

St Paul's School (Bald Hills) Supporters' Association Inc.

Cadet Supporters' Group

**General Meeting held in SPS Cadet Shed
Monday 2nd March 2015**

1. Meeting Opened

The meeting was opened by Paul Hardie (President) at 7.03pm.

2. Attendees and Apologies

Attendees: (as per the attendance register) being:

Parents	Paul Hardie (President) Ken Stansfield(Treasurer) Tracy Dare (Secretary) Claire Collins Martine Hunt Natasha Sharp
Cadet Unit	CAPT(AAC) David Gertner
Other	Nil

Apologies: Nil

3. Minutes from 1 September 2014

Proposed: David Gertner **Seconded:** Ken Stansfield

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

Carried unanimously.

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Review of previous Actions Items arising from previous Minutes/Meeting

<u>Reference</u> (YY,MM.item no)	<u>Action Item</u>	<u>Responsibility</u>	<u>Due Date</u> (month, YY)	<u>Status report</u> (updated monthly to report on progress until item completed.)	<u>Status</u> (not started, in progress, completed. Completed items stay on for the month they are completed and are then removed)
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, Capt Gertner, Paul Hardie and Rob Hyde	Oct Update	Difficulties experienced in progressing. Considered not to be feasible to progress at present hence agreed to close out item.	Complete 03/15
14.02.02	Follow up the prospect of obtaining Walkie Talkies, Compasses etc (funded by RSL)	Capt Gertner	Oct update	Capt.Gertner has submitted quotes to RSL for approval circa \$2,800. Awaiting reply from Sandgate RSL Sub-Branch RSL	April 2015

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14.04.02	<p>Noted that some of the parents were not getting communications. Options to ensure all parents received communications were discussed.</p> <p>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</p> <p>Include section where parents can insert questions and queries about Cadets</p>	Paul Hardie and Theresa Coates	Nov	<p>Capt. Gertner to provide Secretary with updated list of cadets for 2015.</p> <p>Agreed to use the CadetNet generic email as the primary email address and close out item.</p>	Complete 03/15
14.05.02	Possibility of Website Link for Cadets in SPS newsletter	Capt Gertner	Oct	Noted that the Cadet who had expressed interest has left and on this basis item to be closed out as no longer practicable.	Complete) 03/15
01.09.01	<p>Duke of Edinburgh Nomination forms</p> <p>Forms can be downloaded http://www.dukeofed.com.au/</p>	Claire Collins	Feb 2015	<p>Claire confirmed that next batch of Applications will be lodged week commencing 2 March.</p> <p>Claire to establish filing system and Cpt Gertner to advise cadets of protocol for maintenance of books</p>	Ongoing
01.09.02	Blue Cards	Capt Gertner	Jan 2015	Capt Gertner confirmed that all parents involved in the supporters group needed to have current Blue Cards. Capt. Gertner to send out relevant forms and instructions on completion & lodgement	March 2015
01.09.06	RSL Bulimba	Ken Stansfield Capt Gertner	Oct	<p>Treasurer confirmed that \$ 250 was NOT received from the RSL for volunteering at Bulimba.</p> <p>Committee determined</p>	Complete 03/15

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				that receipt of funds was not going to be able to be achieved and considered this disappointing but determined to now close out item.	
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New Action Items arising (this meeting)

15.03.02	Capt. Gertner to follow up funding for SPS Cadet Unit from Bray Park and Samford Sub-Branches in line with direction from RSL Northern District to Sub-Branches to better support the cadet units.	Capt. Gertner	Apr 2015		
15.03.02	Currently there is a lack of consensus between St Paul's School and RSL HQ as to how the funding/cadet levy is to be dealt with. RSL HQ want deposited to Supporter Group Bank account. School wants deposited to the account controlled by the School.	Capt. Gertner & Claire Collins	Apr 2015	Capt. Gertner & Claire Collings to get together and provide an update at the next meeting.	
15.03.02	Updated Activities List for Parents.	Capt. Gertner	Mar 2015	Capt. Gertner to provide updated list to Secretary for circulating to parents with the minutes of meeting.	
15.03.02	March Out Parade (Nov 2015) Formal submission request for School Band to participate required.	Claire Collins	Mar 2015	Claire to make formal request to Tim Weal.	
15.03.02	Battalion Parade (5-8 Jun 2015) Need more detailed consideration of catering options and level of parent support available.	Paul Hardie Tracy Dare All	Apr 2015	Include on Agenda for next meeting	

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15.03.02	Need to seek parent helper support for the cadets' dinner/BBQ on Monday nights. Assistance required from 5.15 to.6.30 pm.	All	Apr 15	Discuss at next meeting.	
15.03.02	Cadet Caps Need to determine Uniform Policy with School.	Tracy Dare	Mar 15	Tracy Dare to determine the appropriate person at SPS and obtain a decision as to the Uniform Policy to accompany distribution of the caps.	

More detailed consideration of catering options for the November March-Out Parade required at a future meeting. Claire Evans to provide a formal request to Mr Tim Weal for the participation of the Band.

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4. Officer Commanding Report – Including upcoming events

Capt. David Gertner provided this month's report as follows:

- ANZAC DAY - Samford RSL

Noted that the new Memorial Walk is complete. SPS Cadet Unit will not be involved this year as the Samford RSL is looking to get representation from Enoggera.

Consideration being given to Sandgate RSL or alternatively for the SPS Cadet Unit to be part of the main parade in Brisbane, along with the Band.

- Funding by RSL to cadet units

RSL Northern District has expressed a view that the sub-branches are not contributing enough to the cadet units and has instructed all sub-branches to provide financial assistance. Capt. Gertner is confident that either (or both) of Bray Park Sub-Branch and/or Samford Sub-Branch will make a financial contribution to SPS Cadet Unit.

Action: Capt. Gertner to follow up funding for SPS Cadet Unit from Bray Park and Samford Sub-Branches in line with direction from RSL Northern District to better support cadet units..

- Funding from RSL HQ – resolution of process for payment/depositing required.

Capt. Gertner discussed the current challenges with resolving the payment/receipting process. HQ wants the funds paid direct to the Cadet Supporter' Group bank account. The School wishes the funds to be paid direct to the Cadet bank account administered by the School. The issue is compounded by the enrolment now of cadets that are not part of the St Paul's community and hence the school does not invoice the cadet levy for these external cadets as it does for St Paul's Students (ie as part of the school fees).

Action: Capt. Gertner and Claire Collins to get together and resolve this matter and provide an update at the next meeting.

- New Recruits Course

There are six (6) Cadets to attend the new Recruits Course in approximately 3 weeks' time.

- Upcoming Cadet Unit Activities

The next activity is indoor rock-climbing on Tuesday 10 March 2015. (Note error in prior notification indicating Monday 10 March).

Action: Capt. Gertner to provide an updated Activities list to Secretary, which will be circulated to Parents with the minutes.

- March-Out Parade – November 2015

The upcoming March-Out Parade was discussed. A request for the Band to participate will need to be lodged with the School as a priority.

Action: Claire Evans to provide a formal request to Mr Tim Weal for the participation of the Band.

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- Battalion Parade (5- 8 June 2015)

Noted that additional parent support will be required in order to provide catering. The logistics involved last year were discussed and it was noted that breakfast was not successful but that the lunch was.

Action: More detailed consideration of catering options for the November March-Out Parade required at a future meeting.

- Annual Update of Enrolment Forms

The email from Scott Burton dated 23 February requesting completion and lodgement of updated enrolment forms, was discussed. Parents are requested to complete as quickly as possible.

5. Treasurer's Report

Ken Stansfield tabled a Treasurer's Report (refer Attached).

Closing balance: \$6,865.80.

Proposed Ken Stansfield; **seconded** Claire Evans that the Treasurer's Report as tabled be accepted.

6. St Paul's School (Bald Hills) Supporters' Association Inc. (SPSSA)

As there had not yet been a meeting for 2015, there was no update available.

7. General Business

- Office-bearers – email addresses

The new email addresses for the positions of President, Treasurer and Secretary were discussed. These have been created by the School to assist successive office-bearers to have access to historical records, but also for the convenience of parents and other stakeholders. The email addresses are as follows:

President – CadetsPresident@spssa.org.au

Secretary – CadetsSecretary@spssa.org.au

Treasurer – CadetsTreasurer@spssa.org.au

- Monday night BBQ for cadets

It was noted that with the departure of some cadets, the parent helpers for cooking and clean up of the BBQ/dinner for cadets had substantially diminished and with Claire Collins bearing the full load. We need more parent support – the timing is 5:15 to 6.30 pm. It was noted that as most of the committee worked full-time at some distance from the School, that it was not possible for these people to get to the cadet shed in time.

A 'call-out' to parents for support is required. A roster can be organised if sufficient parents can be available to assist. Claire confirmed that she was happy to continue but that she had meetings at some stages during the month and would not be available on these Monday nights.

Action: Need to seek parent helper support for the cadets' dinner/BBQ on Monday nights. Assistance required from 5.15 to 6.30 pm.

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- Cadet Caps – decision on uniform policy (when can they be worn?)

It was noted that the cadet caps had arrived. They are the same as the green House caps. The Committee resolve to issue the caps to cadets at no charge as it was considered that this was an appropriate use for the Supporters' Group funds. The Committee was unclear on the School's Uniform Policy that would apply, namely as to when it would be acceptable for the cadets to wear them. Clarity is required so that clarity can be provided at the time of issue.

<p>Action: Tracy Dare to determine the appropriate person at SPS and obtain a decision as to the Uniform Policy to accompany distribution of the caps</p>
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8. Application of Membership

There were no membership application forms to be considered at the meeting.

9. Next meeting (AGM)

Next meeting: **Tuesday 21 April 2014 7.00pm** Cadet Shed. It was noted that this would be the Annual General Meeting.

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

10. Meeting Closed at 7.57pm