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**CADET SUPPORTERS GROUP MEETING**

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| **DATE** | Monday 6th August 2012 | Monday 6th August 2012 |
| **TIME** | Meeting opened at 1825hrs; Meeting closed at 1920hrs | 1800hrs - 1900hrs |
| **ATTENDEES** | Lea McCulloch, Katie Drew, Lyn Alley, Capt (AAC) Ken Helsby, Lyn Nock, Carol Baker, Dave Mitchell, Elsa Durr, John Arnfield, Janet O’Donnell, Louise Coman, Gail Gill, Claire Collins, Sheldon Marles, |  |
| **APOLOGIES** | Bob Galbraith(AAC) |  |

| **AGENDA ITEM** | **ACTION POINTS** | **OWNER** | **TIME FRAME** |
| --- | --- | --- | --- |
| Treasurer's Report | -No expenditure.  -Updating Trophies and Honour Boards/ purchasing Trophies which is a work in progress. | Lyn Alley | Ongoing |
| Recruit Camp | 6 recruits attended and 6 senior cadets – everyone enjoyed the experience | Capt (AAC) Ken Helsby | Completed |
| Annual Camp | -**Forms** completed. Note: NOK forms for Cadet pockets will be handed out at camp.  -**Transport** details in/out of camp will be sent when they have been finalized  -**Catering:** details still being finalized i.e. possible ration packs  -**Dress:** CHANGES TO LIST - **NO** Ceremonial dress required (including KFF hat) as no March out Parade. Field dress to be worn. | Capt (AAC) Ken Helsby  Lea McCulloch  (Lt. Col (AAC) Bob Galbraith) | Ongoing |
| Tent Construction Camp | Paperwork sent out on weekend of 4/5th August. Camp will be held 15th and 16th September. Please send at least a negative or affirmative response to Lea McCulloch so appropriate forms can be printed for those attending.  C A N C E L L E D | Lea McCulloch  (Lt. Col (AAC) Bob Galbraith) | Completed |
| March- Out Parade for **St Paul’s School** | **Monday 29th October**: Ceremonial Parade: from 9-10 am, then a Morning tea for Cadets and Parents at Tooth Centre from 10am – 11am.  **Sun 28th October:** Parade Practice: from 9 – 3 pm - details to be finalized then sent | Claire Collins and  Bryn Arnfield -CUO Cadets | Ongoing |
| March Out Parade / Dining In Night - **Enoggera Weekend Camp** (19th – 21st October) | **Fri 19th October** – March In.  **Sat 20th October** – Activities then Dining In Night.  **Sun 21st October** – March out Parade.  Dinner is free for Parents of Senior Retiring Cadets.  Other Parents will be required to pay.  Details will follow once approval has been granted from Enoggera Base.  Note: Late notice of a SPS Music Performance Sunday afternoon but Parade should be completed in time for their performance. | Lea McCulloch  (Lt. Col (AAC) Bob Galbraith) | Ongoing |
| SPS Fair  26th August  11 – 4pm | Due to several issues, displays keep changing.  At this stage there will be 2 x tents erected - one tent for cadets with a static display and the other tent for the Cadet Supporter Group Activities. A Land Rover will also be on display and the possibility of an Observation Post set up.  Elsa Durr suggested the selling of teddy bears dressed in military attire. Sample bags with military theme were another suggestion to raise money. John Arnfield stated items could be bought through the Military shop on line for a reasonable price and offered use of band account to purchase items as required.  Suggested that everyone have a look and offer suggestions of what to buy/do to Lea McCulloch via email as soon as possible.  Web address: [www.militaryshop.com.au](http://www.militaryshop.com.au)  Fair Committee can provide some funding with fundraising money to be returned to the school.  Roster for Fair to be arranged by Lea McCulloch | Lea McCulloch  Capt (AAC) Ken Helsby  (Lt. Col (AAC) Bob Galbraith) | Ongoing |
| Security | Problems with Shed being used for non-Cadet activities. Bob suggested changing locks which Lea has purchased.  (Situation currently being looked into by SPS Facility Manager but there are also particular requirements which need to be followed before changing locks). | Lea McCulloch | Ongoing |
| Green Books | Clifford Williams has completed and returned green (Record of Service) books for Recruits.  Lea McCulloch has also accessed further green books. All Cadets have now been issued with this book. | Lea McCulloch | Completed |
| Uniforms | Rising Sun Badges are now only to be worn with the ceremonial Uniform | Lea McCulloch  (Bob - Headquarters directive). | Completed |
| Assets List | Russell Patterson has recently provided Lea McCulloch with an Asset List for SPS Cadets. Lea has now completed, updated and distributed this list to relevant staff. | Lea McCulloch | Completed |
| Ranks | There will be no new ranks this year however in the New Year, rank status will be reviewed as the need arises with the Cadet Unit. | Lea McCulloch  (Lt. Col. (AAC) Bob Galbraith | Completed |
| Recruiting | Only 9 weeks till end of year so suggested by Claire to be held over until 2013. | Claire Collins  Capt (AAC) Ken Helsby | Completed |
| Thank you’s | Thank you received from Strathpine RSL to Claire Collins and Jack Marles for laying wreath on ANZAC Day  Thank you to Janet O’Donnell and Lucy Marles for volunteering to help with regular Monday night BBQ for Cadets | Lea McCulloch | Completed |
| Congratulations | Congratulations to Clifford Williams for achieving the Bronze Medal in the Duke of Edinburgh Awards | Lea McCulloch | Completed |
| Welcome | Welcome to Louise Coman who will be joining the Staff of the Cadet Unit in Administration and working with Claire Collins.  Louise has been associated with Air force cadets for many years as well as being a high school teacher so is a wonderful addition to the unit.  She will replace Lea McCulloch in the week of the 13th August. Lea will now return to Cadet Supporter Group role.  Welcome to Capt (AAC) Ken Helsby who will be assisting Bob when he is absent. Ken is a Medic and was formerly attached to the 126 Cadet Unit. | Lea McCulloch | Completed |
| New Business | Change of meeting time from 1800hrs-1900hrs to 1830hrs-1930hrs: all members agreed to time change | Lea McCulloch | Completed |
| Next Meeting | **Monday September 3rd 1830-1930** |  |  |
| Meeting Closed | 1920hrs |  |  |