

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

Cadet Supporters' Group

**General Meeting held in SPS Cadet Shed
Monday 3 August 2015**

1. Meeting Opened

The meeting was opened by Paul Hardie (President) at 7.00 pm.

2. Attendees and Apologies

Attendees: (as per the attendance register) being:

Parents	Paul Hardie (President) Tracy Dare (Secretary) Ken Stansfield(Treasurer) Claire Collins Linda Scott Marion Smith
Cadet Unit	CAPT(AAC) David Gertner
Other	Nil

Apologies: Rob Hyde

3. Minutes of Annual General Meeting – Tuesday 21 April 2015

Proposed: Ken Stansfield **Seconded:** Claire Collins

“That the minutes are accepted as a true and correct record subject to noting that the funds received from the Sandgate RSL Sub-Branch was \$2,804 not \$2,808 as previously recorded

Carried unanimously.

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

Note new comments for this month are in Blue

<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)
14.02.02	Follow up the prospect of obtaining Walkie Talkies, Compasses etc (funded by RSL)	Capt Gertner	June 2015	Cheque for \$2,804 received. Initial purchase underway.	COMPLETED
01.09.02	Blue Cards	Capt Gertner	June 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). Once updated paperwork is received. Not urgent given that the Cadet Unit is based at SPS and those involved are parents of students at SPS. At 3/8 this was still being looked into by the SPSSA.	In progress
15.03.02	Capt. Gertner to follow up funding for SPS Cadet Unit from Bray Park and Samford Sub-Branched in line with direction from RSL Northern District to Sub-Branched to better support the cadet units.	Capt. Gertner	July 2015	Capt. Gertner to go back to Bray Park Sub-Branch seeking a response/funding. Noted that to date there had been no positive response to the request for a donation. This item to now be closed out.	COMPLETED

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15.06.01	Dining In Night (Nov 2015) – determine whether it is possible for the November 2015 Dining In Night to be held at Gallipoli Barracks at Enoggera. Confirm Date and Venue.	David Gertner	Sept 2015	Capt. Gertner to follow up. Noted that the preferred date is Monday 16 November to fit in with Year 12 timetable.	In progress
15.06.01	SPS Newsletter – Supporters' Group submission – Tracy Dare settle content for the next SPS Newsletter with Paul Hardie and Capt. Gertner. Further content to be submitted as appropriate	Tracy Dare	June 2015	Noted that newsletter submission were being made on a regular basis. Noted SPS had appointed a marketing manager .Discussed the issue of press submissions/material regarding Cadets and the Army's protocol.	COMPLETE

The letter from the Sandgate RSL Sub Branch, dated 18 June 2015, which had accompanied the donation of \$2,804.00 was tabled and noted. Capt. Gertner's proposed list of items to be purchased, totalling \$3,020 was considered and approved.

It was **resolved** to approve the expenditure of \$3,020 on acquisition of various equipment and supplies for the cadet unit as outlined by Capt. Gertner utilising the donation from the Sandgate RSL Sub-Branch of \$2,804 and the balance being funded from surplus retained funds in the Cadet Supporters Group bank account.

Carried unanimously

New Action Items arising (this meeting)

15.08.03	Seeking EOI by Cadet Parents to get together for a social gathering, say 30 mins or so, prior to collecting the cadets from the Dining In Night in November. Committee was in favour of this. Parents' interest to be advised to Capt. Gertner.	Parents	Oct 2015		
15.08.03	Protocol regarding submission of news items/information in the public press. Capt. Gertner to distribute copy of protocol which restricted submissions by the Cadet Unit and Supporters Group directly.	David Gertner	Sept 2015		

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5. Officer Commanding Report – Including upcoming events

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

- APPOINTMENT OF LT. ALEX VERRALL
 - o Noted that LT. Alex Verrall is in the process of transferring to SPSACU and taking on the position of Training / Admin Officer. It is expected LT. Scott Burton will be leaving SPSACU to take up a Battalion HQ position.
- FRI 17 JUL TO SUN 19 JUL – BIVOUAC
 - o Noted that this weekend was a great success.

Upcoming events:

- SAT 8 AUG TO SUN 9 AUG - FIELD WEEKEND – 10BN 02/2015 RECRUIT INDUCTION BIVOUAC
 - o Will be attended by Senior Cadets and new recruits
- FRI 28 AUG TO SUN 30 AUG 2015 – FIELD WEEKEND – SPS ACU UNIT DEPOT TRAINING
 - o This is an important weekend for the cadets to attend as it is preparation for and leads into the annual camp.
- SAT 19 SEPT TO SAT 26 2015 – ANNUAL CAMP 2015 – SOUTH QUEENSLAND AUSTRALIAN ARMY CADETS BRIGADE
 - o Capt. Gertner attended a planning conference on the weekend. Busses will leave from Attunga Street Carpark on Saturday 19 September. The location has been moved from Greenbank to Tin Can Bay. This should be a great week for the cadets.

6. Treasurer's Report

Ken Stansfield tabled the Treasurer's Report (refer **attached**) and spoke to the contents.

Entries since the last Treasurer's Report were therefore confirmed as:

- Receipts: Sandgate RSL donation of \$2,804.
- Expenses: T Dare expense claim for catering for abseiling activity 21 June \$109.93

Accordingly, the closing balance (3/8/2015) was \$10,559.87.

Noted however that there is an outstanding expense claim from Rob Hyde for the abseiling activity on 21 June, for meat and drinks.

Proposed Ken Stansfield **seconded** Lynda Scott

"that the Treasurer's Report as tabled be accepted"

Carried unanimously

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

Paul Hardie provided a verbal report as follows:

BLUE CARDS

Parents need to have valid Blue Cards. Supporter Group parents are requested to email Paul Hardie with confirmation as to whether they have a valid Blue Card. Those that have not will be required to complete the relevant paperwork. Paul will co-ordinate.

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DESIGN TECHNOLOGY

Mr Jon Andrews, Acting Principal, has put a proposal through to the SPSSA to be involved in funding a DT shipping container project. The school has got the shipping container which was proposed to be set up and used by the school for a BBQ, tea and coffee etc. THE SPSSA is considering whether it will fund. Currently the project is being scoped and costed.

2015 FAIR 22 AUGUST – HELPERS REQUIRED

There are some issues with the Junior School construction works hence these works will not be completed in time for the fair.

Paul referred to the email from the SPSSA seeking volunteers from the various supporters groups. Agreed that Paul Hardie, Tracy Dare and Linda Scott will assist with the BBQ. Paul will respond on behalf of the Cadet Supporters' Group.

In relation to the Fair:

- Ride bands are available for purchase on Flexischools
- Function for parents and students in the evening – outdoor movie for kids (ET)

POTENTIAL CHANGES TO ANNUAL PAYMENT FROM SPSSA TO SUPPORTERS' GROUPS

Paul noted that each year the SPSSA provides each Supporters' Group with \$1,000. The proposal is to change this – increase the amount to \$1,500 with funding to be contingent on the relevant Supporters' Group demonstrating that it is meeting the relevant governance obligations such as meetings, minutes, treasurer's report etc.

SPSSA SEEKING NEW MEMBERS FOR 2016

Noted that Sam, the President, had advised that a number of the executive will be leaving at the end of 2015 hence they will need new people to be involved.

BLUE DAY – SATURDAY 29 AUGUST

Noted that this is the 'boys' version of 'Pink Day'. School sport have home games on this date and all supporters are encouraged to dress in Blue to Support Prostrate Cancer.

8. General Business

EMAIL FROM SPSSA FOR NOTING– MULTI-PURPOSE COVERED AREA

The email dated 15 July 2015 to SG presidents, from Becky Mammen was noted. The contents of the email are reproduced below:

From: SG.Presidents [<mailto:sg.presidents-bounces@spssa.org.au>] **On Behalf Of** becks_tony
Sent: Wednesday, 15 July 2015 10:23 AM
To: 2015.fair@spssa.org.au; executive@spssa.org.au; SG.Presidents@spssa.org.au;
treasurer@jssg.org.au
Cc: 'Marianne Connolly'; 'JSSG General Secretary'; 'RHONDA NEWTON'; 'Jon Andrews'; 'Chris Sweeney'; 'Charles Sweeney'; D.Malloch@stpauls.qld.edu.au; 'Richard Frenken'; 'Paul Browning'
Subject: [SPSSA SG Presidents] Multi-purpose Covered Arena

Dear Association members

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

At the end of last term, Richard Frenken and I met with Dr Browning, Charles Sweeney and Chris Sweeney to discuss the Multi-purpose Covered Arena. Richard and I are Junior School parents who have been working on this project from inception. The purpose of this email is to update the various financial stakeholders on where we – the School community – are up to in relation to the costing and funding of the project.

Thus far, the budgeted project costs total \$327,000. Of this amount the funding sources include:

- the School, \$225,000*
- the Brisbane City Council Community Grant, \$50,000*
- the Association, \$17,000*
- the JSSG \$22,100 (with another \$2,900 committed in principle but not formally approved)*
- the Association has also formally approved allocating all the proceeds from the Fair to the project. The School will need to allocate the first \$10,000 of proceeds from the Fair to cover the balance of the \$327,000.*

*Within the \$327,000 the following items have **not** been budgeted for:*

1. Barbecues

<i>Commercial electric BBQs (double)</i>	<i>\$9,000.00</i>
<i>Electrical installation estimates</i>	<i>\$5,000.00</i>
<i>(includes upgrade to 85 amp power cable, circuit breakers , power points and lights)</i>	

2. Bubblers

<i>Two cooled bubblers</i>	<i>\$3600.00</i>
<i>Plumbing and installation</i>	<i>\$600.00</i>
<i>Power installation (for chillers)</i>	<i>\$500.00</i>

3. Tables and seating

<i>Six aluminum outdoor 8 seat table-bench combinations</i>	<i>\$6,000.00</i>
<i>Concrete slab</i>	<i>\$2,500.00</i>
<i>Other installation costs</i>	<i>\$1,000.00</i>

The estimated cost of these three extra items totals just over \$28,000. It would be a fantastic bonus if the proceeds from the Fair reach a tally of around \$40,000 and are therefore sufficient to cover the \$10,000 required for the main part of the build as well as these outstanding items. Additionally, Dr Browning has indicated that once the School finalises the costings for the PEC, the School may also be able to contribute additional funds to further extra items (e.g. storage space) for the multi-purpose covered arena. The JSSG is also running a photo frame fundraiser which is kindly being facilitated by the Newton family. The Newtons have requested the proceeds from this fundraiser go towards the project too.

Dr Browning approved the circulation of this information prior to going on sabbatical so, as we approach the final countdown to the Fair, please take the opportunity to let the School

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community know how our collective hard work will pay off. In the words of Marty McFly: If you put your mind to it, you can accomplish anything.

Kind regards

Becky Mammen

EMAIL FROM SPSSA FOR ACTION – BACK TO THE FUTURE FAIR 22 AUGUST 2015.

The email dated 28 July 2015 from Helen Duncan was noted. Refer to previous comments under Section 7 for response to request for helpers. The contents of the email are reproduced below:

From: SG.Presidents [<mailto:sg.presidents-bounces@spssa.org.au>] **On Behalf Of** Helen Duncan

Sent: Tuesday, 28 July 2015 1:28 PM

To: SG.Presidents@spssa.org.au

Cc: executive@spssa.org.au; 2015 Fair

Subject: [SPSSA SG Presidents] back to the Future fair 22 August 2015

Hi all

I am sure you are all aware that the Fair is on in a bit over 3 weeks' time. Things are looking great for a fun filled day. I am writing to you to see if you can contact your supporter groups and request some volunteers to help out with the BBQ on the day. There will be two BBQ sites and we will need people over two shifts – 10am to 12 noon (with 10 to 11am being food preparation) and 12 noon to 2 pm. So in total we will need at least 20 people. If each group can find 3 people we should have enough (as the JS parents are involved in stalls already, the volunteers will need to come from the middle or senior school).

I would like to encourage you to also use this event to promote your group. We are happy for you to wear your supporter shirts and have promotional material either at the BBQ or we can have them at the information desk. I would also like to put up your banners if you have one behind us on the information desk as this will ensure people know that the event is a parent run event and will also make it look bright and interesting. You can bring them along on the morning of the Fair or I can get them from you before the event if that is easier.

Thanks for this and I look forward to hearing from you.

As I have mentioned previously, the Fair Committee is open to distributing excess profits from the Fair to the supporter groups if there is a particular project that you have in mind. The main beneficiary will be the undercover arena (that should be started soon) but should our profits exceed what is needed for the arena, we will look for other causes. So far Cricket has sent a proposal so if there are any others, please have them to me no later than 22 August as we should know the profits pretty soon after the event. Please let me know if there are any questions on this.

Regards,

Helen Duncan

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DoE –DUKE OF EDINBURGH'S AWARD

This was discussed and it was noted that it was taking some time for the books/confirmations to arrive. Capt. Gertner confirmed that the activities undertaken by cadets from when the Application was lodged will be credited towards the Award.

9. Application of Membership

Nil.

10. Next General Meeting

Noted that the first Monday in July would be in the school holidays. As there were 3 weeks school holidays in June/July it was decided not to hold a July Committee meeting.

Next meeting: **Monday 7 September 2015 at 7.00pm** Cadet Shed.

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

11. Meeting Closed at 7.50 pm