



1st Jerrabomberra Scout Group Committee Meeting Minutes of 5 Jun 08

Meeting Commenced: 1915 Hrs (Banksia Room, Jerrabomberra Community Centre)

Attendance

Committee	Name	Present	Apology	Absent
Chairperson/Venturer Rep	Elaine Dawson	y		
Deputy Chairperson	Gordon Mackney		y	
Secretary	Jane McAuliffe	y		
Treasurer	Andrew Delchau	y		
Outgoing treasurer	Michael Stapleton	y		
Equipment Manager	Craig McShane	resigned		
Hall Manager	John Benfatto	y		
Grants Officer	Stephanie Mackney			y
Community Relations Officer	Julie Weber		y	
Fund Raising Coordinator	Pam Stone	y		
Christmas Raffle Organiser	Vanessa Palmer	y		
Joeys Rep	Rebecca Quinn	y		
Kharniwarra Rep	Debbie Gavan	y		
Waingunga Rep	James Catchpole		y	
Scouts Rep	George Thompson	y		
Webmaster	Iain Sheedy		y	
Jerrabomberra Public School	Katrina Chisholm			y
Group Leader	Peter Johnson	y		

Acceptance of previous Minutes

Moved by:	Seconded by:
Peter Johnson	Elaine Dawson

Introduction

Chairperson Elaine Dawson welcomed parents to the Committee Meeting and thanked everyone for supporting the Scout Group. There are 16 new committee members and we look forward to working together.

Group Leader Peter Johnson also welcomed everyone and stated that there were currently 90 participants in Jerrabomberra scouts and that in going forward it was expected to be a busy year. Peter highlighted that the scout hall was recently subject to graffiti and an arson attempt and one of the actions for this meeting was to identify what can be done to help avoid this happening again.

Correspondence, inwards and outwards

Correspondence	Received By
JOTT Badges	Group Leader
Queanbeyan Council – 2008 General Donation Scheme	Chairperson
South Coast Scouting Newsletter	Secretary
BigPond Invoice (\$0 amount)	Secretary

Date in	Tasks arising	Action by	Due by
05 Jun 08	Obtain post box key from Steve Zoneff	Jane McAuliffe	3 Jul 08

Financial report (Treasurer: Andrew Delchau)

No report this meeting.

Date	Tasks arising from report	Action by	Due by
05 Jun 08	Appoint Auditor.	Andrew Delchau	30 Jun 08
05 Jun 08	Present summary of outstanding fees.	Andrew Delchau	30 Jun 08
05 Jun 08	Sponsor a Scout from Vanuatu to AJ2010, \$100.	Peter Johnson and Andrew Delchau	3 Jul 08
05 Jun 08	Arrange for new signatories to be lodged at the Bank	Andrew Delchau Elaine Dawson Jane McAuliffe Pam Stone	31 Jul 08

Relocation report (Deputy Chairman: Gordon Mackney)

Peter Johnson informed attendees that the Committee were represented at a Queanbeyan Council meeting where the Council agreed to purchase the Scout Hall for \$100,000. These funds will be put towards the relocation to a new site. Also, there is good support from current councillors for the Scout group and the relocation.

Date	Tasks arising from report	Action by	Due by
05 Jun 08	Develop a plan to relocate to Madew Oval	Gordon Mackney	30 Jun 08

Group Leader report (Group Leader: Peter Johnson)

Peter Johnson informed attendees that the offer to host JOTA/JOTI may be in jeopardy due to work commitments of those involved and is currently being reassessed. Recruitment is underway for Joey leaders and a replacement Cub leader is in hand. A farewell for Adre will be organised after first talking to Adre to determine what he would like.

Date	Tasks arising from report	Action by	Due by
05 Jun 08	Council/Committee meeting to be arranged.	Peter Johnson	30 Jun 08
05 Jun 08	1 st Jerrabomberra is hosting JOTA/JOTI on 18/19 Oct 08, which may require financial support from Committee.	Peter Johnson	30 Sep 08
05 Jun 08	Joeys – one or two Leaders required.	Peter Johnson	30 Sep 08
05 Jun 08	Develop Kharniwarra CSL succession plan in conjunction with Pack Leaders	Peter Johnson	30 Sep 08
05 Jun 08	Develop Scout Troop succession plan following resignation of SL.	Peter Johnson	30 Jun 08
05 Jun 08	Discuss a farewell with Adre and provide costings to Elaine Dawson.	Debbie Gavan George Thompson	3 Jul 08

Section reports

The Committee discussed the options for additional information/training when dealing with children with special needs. Peter Johnson proposed for leaders to attend training session.

Date	Tasks arising from report	Action by	Due by
Joey Mob (Rebecca Quinn)			
05 Jun 08	Liaise with Treasurer to hasten any outstanding fees.	Rebecca Quinn	30 Jun 08
Kharniwarra Pack (Debbie Gavan)			
05 Jun 08	Liaise with Treasurer to hasten any outstanding fees.		30 Jun 08
Waingunga Pack (James Catchpole)			
05 Jun 08	Liaise with Treasurer to hasten any outstanding fees.		30 Jun 08
Scout Troop (George Thompson)			
05 Jun 08	Liaise with Treasurer to hasten any outstanding fees.		30 Jun 08
Venturer Unit (Elaine Dawson)			
05 Jun 08	Liaise with Treasurer to hasten any outstanding fees.		30 Jun 08

Secretary's Note: Due to resignation of Kharniwarra Pack Section Leader, the position will now require filling.

Hall and Property report (Hall/Property Manager: John Benfatto)

The NSW Police have spoken to Heidi and Iain and suggested that the additional fuel be removed from underneath the hall in case of another arson attack. Other suggested hall improvements include:

- Additional or more effective sensor lighting
- Additional security for the double doors
- Re-lock the doors using keys that cannot be copied.

Date	Tasks arising from report	Action by	Due by
05 Jun 08	Inventory list to be completed.	John Benfatto	Closed
05 Jun 08	Building Inspection Report to be reviewed and actions progressed.	John Benfatto	3 Jul 08
05 Jun 08	Establish and maintain a Hall booking calendar.	John Benfatto	3 Jul 08
05 Jun 08	Establish and maintain a Hall and Property Management Plan.	John Benfatto	31 Jul 08
05 Jun 08	Ensure fire extinguishers are serviceable.	John Benfatto	Closed
05 Jun 08	Hall has been subject to malicious damage: graffiti found on 28Apr08 and attempted arson on 28May08. Committee to review hall security.	Committee	Closed
05 Jun 08	Remove bushes from front of Hall at 9.30 Monday morning 9 th June	Committee members	9 Jun 08
05 Jun 08	Plan a working bee and obtain costings for suggested improvements (as listed above)	Elaine Dawson	3 Jul 08

Equipment report (Equipment Manager: TBD)

Date	Tasks arising from report	Action by	Due by
05 Jun 08	Canoe trailer to be purchased	Karen and Steve Zoneff	Closed
05 Jun 08	Establish and maintain a Equipment Management Plan	TBD	31 Jul 08
05 Jun 08	Chairperson to email the parent body seeking a volunteer for the role of Equipment Manager	Elaine Dawson	3 Jul 08

Fundraising report (Fundraising Coordinator: Pam Stone)

Date	Tasks arising from report	Action by	Due by
05 Jun 08	With the support of Section Reps, establish and maintain the Raffle Roster for Jerrabomberra Hotel.	Pam Stone	3 Jul 08
05 Jun 08	Develop fundraising proposals.	Pam Stone	Ongoing
05 Jun 08	Liaise with Deborah Olde regarding Community Shopper and Fundraiser Fete	Pam Stone	3 Jul 08
05 Jun 08	Provide Meat Raffle instructions to Fundraising Coordinator.	Michael Stapleton	3 Jul 08

Grants report (Grants Officer: Stephanie Mackney)

It was noted that the application for a new grant closes on 31 July 2008. Previous grant money (\$2800) has not been expended as yet and an application for an extension is being provided to FaCSIA by Peter Johnson.

Date	Tasks arising from report	Action by	Due by
05 Jun 08	Detail all current and future Grant applications.	Stephanie Mackney	30 Jun 08
05 Jun 08	Acquit Grant from QCC, canoe trailer.	Stephanie Mackney	30 Jun 08
05 Jun 08	Resolve the status of the Volunteer Small Equipment Grant 2007.	Peter Johnson, Elaine Dawson and Michael Stapleton.	Closed
05 Jun 08	Organise announcement for new trailer (in Queanbeyan Age and Chronicle).	Elaine Dawson, Stephanie Mackney	3 Jul 08
05 Jun 08	Send thankyou to the Queanbeyan Council	Stephanie Mackney	3 Jul 08
05 Jun 08	Apply to FaCSIA for extension to purchase canoes and PFDs.	Peter Johnson Stephanie Mackney	3 Jul 08

Community relations (Community Relations Officer: Julie Weber)

In Julie's absence Peter noted that Julie is happy to work offline and will report electronically.

Date	Tasks arising from report	Action by	Due by
05 Jun 08	Identify community organisations that may be able to offer financial support to the relocation project.	Julie Weber	3 Jul 08 & ongoing.

Website (Webmaster: Iain Sheedy)

Date	Tasks arising from report	Action by	Due by
05 Jun 08	Update website with details of new trailer	Iain Sheedy	3 Jul 08
05 Jun 08	Add meeting minutes to the website when provided	Iain Sheedy	Ongoing

General business

Xmas Raffle requirements discussed. Parents who participate in selling tickets for the Meat Raffle are given tickets for the Xmas Raffle, as a way of thanking them for their support.

Date	Tasks arising from report	Action by	Due by
05 Jun 08	Certificates of Appreciation to be presented to various supporting businesses.	Peter Johnson and Elaine Dawson	30 Jun 08
05 Jun 08	Obtain Minutes of 2008 AGM from Steve Zoneff.	Jane McAuliffe	30 Jun 08
05 Jun 08	Jeanette Johnson to provide advice to Vanessa re: the Xmas Raffle	Jeanette Johnson	3 Jul 08
05 Jun 08	Consider and provide ideas for the Xmas function – day/time/venue, etc	All	3 Jul 08
05 Jun 08	AGM Pack required to be sent to Regional HQ.	Elaine Dawson / Peter Johnson	3 Jul 08
05 Jun 08	Copy of meeting minutes to be placed in the Scout Hall and send to webmaster for inclusion on website.	Jane McAuliffe	3 Jul 08
05 Jun 08	Meeting date in October to be confirmed, based on parent commitments and availability of meeting room.	All	3 Jul 08
05 Jun 08	Provide email details to Committee members based on need (ie. Cub rep to receive Cub parent email details only, etc)	Peter Johnson	3 Jul 08

Meeting closed 2050Hrs.

Elaine Dawson
Group Chairperson

Jane McAuliffe
Group Secretary

1st Jerrabomberra Scout Group
PO Box 229
JERRABOMBERRA NSW 2619
www.jerrascouts.org.au



1st Jerrabomberra Scout Group Calendar 2008

Date	Event	Attended by
9 May 08	Annual General Meeting	All
15 May 08	Black Range District Council meeting, AGM	GL
19 May 08	Group Council meeting	Leaders
5 Jun 08	Group Committee meeting	Committee
16 Jun 08	Group Council meeting	Leaders
19 Jun 08	Black Range District Council meeting	GL
3 Jul 08	Group Committee meeting	Committee
4 Jul 08	Last day of Term 2	
17 Jul 08	Black Range District Council meeting	GL
21 Jul 08	Group Council meeting	Leaders
21 Jul 08	First day of Term 3	
7 Aug 08	Group Committee meeting	Committee
18 Aug 08	Group Council meeting	Leaders
21 Aug 08	Black Range District Council meeting	GL
4 Sep 08	Group Committee meeting	Committee
15 Sep 08	Group Council meeting	Leaders
18 Sep 08	Black Range District Council meeting	GL
26 Sep 08	Last day of Term 3	
TBD	Group Committee meeting (School holidays)	Committee
13 Oct 08	First day of Term 4	
16 Oct 08	Black Range District Council meeting	GL
20 Oct 08	Group Council meeting	Leaders
6 Nov 08	Group Committee meeting	Committee
17 Nov 08	Group Council meeting	Leaders
20 Nov 08	Black Range District Council meeting	GL
4 Dec 08	Group Committee meeting	Committee
11 Dec 08	Black Range District Council, Christmas function	GL
15 Dec 08	Group Council meeting	Leaders
19 Dec 08	Last day of Term 4	
27 Jan 09	First day of Term 1	
5 Feb 09	Group Committee meeting	Committee
16 Feb 09	Group Council meeting	Leaders
19 Feb 09	Black Range District Council meeting	GL
5 Mar 09	Group Committee meeting	Committee
16 Mar 09	Group Council meeting	Leaders
19 Mar 09	Black Range District Council meeting	GL
3 Apr 09	Annual General Meeting	All
9 Apr 09	Last day of Term 1	