

Cadet Supporters' Group

General Meeting held in SPS Cadet Shed Monday 28 April 2014

1. Meeting Opened

The meeting was opened by Paul Hardie (President) at 7.10pm.

2. Attendees and Apologies

Attendees: (as per the attendance register) being:

Parents	Paul Hardie (President) Ken Stansfield (Treasurer) Theresa Coates (Minute Secretary) Claire Collins Carole Baker, Rob Hyde, Ash Stanke, Tracy Dare
Cadet Unit	Scott Burton, LT(AAC) David Gertner,
Other	Nil

Apologies: Lyn Nock

3. Minutes from 31 March 2014

Proposed: Tracy Dare **Seconded:** Carole Baker

"That the minutes are accepted as true and correct record"

Carried unanimously.

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4. Review of previous Actions Items arising from previous Minutes/Meeting

<u>Reference</u> <i>(YY.MM.item no)</i>	<u>Action Item</u>	<u>Responsibility</u>	<u>Due Date</u> <i>(month, YY)</i>	<u>Status report</u> <i>(updated monthly to report on progress until item completed.)</i>	<u>Status</u> <i>(not started, in progress, completed. Completed items stay on for the month they are completed and are then removed)</i>
14.02.01	Assess the option for the house at front of school to be provided as new Cadets headquarters (better training areas, access to Language Building) <ul style="list-style-type: none"> • Contact at SPS (who) and ascertain whether this could be available • If possible then consider: <ul style="list-style-type: none"> ○ What needs to be done incl maintenance ○ Costs involved 	Claire Collins, Lt Gertner, Paul Hardie and Stuart Barker	June 14	To be reviewed after Anzac Day	In progress
14.02.02	Follow up the prospect of obtaining Walkie Talkies, Compasses etc (funded by RSL)	Lt Gertner	June 2		In progress
14.03.01	Follow up membership forms	Paul Hardie	June 2		In progress
14.03.02	Battalion Camp information to be distributed	Lt Gertner	April 14	Camp postponed. New date Nov (TBC)	Completed April 14
14.03.03	Ascertain whether it is possible to obtain a copy of the Cadet Notebook – Information on Cadets - for distribution to cadets/parents. <ul style="list-style-type: none"> • Obtain, preferably, soft copy, or else printed copy that can be scanned and provided to Paul Hardie. 	Give to Paul Lt Gertner	June 14	Lt Gertner is following up.	In progress

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	<ul style="list-style-type: none"> Copy to then be printed and distributed 	Paul Hardie			
14.03.04	Determine potential for Charter Boat Lunch Option after Rock Climbing activity on		June 2	Contact - follow up at next meeting.	In progress
14.03.05	<p>Consider the prospect of a contact list for Cadets and their parents in order to assist with car pooling, bbq helpers etc. Similar to Junior School Supporters Group (JSSG)'Tick' concept. Privacy issues discussed ie need to opt in.</p> <p>Options for name of list were discussed including P.I.L. Parents Information List.</p> <p>Prepare a consent form for circularisation/completion by parents to approve inclusion.</p>	<p>Tracy Dare preparing form</p> <p>Paul Hardie to circulate</p>	<p>May 14</p> <p>May 14</p>		In progress
14.03.06	Resolution of discrepancy between Cadet Supporters' Group records of bank balance (\$5,790.25) and that show by the SPSSA.	Ken Stansfield	May 2014	This matter has been outstanding for some time and SPSSA will be asked to adjust its records as a priority	In progress
14.03.07	Consider whether cadet parents would like more information in relation to Cadets, such as what the cadets do, terminology used, drills etc.	<p>Tracy Dare to draft comms.</p> <p>Paul Hardie to settle and distribute.</p>	May 2014	<p>April meeting discussed options including Parent information Session, Questions & Answers (Q&A) list etc. Agreed to prepare a comms to parents to seek input in relation to what they would like to know and best forum to provide information initially and updates from time to time.</p> <p>Potential for having a newsletter (similar to the Connections Newsletter issued by JSSG was discussed).</p>	In progress

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5. Business/Actions arising from previous minutes

14.04.01	Consider potential for cadets to use school bus for camps/excursions. Note: Cadet Headquarters cover costs of bus	Paul Hardie and Claire Collins	June 14		Not started (new item)
14.04.02	Noted that some of the parents were not getting communications. Options to ensure all parents received communications were discussed. Template to be prepared for issuing to Parents to confirm contact details ie to ensure they get minutes of meeting, Car Pooling, BBQ Helpers etc Include section where parents can insert questions and queries about Cadets (refer Item 14.03.06)	Tracy Dare to draft template Paul Hardie to issue	May 14		Not started (new item)
14.04.03	Confirm Catafalque Party/Ushers for Bray Park Dinner on 5 Aug	Lt Gertner and Claire Collins	June 14		Not started (new item)
14.04.04	Revised Meeting Schedule <ul style="list-style-type: none"> Advise supporters of the changed meeting schedule to the first Monday of the month, effective from Monday 2 June 2014. 	Paul Hardie	May 14.		Not started (new item)

6. President's Report

Paul Hardie indicated that there were no additional matters to report on.

St Paul's School (Bald Hills) Supporters' Association Inc. (SPSSA) Paul Hardie advised that there had not been an SPSSA meeting since the last meeting of the Cadet Supporters' Group and hence there was nothing to report

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He stated that he will attend the next meeting on Tuesday 29 April 2014 and report back at the next Cadet Supporter's Group meeting and in the meantime, minutes of the SPSSA will be available on St Pauls Website in Parent Lounge.

7. Treasurer's Report

Ken Stansfield tabled the Income and Expenditure Statement (copy Attached) for the period 1 January to 31 March 2014. He advised that the cash balance of the Cadet Supporters Group bank account remained unchanged at the 28 April at \$ 5,790.25. He noted that this balance/reconciliation still differed from that shown by the SPSSA and that an adjustment at the SPSSA level was still outstanding

Action Arising: Ken Stansfield to follow up and resolve this difference/discrepancy.

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8. Officer Commanding Report – Including upcoming events

Scott Burton provided this month's report which focussed primarily comprised an on upcoming events etc – refer below.

Upcoming Events/Camps/Activities

Activity (Attendees)	Date	Cost (\$)
<u>Marksmanship Course</u> (8 x Senior Cadets only)	Fri 2-Sun 4 May 2014 Sat – Redcliffe Aerodrome Safety Brief Sun – Belmont Rifle Range Shooting 22's	Nil
<u>Battalion Leadership Weekend</u>	9 - 11 May 2014 6 x St Pauls NCO only	Nil
<u>Back to St Paul's (Gala) Day</u> St Paul's Cadets to have interactive display next to canteen. Considering options for display including - vehicle, hutchie set up, first aid, raft-building, radio frequency, brochures etc. Considered best option was for cadets to being actively engaged in activities rather than manning a stand.	Saturday 17 May 2014 All day event Cadet Roster around cadets who have other extra-curricular activities.	Nil
<u>123ACU Expo at Nanango</u>	Fri 30 May - Sun1June 2014	Nil
<u>Bray Park 100 Year Anniversary for start of WW1.</u> Up to 4 Cadets to attend (Catafalque? Ushers?)	Tues 5 August 2014	Nil

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9. General Business

9.1 ANZAC Day report

Claire Collins provided an update on the ANZAC Day activities as follows:

- St Pauls Cadets attended 4 Anzac Day Parades being:
 - Thursday – St Paul's School Service - Catafalque Party and Cadet Unit
 - Thursday PM – Lawnton State School - Catafalque Party only
 - Friday Dawn Service – Bray Park – Catafalque Party and 3 x Flag Barres
 - Friday Morning Service (8am) – Samford – Catafalque Party and Cadet Unit
- Wonderful services at all events and great feedback received. Congratulations to the Catafalque Party and Cadets. You made us very proud.
- Samford was very hot and crowded, and some cadets required assistance.
- Noted that the St Paul's Wind Ensemble also played and marched at the Samford Service. Well done!
- Noted that next year will be the 100 Year Anniversary for the ANZAC's. Samford Valley is creating a 700m Memorial Lane to be completed in time for ANZAC Day 2015. The march will pass along this lane with the 2015 services being held at the end of the lane in a much larger area.

Special thanks recorded for Claire Collins and Carole Baker, along with other senior supervisor staff, for taking care of the cadets at the ANZAC DAY services.

9.2 Leadership Week

Senior Cadets only attending.

Location: Fredrick Marsden Hall – Kallangur.

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10. Application of Membership

There were no new Applications for consideration.

11. Next meeting

Discussion ensued in relation to the best dates for future meetings. It was decided to change the meeting schedule to the 1st Monday of the month, in order to follow the SPSSA meeting and thereby be in a position to receive a prompt report from the President on the outcomes of that meeting.

Action Arising: President to advise all supporters of the change to the meeting schedule to the first Monday of the month effective from Monday 2 June 2014.

Next meeting: Mon 2 June 2014 **

*(**Supporters: Please print minutes and bring with you to the next General Meeting).*

12. Meeting Closed

Meeting closed by President Paul Hardie at 8.15pm.