

## **Minutes of Parent Executive meeting**

Sunday 11<sup>th</sup> October, Cramond Brig

**Present :** James Hancock, Scott Goddard, Rhoda Whitton, David Stears, Andrew Wood, Grant Whitton, Mike Treanor, Alan Cramond, Jacqueline Mackay

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### **1. Approval of minutes from last meeting**

The minutes from the last meeting were approved and there were no matters arising.

### **2. GSL and Parent Executive Recruitment**

Scott Goddard is stepping down as GSL in December 2009. A number of people have been spoken to about taking on the GSL role. It was agreed that the group requires someone who is both keen and has the time to commit to the group. Russell Shoulder is interested in the role and has the time to commit to the group. He was previously the treasurer for the group and has been very active historically.

**Action:** *Scott is to write a job description for the new GSL based on his experience and the current needs of the group.*

Scott and James are meeting with Russell on 13<sup>th</sup> October to discuss what he can bring to the group and the role of the GSL.

It was agreed that the Executive will need to ensure support to the new GSL.

Sally Chalmers is stepping down as Friday Beaver leader in June 2010. It was agreed that James (assistant Beaver leader) should be asked if he's interested in taking on Sally's role. If the role is not filled by Christmas parents should be approached directly.

**Action:** *letter sent to parents regarding the role of Friday Beavers leader by Christmas.*

Mike suggested enclosing a recruitment letter with subs to all parents seeking support for all sections of the group, particularly Scouts and Beavers.

Hamish Barrie has approached Mike about getting involved as a section leader and this should be followed up.

Rhoda also mentioned that a girl (name unknown) based in Cramond had approached her about helping with Scouts. Rhoda has suggested that she attend a Friday evening meeting and this is to be followed up.

**Action :** *Mike and Rhoda to contact the individuals mentioned above.*

### 3. **Accounts**

AC provided an update on the accounts.

It was agreed that the plant sale would be addressed in the next meeting. The sale was previously organised by Sandra Burn.

Andrew requested a summary of who is able to use the RIB and the conditions of use. He questioned whether or not there were any restrictions on its use. AC is to clarify.

AC provided a re-cap of section expenditure and the likely annual section expenditure, as well as training expenditure. The expenditure was agreed amongst the meeting.

The budget for Leadership courses is to be increased to £700.

#### **Information required for subs.**

Information for subs has been received from Rhoda and Friday Beavers. Information is outstanding for Monday Beavers and Friday Cubs.

**Action :** *AC to chase outstanding subs information.*

Scott agreed to write the subs letter which will be sent out at the end October. A chaser letter should be sent in November for those who have not paid.

AC has a record of subs and they are to remain the same as agreed at the 2009 AGM.

AC mentioned that there had been no change in subs for 3 years and as the group is getting bigger and fixed costs are rising, they should be reviewed. This will be addressed at the 2010 AGM.

**Action:** *subs to be raised in 2010 AGM*

#### **Other non-Sea Scout capital spend.**

**Coffins :** AW stated that they were looking at updating the coffins with commercial catering equipment so that they are durable. AC also suggested reviewing the sale rooms for equipment. LOVATTS was also worth considering.

**Dining Tents :** The current dining tents are not suitable for dining and cooking. Andrew will look at the dining tents with the Sea Scouts to determine if the problem can be resolved. It was suggested that the 4 existing dining tents are turned into 2 functional cooking tents. Four new dining tents are therefore required.

**Action:** *6 sets of dining equipment should be targeted.*

#### **4. Section update**

Cub camp was a real success. It was very well organised and the cubs enjoyed it. The feedback from parents has been very good.

RW mentioned that Scouts had broken a window in the hall and the invoice will be passed onto the group for payment.

The presentation to parents proposed in the last meeting will not proceed due to the forthcoming AGM.

The AGM will be held on 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> June at Lochearnhead. If parents wish to stay there they will need to complete a disclosure form.

**Action:** AW to confirm booking with Lochearnhead

## 5. Grant Applications

Rhoda, Grant and Liz will meet to discuss grant applications.

Trinity House: the group are looking at £4,000 for match funding. Rhoda estimated that 4 sessions of bag packing at £800 each would provide the majority of the match funding.

Rhoda provided the meeting with a detailed shopping list for Sea Scouts. Safety gear was identified as a priority.

**Action :** purchase of buoyancy aids and helmets for Sea Scouts are a priority. Scott to visit Decathlon in Manchester.

AC questioned whether the RIB could be co-funded by Trinity House.

It was agreed that the RIB would be added to Trinity House figures, given the expenditure falls within the current financial year. If the RIB figures can be included in the grant application the group would increase its grant request from £8,000 to £10,000. If the group does not receive Trinity House funding, the kayaks would not be pursued.

Trinity House will also require a set of audited accounts.

**Action :** Rhoda to follow up Trinity House application

**Action:** AC to provide a set of audited accounts.

## 6. Fund Raising

### Santa Sleigh

James has spoken to Corstorphine Round Table regarding the Santa Sleigh. The Round Table are going out with the Sleigh on 4 nights and have invited the

Scout group for 1 night around Cramond. James proposed that the group also go out separately on another 2 nights. Times are between 6.30pm and 9pm.

Approx 12 individuals are required for the sleigh, comprising a driver, Santa, steward and collectors.

The Round Table will provide 6 people. It is estimated that they could collect between £300 and £500 per night.

The Round Table and the Scouts need to apply for their own permits. A set of audited accounts is required.

Scout preference is for the 14<sup>th</sup> December with the Round Table. A second choice would be the 10<sup>th</sup> Dec.

DS agreed to run the Santa Sleigh with the Explorers. The dates proposed were 15<sup>th</sup> and 16<sup>th</sup> December.

### **Bag Packing**

DS suggested that bag packing should be undertaken at group level. There will be an expectation for each Scout and Explorer to do at least one bag pack.

Grant provided an update on the bag packing options available.

- Morrisons, Gyle : Bank Holiday, May 2010. Group agreed to take
- Tesco, Davidson Mains: Saturday 7<sup>th</sup> November
- Sainsburys, Blackhall : the dates agreed were 23<sup>rd</sup>, 27<sup>th</sup> and 30<sup>th</sup> December

Ideally a leader and parent supervisors should be at each bag packing and information on bag packing should be included in the letter to parents.

### **Christmas Fair**

JM will co-ordinate the organisation of the hot dog and mulled wine stand at the Christmas Fair stand with Sandra and Amanda. It was noted that prices should be increased on last year.

It was suggested that side shows are organised and a marquee put up. Cubs should help with the side shows , together with the Explorers.

**Action :** *DS and MT to co-ordinate Christmas Fair activities.*

**Action :** *The Christmas Fair also needs to be promoted amongst the Scout group and an e-mail sent via section leaders.*

#### 7. **AOB**

**Action:** *The store needs to be cleared and tidied up.*

Monday 21<sup>st</sup> December proposed for a Christmas night out.

#### 8. **Next meeting date**

Parent Executive meeting: Sunday 14<sup>th</sup> March 2010, Cramond Brig