruge	Y		
Secretary	Meagan Taylor	Y		
Grants Officer	David Warren	Y		
Fund Raising Coordinator	Paula Millar		Y	
Relocation Team	Malcolm Harrison		Y	
Relocation Team	Brett Mousley		Y	
Webmaster	Cath Scott			Y
Community Liaison Officer	Claudia Doman			Y
Equipment, Hall and Property Manager	Doug Kemp	Y		
Group Leader	Peter Johnson	Y		
Joeys Rep	Leanne Ross	Y		
Waingunga Rep	Louise Deeks		Y	
Kharniwarra Rep	Monique Perret	Y		
Scouts Rep	Monique Perret	Y		

#### **2. Open**

Nicole opened meeting and welcomed members.

#### **3. Previous Minutes**

- Minutes accepted from 28 July 2010.
- No correspondence in or out.
- Review of action items outstanding.
  - a. **Fundraising** - Bunnings dates set as Sun 7 Nov and Sat 4 December.
  - b. **Invoices for Term 3** – have been sent out by Jacque and some are being followed up.
  - c. **Website** – the issue of storing the full member contact list in a secure area of the website was discussed. It agreed that this information was extremely private in nature and the risk of the information being accessed by the wrong person (e.g. hacker) was too risky. The list will be distributed by Peter among those who need it as required.
  - d. **Fundraising surveys** – the survey to all members of families regarding fundraising ideas, meat raffle and alternative fundraising has been sent out. Returned surveys to Nicole Makin and she will collate responses as they come back in via Leaders.
  - e. **Electrical trade's people** – email was sent to all families requesting an electrician but no responses were received so Doug proceeded with the professional quote for work.
  - f. **Election day BBQ** – done
  - g. **Group Leader duty statement** - Nicole and Peter have had an initial meeting to outline Peter's duties and divide the tasks - – keep this open.

- h. **CDSE funding** (Community Development & Support Expenditure) - Mal Harrison and Peter Johnson attended a QCC presentation last night to accept donations totalling \$5,075 from various clubs under the CDSE funding scheme. Peter's wife Jeanette was successful in lodging the grant application. Mal presented 3 certificates to the Committee and advised that money will be transferred directly in to our account by all 3 parties. The Committee wished to thank Jeanette for her efforts in this regard.

Meagan Taylor to mail a letter of thanks to all 3 local clubs who granted the money.

#### **4. Financial report (Treasurer: Jacquie Ruge)**

- \$18,700 for July \$2400 come in mainly fees. WE have payments of \$7000 including \$2200 for Cadburys \$3000 for Scouts Australia, balance of \$14,053.

#### **5. Group Leader report (Group Leader: Peter Johnson)**

- Peter – lost a few youth, one returned to UK, an Adventurer has left. Total of youth is 96, being 68 males and 29 females 30% female. 67 families in the group – 51% engagement by youth members. Everything is going well with the kids and with the Leaders.
- Joeys - 20 including some new chums (Joeys are full)
- Cubs - 18 cubs in one pack and 22 in the other pack (total 40). Cubs are down slightly
- Scouts are 25 - 11.8 years old on average, very young.
- We have 9 venturers – 2 have left. 3 Rovers.
- 2 leaders being trained in Sept in Mt Keira, there will be reimbursements for that.
- As a result of meeting with Nicole, Peter advised he is identifying suitable candidates to be his successor and an Assistant Group Leader, this role is no longer a one person job. Peter is trying to make the successor have a more sustainable workload. We have Leader vacancies across the board so we should start to recruit Leaders over the warmer months, for succession planning.

#### **6. Section reports (Section Reps: Leanne Ross, Louise Deeks, and Monique Perret)**

- Joeys – Leanne Ross. Nothing to comment on.
- Wainggunga Cubs - Louise Deeks was not present however had emailed through this update:
  - chocolate money is back, surveys are coming in and a thank you regarding the Election Day BBQ
- Kharniwarra Cubs - Monique Perret – 30 cubs and 15 adults went on a farm visit, it was a very good weekend. We have a couple of surveys back and most of money back from the raffle. Monique's group is doing the meat raffle at present, still a small response.  
**The 18th and 25th Sept are open dates for parents to volunteer.** Scouts are going to Air activities tomorrow (28<sup>th</sup>) and the October long weekend is the Jamborette.

#### **7. Hall, Property, Equipment report (Hall Manager: Doug Kemp)**

- Doug has purchased a cash box with a chain on it to be used to hold money for activities like BBQ fundraisers
- Storage container – Doug advised a parent has advised he can obtain cheaply priced colourbond material that they will obtain to weather seal the canoe container outside
- Additional Lighting/Electricians – The outdoor work was done yesterday however they didn't put the lights where we wanted out the back. They are coming back to fix and we will also get them to put another light further down out the back. Apart from this fix at the rear all the work is satisfactory

and they will fix the sensor out the front. It was noted that this work requiring additional lighting was done following the advice from Neighbourhood Watch and to comply with OH&S regulations.

- Hot water system – Nicole advised we are on the list for the replacement hot water system/grant because they had contacted her requesting additional information. They are going to start work in Sydney and work there way south, at some stage we will be advised when we get our new hot water system. The new system is meant to be an energy efficient system.
- Racks in container – the next job will be building racks in container.

## **8. Fundraising report (Fundraising Team: Paula Millar)**

Paula Millar was unable to attend but provided the following report

- **Election day BBQ** - was very successful with a profit of \$1026 being made. Thank you to everyone who volunteered their time and energy. All agreed that there were lots of volunteers and this was very promising for future events.
- We have 3 **BBQ's** coming up before the end of year. The dates for these are:
  - Sun 7th November - 9am to 4pm - Bunnings**
  - Sat 4th December - 9am to 4pm - Bunnings**
  - Sat 4th December - Carols by Candlelight Jerrabomberra**

It was noted that 4 Dec has 2 BBQs on one date but we do not have a choice in the Bunnings date so we will have to do our best.

- **Chocolates** - I believe almost all the money for the chocolates has been returned so we will soon be able to work out the profit made from this. There are still a few boxes left in the storeroom so if anybody knows anyone who can take another box please let them know they are available. If they do not get sold we can hold them over and sell them at the BBQ's.
- **Meat Raffle** - Last weekends meat raffle did not go ahead as the butcher did not take the meat trays over to the pub. I have spoken to the butcher and he was apologetic that he had forgotten and will ensure they are not charged on the next invoice. All agreed that the Meat Raffle roster from September onwards will be drawn up based on names from the survey results.
- **Sausage prices** - Some discussion was held on the best price we could source sausages for the upcoming BBQ. Paula may know of somewhere to purchase at a very good price, and David Warren suggested he may know of somebody in the industry who could supply at a good price. It was agreed David will investigate and report if he can source at a good price.
- **Certificate of Authority** - Peter advised that to comply with fundraising laws a Certificate of Authority to fundraise was required for each fundraising activity. He has completed this for the Election day BBQ and will return one of the copies to the Scout Association to declare the money raised. We need to be mindful of this for any fundraising activities.
- Mal had a suggestion for fundraising instead of meat raffle night. The idea of a fund raising function or sponsored trivia night at the local pub could be a fundraiser for our club, be a good family function and also by way of supplying a venue to the event bring incoming patronage to the proprietor. The idea was also discussed of a family bingo night fundraiser in our own hall. All agreed to keep this idea on file but see what comes back on the surveys for ideas.

## **9. Relocation report (Team: Malcolm Harrison & Brett Mousley)**

Mal Harrison reported:

- After Leaders reviewed the plan, Option 3 was made in to Option 3 modified plan. Bill Warn is the new QCC Officer and he has advised that the report is going to Council at next meeting. What this means is that Council will be endorsing due diligence. This will mean some degree of public consultation most likely involving Department of Education and residents. The plan has been forwarded to Bill Warn and this is all coming together.

- Mal commenced a quantity survey but still needs to get pricing. By the next time this Committee meets he wants to have some costings. Some are self help tasks, some will need to be contracted out. Price issues and priorities will need to be evaluated and the project timing/staging over a number of years. The main focus is meeting security requirements, some preliminaries like moving cranes. Our plans are maturing.
- New hall – we sent Paul Moran the draft planned user requirement, no urgency as he is going overseas.

#### **10. Grants report (Grants Officer: David Warren)**

- Hot water , successful and awaiting installation
- As outlined in point 2. **CDSE funding** (Community Development & Support Expenditure) - Mal Harrison and Peter Johnson attended a QCC presentation last night to accept donations totalling \$5,075 from various clubs under the CDSE funding scheme. Peter’s wife Jeanette was successful in lodging the grant application. Mal presented 3 certificates to the Committee and advised that money will be transferred directly in to our account by all 3 parties
- Camping equipment grant - \$435 grant to be donated by QCC - to be confirmed next week.

#### **11. Community Relations (Community Liaison Officer: Claudia Doman)**

- Claudia Doman was not able to be present.
- **Carols by Candlelight** – it was agreed that we need to start talking to Jerrabomberra P&C about sharing the tasks for this night. . Meagan to email Claudia to raise this issue with Katrina Chisholm, possibly at the next P&C meeting.

#### **12. Webmaster Report (Webmaster: Cath Scott)**

- Meagan will communicate with Cath Scott requesting July and today’s August minutes are on the website.
- Peter yet to provide an advertisement to put on website for ASSISTANT GROUP LEADER WANTED.
- Paul Moran had suggested the Committee review a website for the Rosanna cubs in Victoria <http://www.rosannacubs.org/index.htm>  
Paul felt this was one of the most amazing websites he had seen and it was well populated with a lot of template information that would make it easier for Leaders to post activity notices, term planners etc. If used correctly this would be very beneficial to all the leaders.  
The Committee had a quick look at the site and agreed it was impressive. It was discussed and agreed that the cost, time and effort involved in revamping our own website to such a standard would not be worth it as several features and simple link ideas could be added to our own site. It was agreed that Meagan Taylor contact Cath Scott to discuss the current website, ask if she is happy to continue updating information in the current arrangement and general ideas on the Rosanna cubs site links, etc.

#### **14. General business**

- Meagan advised she has located an invoice dated March 2010 for \$979.29 from the Scouts Association for Asset Management. Jacquie to look through payment record to determine if this has been paid and Meagan to query with Scouts head office if this is related or covers insurance.

### **15. Next Meeting**

The next end of month Friday is 24 Sept and this date is the commencement of the School holidays. It was discussed and agreed that the next meetings be held as follows:

**Mid October - 7pm Friday 22<sup>nd</sup> October**

**Mid November – 7pm Friday 26<sup>th</sup> November**

There will be no December and January 2011 meetings.

### **16. Meeting Closed 8:16pm**

*Nicole Makin*

Group Chairperson

1<sup>st</sup> Jerrabomberra Scout Group

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