

1st London Colney Executive Committee Meeting

16th July 2015 8.15pm – Green Dragon

Chaired by:- Sarah Chester

Minutes:- Sarah Chester

Attendees:- Liz Ivory, Chick Taylor, Kate Taylor, Sarah Chester, Gary Langridge, Simon Morriss

JULY UPDATES ARE IN BLUE

Item	Detail	Next steps	Who
Website ONGOING	Need new website page setting up.	Agreed £1.99 per month hosting costs. Gary to work on page design & propose for approval by the exec. Sarah to set up the account so Gary can progress the website. Note maybe lack of web-site could be reducing cub numbers? Annie is going to ask StAlbans wait list cubs if they want to come to London Colney...we would need another leader for Thurs cubs if increasing cub numbers	Gary Sarah Ongoing
Guidance on behavioural do's and don'ts for all leaders, assistants and sectional assistants. ONGOING	Correct/Appropriate behaviour of leaders	Liz getting extra copies of the yellow card – new one due. Yellow Cards to be sent out with covering note from Guy re guidance on behaviour etc.	Liz Guy ONGOING
Personal Records & Parent Skills ONGOING	Respond to forms received back.	Guy/Sarah to contact people re possible new roles – new member admin, Gift Aid co-ordinator, maintenance, fundraising etc Guy & Sarah to finalise list for	Guy / Sarah ONGOING

		<p>Team weekend</p> <p>New starter co-ordinator – Parent Camille Ward offered to take on this role.</p> <p>Responsibilities, process and Pack need to be defined.</p> <p>Sarah to check if still interested and assist with the set up of this.</p>	
<p>Team Event</p> <p>ONGOING</p>	<p>Weekend Sept 12th/13th booked at Well End</p>	<p>Invite parents etc.</p> <p>Following the letter all leaders to promote and encourage response so we can confirm numbers and firm up plans for activities. If no parents go agreed all leaders/exec pay £5each towards costs</p> <p>ALL LETTERS HAVE GONE OUT, NEXT STEP IS EMAIL VIA OSM. EVEN IF FEW PARENTS COME, THE TEAM-BUIDING ASPECT FOR US WILL BE KEY. CHICK SEEING ANNE BARNES FOR IDEAS</p> <p>10 parents currently signed up opening up to prospective new Beaver Parents</p> <p>Moving on programme to be defined across sections</p>	<p>Chick & Leaders</p> <p>Chick</p>
<p>Firework Night</p> <p>ONGOING</p>	<p>Issue with selling tea/coffee.</p>	<p>Discuss regarding next event.</p>	<p>Guy</p> <p>ONGOING</p>
<p>Hut Hire</p> <p>ONGOING</p>	<p>Possible Zumba Class.</p>	<p>Don't think this is going ahead. Guy TO LOOK FOR ANOTHER TEACHER EG ANNE HABERFIELD AND HERMIONE'S MUM FOR 7.30PM WED or sat daytime</p> <p>Guy has spoken to Hermione's Mum who might</p>	<p>GUY</p>

	<p>Children's group: 'Mini Movers and Shakers' Parent and Toddler Group</p>	<p>have been interested but couldn't do a Wed eve. She will let other teachers know if they ask her about venue's which does happen sometimes</p> <p>Michelle getting ready this eve (18th) for launch open session Friday 19th. Contract in place</p> <p>Playgroup requested use of cloakroom as use for storage because shed floor is damaged due to overloading. Exec felt that this was not a good idea. The shed was provided at cost to the group to assist them to get started if it is not fit for what they need then they need to find alternative storage arrangements.</p> <p>Feedback from Sue is that Bin bags and toilet rolls are going quicker now playgroup are using hut, and Nappies are being left in the bins.</p> <p>Scout Group will continue to fund toilet rolls but Playgroup must provide own bin bags. Notice to be put up in toilets to remind parents not to put nappies in the bins.</p>	<p>Sarah to feedback to Michelle</p>
<p>Facebook</p>	<p>Admin access</p>	<p>SARAH to talk to Simon about why she can't post Michelle's info on our Facebook page.</p> <p>Chick will ask Simon to set up all leader with admin access to facebook site eg incl Ken and Mary</p> <p>Face book issues discussed and Simon will sort access for</p>	<p>Simon</p>

		all Leaders.	
Trees ONGOING	The trees are growing out of control	Quotes requested – await feedback	Simon ONGOING ...going...gone
Log Books. ONGOING	Suggested as great idea to motivate Beavers	Ken to trial with his group and feedback results.	Ken ongoing
New Leaders ONGOING	Beavers and Cubs	<p>Tim will be starting as ABSL in Sept on Tuesdays</p> <p>Mick Burge will be starting as ABSL in Sept on Wednesdays</p> <p>Sam is now a warranted ABSL for Tuesday</p> <p>Guy has spoken to David Markey who thinks it is unlikely he will be able to commit to becoming a leader as his work hours are likely to change</p> <p>Next priority is a female leader to add to Monday Cubs</p>	CHICK
GSL updates	Chick coordinating active kids purchase requests	<p>All gone through to Steph who has just been putting together the trolley.</p> <p>Need address of lady at Sainsbury's so Chick can thank her...big thanks needed, agreed do a photo of what we've bought for the Sainsbury's notice board</p> <p>Need to inc numbers at Tues Beavers and Monday Cubs so we can up our numbers.</p> <p>Now more support for Sept New Beavers invited for Sept start.</p>	CHICK

Attendance within Sections		Due to length of waiting lists discussed the possibility of adopting the same stance as current Explorer units that members need to achieve a specified %age of attendance over the term/Year. Chick to look to draft a letter	Chick
AOB – Wifi for the hut	As 3G signal not reliable, agreed good to look into cost of installing wi-fi at the hut so that leaders can save admin time by doing things on line in real time	Simon has looked into this and the current offer is for one off connection fee of £30 plus £6 for a Router. Then ongoing cost of £16.50 + £2.95 monthly fees. Exec agreed that this was affordable based on new income from the Playgroup. Regulate within group – just leaders/Exec committee to have code. Wire ideally to come in through back room. Discussed the possibility of offering the code to the Playgroup for a fee. TBC once finalised and set up.	Simon
New secretary for the exec committee	A lady has volunteered (whom Liz identified from one of the parent forms – hooray!)	Helen to meet her June / July with a view to handing over Starting Sept due to Loss of contact details. Helen to contact during Holidays	Helen
New Exec Ctte member	Jabba, friend of Chick and prev Scout wants to maintain links and join exec	Likely to start soon Approached now as potential Training Advisor	Chick
Hall Cleaning	Chewing gum on the floors, bread dough in the sink, broken toilet doors not reported. Currently we pay £20 per week. Toilets and sinks need to be	Suggest we need a proper contract now that we have a toddler group OR maybe we can get volunteers to cover it with one lead coordinator to remind the	Guy to see whether Neil has a contract and agree to sort one with him / discuss that we might

	<p>clean every week</p>	<p>team who's due to do it?</p> <p>Guy Update - Guy has met Sue, who is keen to continue and happy to also clean in the holidays for £10 per week instead of £20 as will mainly be toilets that need doing vs whole hut. Guy captured from Sue her understanding of what she does (/she and Neil do) to form the basis for draft contract:</p> <p>Clean hut weekly on Sat or Sunday: Floors, toilets, kitchen, entrance hall, windows when needed, wash down walls and doors when needed, remove cobwebs when needed. 2 hours per week @£10 per hour.</p> <p>In holidays spend just one hour per week as assume much less cleaning needed as no scouting activities.</p> <p>Contract to also add in note about letting exec know of any breakages etc and keeping products stocked up</p> <p>Exec discussion:</p> <p>Simon to get an alternative quote for cleaning to check costs.</p> <p>Need to specify a deep clean cycle in detail.</p> <p>Chick/Simon to check freezer as may be faulty and need to dispose of.</p> <p>Exec decided that even during holidays the a full 2hrs clean should still happen. And Cleaners holidays should co-</p>	<p>need more cleaning going forward.</p> <p>Simon</p> <p>Chick/Simon</p>
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		inside with Playgroup. Guy to sort contract for Cleaning based on feedback	Guy
Safe	Possibility of having a tablet stored at the hut for leaders use during Section meetings	If we want this we would need a safe ideally to store it. This safe could also then be used for storing, recording and signing in any payments that leaders receive during a section meeting so they don't have to keep money at home and then Treasurer can pick up and sign out payments to be banked on a weekly basis.	Gary offered to investigate.
Back Room	Requires: Boarding up of Gaps, Flooring, storage units and Painting	Decided this should a task for Team day committee. However, Gary will Project manage/co-ordinate the work and any volunteers from a group perpesctive.	Gary/Exec
Cub Activities	Cubs Camp planned for Half term Cubs Night Hike	Liz Permit Still outstanding Rob says he has passed her Chick to pick up with Mike Tullberg Organised for Sept	Chick
OSM	Sections increase in use	Agreed that Group will pay for any add ons for sections that want to start using more functionality. However, this will be assessed by each section as to what functionality they want to use. Aim to have all sections recording attendance on SOM so we can track attendance for enforcing membership rules. Aim for 70%	All
KISC	Scarves and Badges	Simon requested that the Scouts take some stock of the scarves and badges for	Simon

		scouts to swap in Kandersteg as a major part of the international experience. Exec agreed on the condition that stock is replaced in time for New Beaver investments in Autumn Term.	
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Dates for next Executive Committee Meetings:-

2015	
Sept	Thursday 3 rd Sept 8.05pm Scout Hut
Oct	Thursday 8 th Oct 8.05pm Scout Hut

<http://www.londoncolneyscouts.org.uk/>

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