**Scout Group Committee & or Leaders meeting Date……**

***Attendees Meeting opened 7.30 pm***

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| *Apologies* |
| **1.Section reviews, term programs,:**  Joeys 7  Cubs 18  Scouts 17  Venturers 8  Rovers 10  Each section has a term program ? |
| **2. Each section has a leader rostered to go to the monthly District leader meeting** |
| **3. Family camps/ outings**  At least 1 family camp per year and 1 family night at the hall  Combined section nights for linking/going up etc |
| **4. DIBBS (online database ) & Scoutlink (State data base)** Position currently not filled  Dibbs can be used to record all members and parent details shown on the application form Y1. It can be used to send emails, attachments, & record various other details  Scoutlink has up to two people allowed to access information. Youth members can be deleted on this system by the registered person at Group ie  Formation Administration Officer FAO Currently |
| **5. Promotion of the Group & Social media.** Position currently not filled  Newspapers:  Website <http://www.monavalescoutgroup.com/>  Facebook: Leaders to have access to these sites ok done Kate , John check it out  Maria is also an Administrator and can add people  Dave is an Administrator |
| **6. Quartermaster. Gear maintenance and listing:** Position currently not filled  Keeps an eye on gear that it is stored away and not left lying around.  In Febuary each year compiles a list for insurance purposes (paid to State) |
| **7. Equipment & Hall insurance invoice paid by 30th April Treasurer**  **Current Public Liability certificate sighted for permanent hirers** |
| **8. State quarterly fees paid in January, April, July, October. Treasurer** |
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| **9.Leader training.** Local, online, weekends, bushwalking, 1st Aid etc costs ?  Leader training. Kate & Andrew completed training on 17-18 Sept. |
| **10. Finances: Treasurer**  finance report tabled for 31st aug. This showed a bank balance of $5,900 but deduct from this approx. $4400 for State registration fees paid in advance to Group by members but will not be deducted until 21.10.16 & 21.1.17= actual funds $1,560. |
| **11. Annual Financial returns Treasurer & Group leader**  Annual Audit to be completed by 31st of March each year & AR1, AR2, AR3 submitted by 31st March |
| **12. Hall maintenance, cleaning : Tim**  Evacuation plan, Emergency Numbers & Fire certificate on noticeboard.  Cleaning Schedule: Members to check toilets and kitchen whenever in the hall.  Working bees: next one Sunday 30th October    Tim suggested that we update the kitchen next year. We will look at the design, where to get the kitchen and the costs. |
| **13. Annual hall maintenance report submitted,** **Tim** Form P9 & P10 on State forms list |
| **14**. **Signs on the scout hall**: **Tim** ok group contact details and large SCOUT signs outside |
| **15. Group plans 1-3 years: Chairman**  Kitchen next year  Fundraise for Jamboree  New trailer  Contact local school re promotion of members Fete , open day |
| **16. Annual Report Presentation night: Chairman**  Required by 31 May each year  For ideas go to the NSW State website & Leader Support Guides No 31 |
| **Items 1 to 16 are essential for the District Commissioner’s Annual Award** |
| **New Members & interviews: Group leader & or Section leaders**  Youth 1 Noah. awaiting Y1 application form and payment  Leaders 0  New parents to be interviewed: 0 |
| **Plans for: leaders and parents**  Jamborees: next one is in January 2019. Fundraising in 2017 & 2018  Cuborees: 8 Cubs and 4 adults going to camp in January 2017 |
| **Hall Hire: Mary**  Dance hires the hall in school terms Mon to Thur approx 3.30 to 6.15pm,  Step into Life exercise class uses hall only when raining .  Estimated income per year $5500 |
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| **Annual fees to be charged: Leaders & Committee**  Fees reviewed in Feb/Mar each year. Fee period goes from 1st April to 30th March  Each year. State fees 2016/17 $176, Group fee $68 for maintaining hall and services. |
| **Budgets for activities for all sections & Group/families: Leaders & Committee**  Term running costs to be paid by each youth member to leaders.  Amount set by the section , cubs , scouts etc  Large items like tents, equipment etc to get approval before purchase. |
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| **Fund raising: Committee , parents (& leaders where necessary)**  **Jan**  **Feb**  BBQ  Aug city to surf |
| **Social activities. Committee, parents , leaders**  Nights: Xmas party in Dec group to fund basic food , parents bring supper  Days: beach party  Weekends: family camp |
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| **Special Projects** |
| **Emerging Issues** |
| **Next Quarter Project Plans**  **October**  **November**  **December**  Christmas Tree Sale December |
| **Next Combined Meeting : March**  **Next Leaders only programing meeting: April** |
| **Meeting Closed at 9.35 pm** |