



1st Jerrabomberra Scout Group Committee Meeting Minutes Friday 26th August 2011

Meeting Commenced: 7.05pm (Scout Hall)

1. Attendance and Apologies

Committee	Name	Present	Apology	Absent
Chairperson	Nicole Makin	Y		
Treasurer	Simone Makin		Y	
Secretary	Meagan Taylor	Y		
Grants Officer	David Warren	Y		
Relocation Team	Malcolm Harrison		Y	
Relocation Team	Brett Mousley		Y	
Webmaster	Hamish Ashman		Y	
Community Liaison Officer	Claudia Doman		Y	
Equipment, Hall and Property Manager	Doug Kemp	Y		
Group Leader	Peter Johnson	Y		
Assistant Group Leader	Debbie Baker		Y	
Joeys Rep	Leanne Ross	Y		
Waingunga Cubs Rep	Rob Alsworth		Y	
Kharniwarra Cubs Rep	Lucy Moran	Y		
Scouts Rep	<i>Vacant</i>			
Fund Raising Team members	Lucy Moran	Y		

2. Open

Nicole opened meeting and welcomed members.

3. Previous Minutes

- Minutes from last Committee meeting of 25th June 2011 were reviewed and accepted.
- Matters arising from previous minutes:

Date	Actions	Status / due	Action by
28 Feb 11	Mal to scan Business Case to Scouts NSW for dirt car park as a PDF and email to Meagan for records	Open - July 2011	Meagan to request
27 Nov 10	NSW Government Rural Hall grant application - David to email Meagan a copy for records	Open - July 2011	David Warren
2010	Hot water system donation	Closed - Complete	
27/5/11	Paula to contact Harvey Norman + Domanye regarding BBQ dates for 2012. Check for reply	Open - Meagan to forward emails to Fundraising Committee	Meagan
27/5/11	Meagan to find email on Peter Brock grant and provide information to David.	Open	Meagan
27/5/11	Contact Scouts NSW to enquire about website security & if we can utilise or obtain advice regarding accessing group documents.	Closed – They advised against putting info via website	
27/5/11	Mail a letter to Unique Meats & Jerrabomberra Tavern of thanks.	Closed - Complete	
27/5/11	Discuss with JPS Principal Mrs Hunter our fencing & their project	Closed	
27/5/11	Follow up AHL fundraiser	Open	Nicole
24/6/11	Doug to review hall fire audit and rectify what is required	Open	Meagan to resend to Doug

Date	Actions	Status / due	Action by
24/6/11	Investigate with Cancer Council the date/details of Relay For Life. The contact had not returned calls, investigate for next year	Open	Claudia
24/6/11	Peter to email Scout group families to ask if a parent can take on the role of a parent representative to the Committee	Open – resend an email	Peter
24/6/11	Write thank you letter to Officeworks	Open	Meagan
24/6/11	Write to Bunnings confirming dates & providing PI/PL insurance	Open	Meagan
24/6/11	Ask a Joey parent if they would join the fundraising committee	Closed, no volunteer.	
24/6/11	Submit fundraising certificates to David Bentley District Commissioner	Open, has them back. Provide to Treasurer	Peter
24/6/11	Meagan to email parent section reps to ask if they want to arrange tables how to purchase tickets to the JPS Trivia Night being held on Sat 17 Sept.	Open	Meagan

new

26/8/11	Mal to draft letters for Meagan & Claudia to school and any neighbouring properties notifying of car-park development	Open, early Sept 2011	Mal
26/8/11	Claudia to deliver letters to school and neighbouring properties.	Open, early Sept 2011	Claudia

4. Secretary's Report

Date	Correspondence IN	Action Required
August	1. Letter from QCC advising success with CDSE application of \$7,000 donation and invitation to presentation evening	
Date	Correspondence OUT	Action Required
	Nil	

4.1 (260811) Mail letters of thanks to Queanbeyan Leagues Club & Tigers Club for CDSE funding Meagan

5. Financial report (Treasurer: Simon Hitchins)

Simone was absent but had tabled a report of the following figures:

JUNE

Opening balance	\$32,562.45
INCOME IN:	\$2,865.00Fees
	\$459.05Other
EXPENSES OUT:	(\$2,912)Quarterly Fees
	(\$3,082.43)Other expenses
CLOSING BALANCE 2011:	\$30,173.32

JULY

Opening balance	\$30,173.32
INCOME IN:	\$370.00Fees
	\$30.00Other
EXPENSES OUT:	(\$585.47)Other expenses
CLOSING BALANCE 2011:	\$29,987.85

6. Group Leader report (Group Leader: Peter Johnson)

Numbers:

- Peter advised there is recruitment of youth underway for Joeys and Cubs, it may provide an opportunity to gain new Committee members. Joeys are reducing in numbers, only 14. There are move linking to Cubs so Cubs is nearly full.
- Scout numbers are low, retention remains an issue.

Leaders –

- Some Joey Leaders are in transition.
- Waingunga Cub Pack –trying to recruit Leaders
- Kharniwarra Cub Pack – numbers are down on Leaders, need another Leader to recruit who ideally is female as there are a large number of girls.
- Scouts – there are part-time Leaders supporting Scribbly, there are about 12 Scouts.

7. Section reports (Section Reps: Leanne Ross, Lucy Moran, Rob Alsworth)

- Joeys – Leanne reported there are no issues, the group went on a spotlighting night out and also orienteering.

Kharniwarra Cub Pack (Thurs night)

- Will be going for a camp at Caloola. 13 Cubs
- There is a combined Cub camp coming up on 18th/20th November at Wombeyan Caves under canvas. It was noted that they packs will need to take all equipment. Paul Moran is running this event.
- Kharniwarra Cub Pack - Kyalee's Cub pack will be intending on going to Aquatic Harbour outing on 19/2/2012, a request will come through to Treasurer Simone Hitchins.
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8. Hall, Property, Equipment report (Hall Manager: Doug Kemp)

8.1 (260811) Email fire audit report to Doug Kemp Meagan

8.2 (260811) Update hall as required as per audit Doug

9. Fundraising report (Fundraising Team: Paula Millar)

- **Fundraising Committee** – Lucy confirmed that Grant Forbes and Suzy Wilson mentioned they are happy to assist with Fundraising. Lucy, Grant and Suzy therefore are now the members of the Fundraising Committee.
- **BBQs -**
 - **Bunnings BBQ dates 2011 –**
The following dates confirmed:

Bunnings BBQs: ----- Saturday 22nd October 2011
Saturday 3rd December 2011
(Note Sunday 2nd October 2011 was cancelled via phone due to being school holidays)
 - **Xmas Carols BBQ 2011 – date TBC**
- **Chocolate fundraiser** – money still coming back in. Profit yet to be determined. There are still 12 boxes unsold that are stored in the cupboard in the hall.

10. Relocation report & upgrade (Temporary Team: Malcolm Harrison & Brett Mousley)

Mal Harrison was absent but had tabled the following update:

- **Outdoor Activity Area update** – fencing project is booked in for the upcoming School holidays in Sept/Oct.

10.1 (260811) Mal to draft letters to School & neighbouring property, provide to Meagan/Claudia for delivery.

10.2 (260811) Mal still to contact Joey parent regarding assisting with the coordination of outdoor project.

11. Grants report (Grants Officer: David Warren & Meagan Taylor)

- Nicole attended a presentation evening on 23 August at Queanbeyan Leagues club with her daughter Julia to accept the donation totalling \$7,000 from both the Tigers Club and also Queanbeyan Leagues Club as a result of the 2011 CDSE funding program (Community Development and Support Expenditure)

11.1 (260811) Email Queanbeyan Leagues Club & Tigers Club to thank for grant Meagan

12. Community Relations (Community Liaison Officer: Claudia Doman)

Claudia was absent but had tabled the following report:

- Claudia is happy to communicate fencing project dates to the neighbouring property and school.
- Claudia has attempted several times to email and phone the contact person for the Queanbeyan Relay for Life however she has been out of the office away on Relays. Several messages have been left and Claudia will continue to chase this up at least to obtain a firm date for 2012.

13. Webmaster Report (Webmaster: Hamish Ashman)

- Peter confirmed that in a few months Hamish will no longer be in a position to be our Webmaster so we do need to consider who else may be able to take up the position.
- No other details to report on the website.

14. General business:

- There is a lot of lost property collecting in the hall.

14.1 (260811) Parent Representatives to go through lost property looking for names and ask Leaders to raise with youth at end of meet. Parent Representatives

15. Next Meeting

The date of the next meeting was agreed to be: Friday 23rd September 2011, 7pm.

16. Meeting Closed 8:45 pm

Nicole Makin
Group Chairperson

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