

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

**Cadet Supporters' Group**

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**General Meeting held in SPS Cadet Shed  
Tuesday 6 October 2015**

**1. Meeting Opened**

The meeting was opened by Marion Smith (Acting President) at 7.12 pm.

**2. Attendees and Apologies**

Attendees: (as per the attendance register) being:

<b>Parents</b>	Marion Smith (Acting President) Ken Stansfield (Treasurer) Tracy Dare (Secretary) Martine Hunt
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<b>Cadet Unit</b>	CAPT(AAC) David Gertner
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<b>Other</b>	Nil
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Apologies: Paul Hardie (President), Claire Collins, Rob Hyde

**3. Minutes of General Meeting – Monday 7 September 2015**

**Proposed:** Marion Smith **Seconded:** David Gertner

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

Carried unanimously.

**St Paul's School (Bald Hills) Supporters' Association Inc.**
**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	<b>Blue Cards</b>	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 6/10 still awaiting update and required action from SPSSA</i>	<i>In progress</i>
15.06.01	<b>Dining In Night (Nov 2015) -</b> Confirm Date and Venue.	David Gertner  Claire Collins	Sept 2015	<i>6/10 - Capt. Gertner advised that booked for 16/11/2015 at the Bray Park/Pine Rivers Club. Menu tabled.  Claire Collins to organise payment of deposit.</i>	<i>In progress</i>

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15.08.03	<b>Parent get together:</b> 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	<a href="#">P Hardie sent email to parents seeking interest from parents. Due to lack of response item to be closed.</a>	CLOSED
15.08.03	<b>Protocol for press items:</b> 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	CLOSED
15.09.07	<b>Cadet Dinner: Domino's Pizza -</b> 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	Sept 2015.	Logistics discussed. Ken Stansfield confirmed that not possible to get cash in advance so needs to be paid and then claim for reimbursement lodged. David Gertner will organise.	CLOSED

**New Action Items arising (this meeting)**

15.10.06	<b>Recruitment Drive</b> Discuss options for recruitment drive for new cadets at the November Meeting when Claire Collins is present and can provide input and guidance and also details of Information Packs etc.	Claire Collins	October 2015		To be discussed at October meeting
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15.10.06	<b>Donation of Furniture:</b> Capt. Gertner to liaise with Steve and Jenny Hickey in relation to taking up their kind offer to donate furniture to the cadet unit.	David Gertner	November 2015		
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**5. Officer Commanding Report – Including upcoming events**

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

- SAT 19 SEPT TO SAT 26 2015 – ANNUAL CAMP 2015 – SOUTH QUEENSLAND AUSTRALIAN ARMY CADETS BRIGADE
  - Good camp.
  - Most cadets were in the same Company. SPS Cadets won the 'drill' Company and also best Company for the camp.
- **Upcoming events:**
  - Tuesday 13 October – Indoor Rock-climbing
  - Wednesday 4 November – Annual March out Parade at SPS. Ceremonial. Expect will start at 9 am. Details to be confirmed.
  - Monday 16 November – Annual Dining In Night – Ceremonial.

**6. Treasurer's Report**

Ken Stansfield advised as follows:

- No change in cash balances since last month.
- Rob Hyde's expense claim – awaiting substantiating documentation. Tracy Dare suggested as it appeared that the docket had been lost/misplaced that a statutory declaration executed by Rob and witnessed be accepted as sufficient supporting documentation.
- In relation to the purchases using the Sandgate RSL donation:
  - 4 x compasses on backorder from Cadet Shop had still not been received. Ken was chasing up.

Treasurer's Report were therefore confirmed as:

- Opening balance \$8,231.87
- Receipts: Nil
- Expenses: Nil
- Closing balance \$8,231.87

***Proposed Tracy Dare seconded Marion Smith***

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

Carried unanimously

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

No report.

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### **8. General Business**

#### RECRUITMENT DRIVE

The need to have a 'recruitment drive' was discussed in light of the upcoming departure of senior cadets. Options in this respect were discussed including suggestion that the SPS Marketing Manager be invited to attend an upcoming meeting (Dillon Mallach, Manager Direct Marketing & Communications). Also discussed availability of Information Packs. Agreed to wait until next meeting to discuss when Claire Collins is present.

**Action:** Discuss options for recruitment drive for new cadets at the November Meeting when Claire Collins is present and can provide input and guidance and also details of Information Packs etc.

DUKE OF EDINBURGH – noted still awaiting a response for a number of cadets.

DONATION OF FURNITURE – was recommended that the parents' offer of a donation of various furniture be accepted. Capt Gertner to take up with Steve and Jenny Hickey who kindly made the offer.

**Action:** Capt. Gertner to liaise with Steve and Jenny Hickey in relation to taking up their kind offer to donate furniture to the cadet unit.

### **9. Application of Membership**

Nil.

### **10. Next General Meeting**

Next meeting: **Monday 2 November 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 7.53 pm**