**1st Ingleside Group Committee**

***Meeting opened 7.00pm***

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| **Attendees**   |  Apologies |

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| Chairman TreasurerSecretary   |
| **Reviews, term programs,:**Joeys Cubs Scouts Venturers Each section has a term program  |
| **Family camps/ outings, activities** At least 1 family camp, 1 family activity per year and 1 family night at the hallCombined section nights for linking/going up etc  |
| **Promotion of the Group & Social media.**  100 promotion ideas<https://sydneynorthregionscoutsresources.weebly.com/>Website Facebook: Leaders, parents to have access to these sites   |
| **Quartermaster.** Gear maintenance and listing:  Keeps an eye on gear that it is stored away and not left lying around.Each year compiles a list for insurance purposes (Premium paid to State Office) |
| **Leader training.** Local, online, weekends, bushwalking, 1st Aid etc costs ?  |
| **Finances:** Treasurer Monthly finance report**Budget review.** |
| **Annual Financial returns** Treasurer & Group leader & ChairAnnual Audit to be completed by 31st of March each year & NSW AR1, AR2, AR3 submitted to District Commissioner by 31st March |
| **Group plans 1-3 years:**  ChairmanFundraising for major camps and activities |
| **Annual Report Presentation night:**  ChairmanRequired by 31 May each year |
| **New Members & parent interviews:** Group leader & or Section leaders & or Chairman |
| **Working Bees** inside and outside surrounding areas |
| **Annual fees to be charged:** Review by Leaders & CommitteeGroup & NSW fees reviewed in Feb each year. NSW Fee period goes from 1st April to 30th March  |
| **Fund raising:** Committee, parents (& leaders where necessary) |
| **Social activities.** Committee, parents , leaders Family camps, family nights |

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| **Special Projects** |
| **Emerging Issues** |
| **Next Quarter Project Plans**Christmas Tree Sale December**Hall Hire:**  Current Public Liability certificate sighted for permanent hirers**Hall maintenance, cleaning :**  Evacuation plan, Emergency Numbers & Fire certificate on noticeboard.Cleaning Schedule: Members to check toilets and kitchen whenever in the hall. **Annual hall maintenance report**  NSW Forms P9 & P10 **Equipment & Hall insurance invoice paid by 30th April**  **Signs on the scout hall**:  Group contact details and large SCOUT, GUIDE signs outside |
| **Next Meeting 1st Wednesday in each month ?** |