**1st London Colney Executive Committee Meeting**

Date: 7th July 2016 20:15 – Scout Hut, Chicken Lane

Attendees: Liz, Sarah, Chick, Gary, Zoe, Marinella, Simon, Guy, Jo, Mark

1. **OSM**

New Starters -Tell Sarah at the end of each term who is leaving and transfer them on OSM so that they appear on their new section at the start of the next term. Sarah can help Sam who does the movements for both Beavers – Sam only doing Tuesday Beavers so one of the Leaders at Wed will need to take on.

Aim to get all sections onto Gold plus, three month free trial with all functionalities OSM provides. Need to determine cost after initial set up? District funding some of it until compass fully running. Once all functionality in place training can take place.

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|  | **Action** | **Who** | **Complete?** |
| **1** | Leadership training can take place when Internet going live tomorrow  Simon has sent mail, awaiting feedback.  Start the full package trial in sept and do training then.  Send out email with a couple of dates simon is free and see who replies. Give a deadline and Chick to chase up  Sat possibily? Before Christmas. | Simon |  |

1. **Personal Records & Parent Skills**

New starters form and letter PDF is now on website.All member forms to be in Leaders Only section not visible to general public.

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|  | **Action** | **Who** | **Complete?** |
| **1** | Get Camille up and running as Gift Aid Co-ordinator | Sarah | Carried over |

1. **Fundraising**

**Holiday Inn**

Holiday inn want to support a local charity. Guy has approached regarding sponsoring a tent and is still in negotiations with the Holiday Inn. Guy to call sarah. Ask for coleman tent, pop up gazebo with sides x 3, trailer, carmen activity shelter, enclosed notice boards, cash towards refurb of the hut – logo, present a wish list – free advertising for holiday Inn. Branded holiday inn traveling advertising, abroad, hikes, district events, ultimate sleepover?! Local press at refurb. logo on front of the hiut.

**Carrie Caston** has volunteered to be fundraising committee leader and is in contact with Guy to take this on.

Some volunteers have signed up as a result of AGM. First committee meetings with members signed up with remit to get new events together as well as organise future events such as jumble sale and fireworks. Previously those showing an interest are Julia Wilson, laura Markey, Ursula Harvey, Ali Choppin, Will get Carrie to contact these for committee. – guy to give phone numbers, new family offered help - liz

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|  | **Action** | **Who** | **Complete?** |
| **1** | Gift aid to be claimed | Camille/Sarah |  |
| **2** | Guy to handover Fundraising committee to Carrie | Guy |  |
| **3** | Units to raise money with a Copper Race (collect pennies in a sweet jar) collect sweet jars – | Liz | Carry over |
| **h5** | Autumn jumble sale - 24th September – Poster to be made  Fundraising committee briefed, no phone number on poster, drop any evening the week before.  London colney past and present, whats on in the newspaper, advertised own facebook badge.  Banner, herts ad.  Sarah to email out for volunteers. | Sarah  Jo to send poster to sarah and print and laminate. Give to Liz to put up round village  Guy |  |
| **6** | Provisional date of 8th October quiz (Mark and Marinella organising)  Liz to do poster for quiz night, once we know price  Look into costs for licence for a year. – SC  Date changed to 4th March  Teams between 2 and 8, handicapping system for those in larger teams, £8.00. food and a drink - jacket, chilli,  Includes food and prizes. Heads and tails?  Bar – 715 for 730 all out 1030.  4 rounds break –another 4 rounds.  Need more parents involved.  Costs for temporary licence £21. | Liz  Sarah  Daniella will do food  Feedback to exec re  One fundraising committee to liaise? |  |
| **6** | Fire works Sunday 6th November??– we can shake tins and do BBQ this year. Guy to confirm with Irene at parish Council.  Hotdogs and pulled pork burgers. Ask Julia wilson about health and safety. Use of slow cookers. Joints available  At Costco?  How many joints for how many people, how much did you charge? Did you serve it hot or cold, if hot how did you keep it warm and how did you check it was the right temperature?  Party tent preferable football pitch side of park best, 3 stalls.  More parents to help.  Volunteers- chick, jo, zoe, marinella, mark, liz, sarah,  Carrie keen to get involved and run the committee – look to see if she will get involved with organisation. | Guy  Guy  Mark to ask Daniella and feedback.  Guy to confirm.  Parents/scouts |  |
| **7** | Next Race Night |  |  |

1. **Maintenance**

Outside lights need fixing, long term work on toilets, Need waterproof notice boards for outside and covers for the hallway ones, trunk in wiring around the edge & change bulbs in main hall, Aim to do over 6 weeks summer holiday when stock in back room can be cleared out into the hall. Shaggy to put a jobs list together, costings and financial plan

Gary – put together a list of Jobs and is documented and will be put into a plan for priorities. General small tidy ups and back room this year. Will look to replace ceiling during holidays in 2017.

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|  | **Action** | **Who** | **Complete?** |
| **1** | * fire risk assessment- buy next meeting * fire extinquisher serviced * fire exit signs to go up   gary –maintenance crew weekend – hand ownership over to Rob to drive a maintenance committee then put a priorty list together. Report back to the exec committee. Sarha to look at the budget to ringfence for maintance. Toilets still leaking  maintaince/refurb - gary to giv rob give phone numbers,  rob to come to esec meeting | Simon | ongoing |

1. **Hut Hire**

The committee has agreed that a minimum of £10 per hour is to be charged, £15 for an hour and a half with 15 minutes set up and tidy up afterwards. No charge to be made for table and chairs.

Michelle doing playgroups at the moment? Charges suspended until recovery. Invoice for billings- sarah to invoice

Booking for Darcy’s 16th. If father with other adults, is here to police it . – exec agreed.

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|  | **Action** | **Who** | **Complete?** |
| **1** | Arrange heaters and cookers test – Chick is awaiting for his contact to return from holiday. Chick to arrange alternate contact | Chick | Carry over |
| **2** | Zhumba key back check with guy – Kerry Bowler emailed | **Guy** | Carry over |

1. **Volunteers**

Guy has contacted those who volunteered at AGM with a holding message.Require technical volunteers with view to putting hut hire calendar on website and running website when Ian moves onto new job. Yeti to handover Gary in the interim. –

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|  | **Action** | **Who** | **Complete?** |
| **1** | Website Handover  Yeti not yet given website so gary will email to get details | Ian/Gary |  |
| **2** | Contact technical volunteers from AGM list  Email to parents chick and print off letters. | Guy |  |
| **3** | Contact Daniella Broxton and Karen Penn regarding Managing online bookings and what they are willing to commit to.  Been contacted but not got back to us. Simon to try again. | Guy to ask Simon to contact |  |

1. **Leaders**

Emma Reid is helping Ken and is keen on joining and staying on. She is happy to do training. Tim has stepped in to do Monday cubs. Emma still wants to be involved but can’t commit to weekly. Chick to look into finding new help. Possibility of merging back together groups if cant find new help.

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|  | **Action** | **Who** | **Complete?** |
| **1** | Put Emma on compass  Sarah to contact Jack and Chelsea and Emma DBS | Sarah | ongoing |
| **2** | Spoken to Rob, awaiting new term. Wednesday with Ken. 6 week period before going on OSM.  Cant do every week | Chick |  |

Explorer unit minimum 10, chick david barker email with view to getting up and running.

1. **Training**

Chick is organising one day First aid training - £120 for the day to cover the cost. It is possible to claim back £7/8 per person meaning the course costs are largely offset.

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|  | **Action** | **Who** | **Complete?** |
| **1** | First aid training awaiting day confirmation regarding one day course with Prickle and will send out when received.  Couldn’t get enough people need 12 to make cost effective.  Look at again in September.  Send mail to leaders - chick | Chick | ongoing |
| **2** | Safeguarding – look to see when the next courses are. Chick to speak to Andy Petch.  Meeting with andy in next couple of weeks | Chick |  |

1. **GSL Updates**

**Olympics** - October 15th camp for leaders, beavers, cubs, scouts to get to know each other in Olympics/sports activity competitive to stay for the day only. Funding for Leaders but charge for kids during day. –all booked, simon help with costs, leaders to help with activities, simon to help with scoring, radio through scores, lunch, Annette to present medals from active kids. 10 teams of 6.

1. **Upcoming Events**

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| * 24th September - Autumn jumble sale * 15th October – Group Olympics and leaders camp * 6th November - fireworks night * 10th December – Leaders & Volunteers Xmas Party – get numbers sorted – sarah to email, marinella, mark and zoe, carrie – guy to send email addresses. |

1. **Date for Next Committee Meetings:**

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| * **Wednesday 5th October** * **Thursday 3rd November** * **December 10th** |

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

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race night in june

target set