

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

Cadet Supporters' Group

**General Meeting held in SPS Cadet Shed
Monday 7 September 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) Jenny Hickey Steve Hickey Martine Hunt Linda Scott Natasha Sharp Marion Smith
Cadet Unit	CAPT(AAC) David Gertner
Other	Nil

Apologies: Claire Collins, Rob Hyde, Ken Stansfield (Treasurer)

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

Proposed: Paul Hardie **Seconded:** Marion Smith

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

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)
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. <i>At 7/9 still awaiting update and required action from SPSSA</i>	In progress
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	Noted that the preferred date is Monday 16 November to fit in with Year 12 timetable. <i>7/9 Capt. Gertner advised that it will be more costly to hold the function at Enoggera than to go externally. Capt. G to look into other options, with first preference being Bray Park RSL as per 2014. Noted also that Capt. G is following up the potential</i>	In progress

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				for the Chermiside Cadet Unit to join in with SPS for this function.	
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	P Hardie to send out email to parents. Noted that still to determine venue/location for Dining In Night	In progress
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	Capt. Gertner advised that there was no written/official protocol. The practice direction however was that anything being sent to the newspapers had to go through Enoggera first. Capt. Gertner noted that when requested, the Department usually approves	In Progress

New Action Items arising (this meeting)

15.09.07	Capt. Gertner to liaise with Ken Stansfield, Treasurer, in relation to organising the funding for the purchase of Dominos pizzas for the cadet dinner once per quarter.	David Gertner/Ken Stansfield	TBA		
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5. Officer Commanding Report – Including upcoming events

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

- PURCHASE OF RADIOS AND COMPASSES
 - o Capt. Gertner thanked Ken Stansfield, and also the Sandgate RSL and the Cadet Parent Supporter' Group, for the new radios and compasses. He noted that there were still some compasses on back-order as well as a Sam Brown belt. The purchases were very much appreciated.

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- FRI 28 AUG TO SUN 30 AUG 2015 – FIELD WEEKEND – SPS ACU UNIT DEPOT TRAINING
 - o This was a great weekend for the cadets in the lead up to the annual camp. The cadets had used the new radios and compasses and the battery life was much improved. The purchases made a significant difference.

Upcoming events:

- SAT 19 SEPT TO SAT 26 2015 – ANNUAL CAMP 2015 – SOUTH QUEENSLAND AUSTRALIAN ARMY CADETS BRIGADE
 - o Capt. Gertner provided the following summary:
 - Meet at Attunga Street at 9:30 am on Saturday 19 September
 - Return/pick up at 12:30 pm on Saturday 26th
 - Cadets need socks – 1 pair for each day
 - Cadets do not need sleeping bags (and particularly don't bring army sleeping bags, as they likely won't return)
 - Refer to the detailed equipment list.
 - Need Army backpack and echelon bag (NB – this is different to the list but ensure the cadets bring their backpack).
 - Bring only a small pillow – do not bring a full-size pillow.
 - o There was general discussion then in relation to the camp.

6. Treasurer's Report

Noted that Ken Stansfield was an apology for tonight but that he had prepared a report and also made comments by means of an email dated 1 September 2015 to the President. A copy of this email and report was handed out and formally tabled (refer attached). The President outlined the key components of the email and report being:

- In relation to the purchases using the Sandgate RSL donation:
 - o 6 x hand held radios had been purchased and delivered to the Cadet unit.
 - o 6 x compasses had been purchased and 2 compasses had been delivered to the Cadet unit; 4 are on backorder.
 - o The Air Cadet shop from Redcliffe was to have brought a Sam Brown belt to the Cadet unit for sizing. Confirmation that this had occurred was required.
 - o The 8 pairs of parade gloves are to be ordered using the Credit Shop loyalty points once the account has been credited.
 - o Costs to date – radios \$1,218; compasses \$1,110 and Sam Brown Belts \$160 = total \$2,488.
 - o Noted that Capt. Gertner is keen to purchase a base station radio with remaining funds.

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

- Opening balance \$10,559.87
- Receipts: Nil
- Expenses: Cadet Shop for 6 x compasses \$1,110; eWarehouse for 6 x handheld waterproof radios \$1,218 – total \$2,328.00
- Closing balance \$8,231.87

The Secretary noted that a further expense claim was outstanding for Rob Hyde for abseiling activity on 21 June 2015. It was noted that Rob Hyde had now forwarded this to the Treasurer for processing and payment.

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

Proposed Paul Hardie seconded Tracy Dare

"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:

2015 FAIR 22 AUGUST

This was confirmed as being very successful. The net proceeds are still being calculated and will be advised at a later meeting including details as to what this surplus is to be used to fund.

POTENTIAL CHANGES TO ANNUAL PAYMENT FROM SPSSA TO SUPPORTERS' GROUPS

The Draft-Support Group Governance Requirements paper was tabled and discussed. All present supported the proposed approach. The contents of the document tabled is reproduced below:

"Draft – Support Group Governance Requirements"

Background

The SPSSA has defined a set of requirements of Support Groups in the chapter of the Support Group Handbook titled "What a Supporter Group Must Do". In order to improve compliance with these requirements, the SPSSA will pay each Support Group an annual Governance Bonus for meeting the requirements set out below.

Governance Checklist

In order to qualify for the Governance Bonus, a Support Group need to complete the following checklist and email it to the SPSSA Secretary secretary@spssa.org.au .

_____ Supporter's Group	SG Secretary	Confirmed by SPSSA Secretary
<i>Has a Supporter's Group AGM been held in the last 13 months?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<i>Was someone elected to each of the following positions</i>		
• <i>President</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
• <i>Secretary</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
• <i>Treasurer</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<i>Were the AGM Minutes sent to the SPSSA Secretary?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<i>Have the names and contact details of these people been sent to the SPSSA secretary?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

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Are any of these Positions currently vacant?	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Were at least four Supporter's Group meetings held between the last two AGMs?	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Were the Minutes and Treasurer's reports of these meetings sent to the SPSSA Secretary	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

SPSSA Secretary: Does this Supporter Group Qualify for the Governance Bonus? Yes

SPSSA Treasurer: Amount Paid: \$ _____ Date: _____

Please email completed form to the Supporter's Group Secretary"

8. General Business

EXPENDITURE OF SURPLUS FUNDS IN CADET SUPPORTERS' GROUP (CSG) BANK ACCOUNT

Discussion occurred with Capt. Gertner in relation to the use to which the surplus funds in the bank account could be utilised for the benefit of cadets. It was noted that there was no need, at present, for any additional equipment purchases.

It was agreed that once per quarter that the CSG would fund the purchase of pizzas for the cadet dinner, as an alternative to sausages etc. It was noted that Dominos could deliver the pizzas to the Cadet Hut rather than the need to collect the pizzas.

Action: Capt. Gertner to liaise with Ken Stansfield, Treasurer, in relation to organising the funding for the purchase of Dominos pizzas for the cadet dinner once per quarter.

9. Application of Membership

Nil.

10. Next General Meeting

Noted that the first Monday in October is a pupil free day. Accordingly, the next meeting will be held on the Tuesday, the same as the Cadet Unit evening.

Next meeting: **Tuesday 6 October 2015 at 7.00pm** Cadet Shed.

*(**Supporters: Please print minutes and bring with you to the next General Meeting - copies of the Agenda will be available but no printed copies of minutes will be provided).*

11. Meeting Closed at 7.42 pm