**1st Ingleside Hill Scout Group.**  Council, Committee, Section samples

Date

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| Chairman: |   |
| Meeting opened: | 7.30pm |
| Attendees: |   |
| Apologies: |   |
| Introduction of new members |  |
|  | To make it an enjoyable meeting ALWAYS provide tea, coffee, drinks, biscuits, slice, cakes. |

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| **Section reviews: joeys 10 cubs 18 scouts 10 venturers 0 leaders 4****New Members & parent interviews:** Group leader & or Section leaders & or Chairman Literature available from Scouts Australia. Agenda items to go through with the parents. The aim is to interview all the parents. Preferably at the scout hall on the third night. To be tracked via an attendance sheet and coordinated with the leaders.  Interview sheet on <https://sydneynorthregionscoutsresources.weebly.com/building-a-better-scout-group.html> **Term programs:**Each section has a term program- Leaders to consider activities for the program for next term including emergency hall practice. Draft programs on website **Family camps/outings/district activities, Scouts moving between sections.** Ideally at least 1 family camp per year, 1 family night at the hall. Combined section nights for linking/going up etc  Every adult attending camps is required to be registered with the State office. **Social activities.** Committee, parents , leaders Family camps, family nights**Each section has a leader rostered to go to the monthly District leader meeting**Leaders to agree on a roster for Joey Wandara, Cubs Seeonee, Scouts Mindari, Venturers Zone councils **Leader training.** Local, online, weekends, bushwalking, 1st Aid etc costs ? |
| **Helpful Jobs for parents to assist the leaders**1. Maintain the section spreadsheet/terrain for Milestones, OAS, SIA & other badges. Keep attendance records & order badges. **Also coordinate the other activities as they are related to this spreadsheet.**2.Prepare Record books, patrol “badges” & the journal for the scout. see resources website3.Order Scarves, shirts (new & swap), badges & prepare them for new members investiture.4.Sewing. Teach members how to sew on badges and repair mess kits/bags etc 5.Monitor payments for section activities and follow up outstanding payments eg camps, archery, etc6.Prepare Bring a Friend handouts. 7.Organise camp menu, shopping & cooking 8. Roster a parent to keep the games/craft equipment tidy. Use see through plastic boxes Suggestions on www.sydneynorthregionscoutresources.com  |
| **Promotion of the Group & Social media.** Bring a Friend,Facebook.: Leaders to have access to these sites Parents for the various schools would be requested to provide promotional material to their respective schools. Samples on www.sydneynorthregionscoutresources.com  We aim to have a minimum 10 joeys, 20 cubs, 20 scouts, 10 venturers  |
| **Quartermaster. Gear maintenance and listing for Insurance:** 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 by hall Committee)  |
| **Data Bases** **Scoutlink** Scouts NSW**Operoo** Syncs from Scoutlink, permission forms, member photos**Membership** Excel spreadsheet**Group fees** Excel spreadsheet |
| **Finances:** Treasurer monthly finance report. Income & payments**Budget review.**1. budget reviewed - discussion around grants from the state govt and a parent to manage the grants.
2. Money from Christmas tree sales go to the hall committee for insurance, repairs and maintenance.
3. Additional fund-raising activities required during the year for scouting.

 **Annual Financial returns**  Annual Audit to be completed by 31st of March each year & AR1, AR2, AR3 submitted to district Commissioner   **Annual fees to be charged:** Review by Leaders & Committee. Group fees reviewed in Feb each year Invoices issued late February. There is a membership fees excel spreadsheet.**Fund raising:** Committee, parents (& leaders where necessary)**Stripe payment system (Operoo) & bank account DD****Hall Hire**  **Hall maintenance, cleaning:**  parents and scouts Practice Evacuation plan, Emergency Numbers & Fire certificate on noticeboard. Members to check toilets and kitchen whenever in the hall and sweep up at end of night  |
| **Annual Report Presentation night by 31st May:**  Cubs and Scouts provide a presentation to the parents displaying the activities from the year.Leaders to consider presentation items.  |
| **Xmas tree plans** March. Confirm that trees have been ordered by Group LeaderXmas tree sales. Prepare the street signs 3 months before sale date Placement of street signs go out 2 weeks before the sales date **Group plans 1-3 years:**  **Special Projects**  **Campsites for scouts & families near Sydney** go to http://cubstuff.info/ |
|  **Next meetings for Council, Committee or combined :****Meeting closed** |