

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

Cadet Supporters' Group

**General Meeting held in SPS Cadet Shed
Monday 1 February 2016**

1. Meeting Opened

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

2. Attendees and Apologies

Attendees: (as per the attendance register) being:

Parents	Paul Hardie Ken Stansfield (Treasurer) Tracy Dare (Secretary) Martine Hunt Alexandra Verrall
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Cadet Unit	CAPT(AAC) David Gertner
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Other	Claire Collins
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Apologies: Rob Hyde, Linda Scott

3. Minutes of General Meeting – Monday 2 November 2015

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

"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 February 2016	<p>2/11:</p> <ul style="list-style-type: none"> TJD provided update and brought relevant paperwork for committee members to complete. All committee members to complete on/before February meeting. <p>2/2:</p> <ul style="list-style-type: none"> Noted that all committee parents lodged the Blue Care Applications via the President of the SPSSA prior to Christmas 2015. Noted that parents were now starting to receive confirmation of approval (email) followed by Blue Cards. Agreed that Secretary to prepare Blue Card register and seek details of Blue Cards for this register from the relevant parents – name; Blue Card no & expiry date. 	COMPLETE

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15.06.01	Dining In Night (Nov 2015) - Confirm Date and Venue.	David Gertner Claire Collins	Sept 2015	6/10 - <i>Capt. Gertner advised that booked for 16/11/2015 at the Bray Park/Pine Rivers Club. Menu tabled. 2/11 – Capt Gertner advised:</i> <ul style="list-style-type: none"> - Alex co-ordinating - Menu confirmed - 6-9 pm - Letter sent requesting room discount. No response received yet. 	COMPLETE
15.10.06	Recruitment Drive options for recruitment drive for new	Claire Collins	Feb 2016 Mar 2016	<ul style="list-style-type: none"> • Claire Collins to liaise with Dillion (Manager Direct Marketing & Communications) and School about how/when to present. • Senior Cadets to present at Middle School Assembly • Claire to provide SPS Pamphlets at Tooth Centre • Pamphlets also to be handed out at Association 'new families' breakfast in late February 2016. 2/2 update: <ul style="list-style-type: none"> • David Gertner to speak with Claire regarding this. • Paul Hardie to follow up new parents in the Middle School. • Agreed to send some cadets to Parent Information Night. 	In progress

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15.10.06	Donation of Furniture: 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 February 2016 Mar 2016	<ul style="list-style-type: none"> • <i>Not yet actioned. Carry over to next meeting</i> • 2/2: David Gertner to provide an update at the next meeting. 	In progress
15.11.02	Meeting Dates – 2016 – Secretary to update meeting date schedule	Tracy Dare	February 2016	<ul style="list-style-type: none"> • Draft meeting dates considered at the February meeting. Amend May date to Tuesday 3 May (as Mon 2/5 is Labour Day). • Secretary (Tracy Dare) to update meeting date schedule for 2016 to reflect the change to the May meeting and issue to parents • Paul Hardie to contact Sarah Slade regarding update required to school calendar. 	In progress
15.11.02	Governance Payments – 2015 – Secretary to complete and lodge with SPSSA	Tracy Dare	November 2015	Noted relevant application lodged and funds (\$500) confirmed by Treasurer as received	COMPLETE

New Action Items arising (this meeting)

16.02.02	Recruitment Drive – a 'bring a friend' night to be organised and promoted.	TBA	March 2016		
16.02.02	Parent BBQ Roster – Monday nights (6:00 – 6:45 pm) - 2016 Roster to be compiled.	Paul Hardie	February 2016	President to issue email to parents seeking volunteers to help with the cooking and service of the BBQ on Monday nights for cadets; and to then compile the 2016 Parent BBQ roster and issue	
16.02.02	Volunteer Details Form Secretary to forward to parent volunteers for completion and return.	Tracy Dare	March 2016	Noted that Claire had issued a new Volunteer Detail form - volunteers to complete and return. Secretary to send to relevant parents.	

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5. Officer Commanding Report – Including upcoming events

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

- 7 COMBAT SIGNALS REGIMENT – they have a new Commanding Officer (CO), 2IC etc. Capt. David Gertner will meet them in February. Noted that they are the SPS Cadet units 'Foster Unit' which means they are required to help and assist the SPS Cadet Unit. DG is hoping to organise some activities through them – e.g. shooting practice at Enoggera.
- RECRUITMENT – one new cadet tonight, despite a number indicating that they were coming. Agreed to consider a 'bring a friend' night as part of the recruitment drive.

Action: Recruitment Drive – a 'bring a friend' night to be organised and promoted.

Upcoming events:

- Friday 26 – Sunday 28 February – Field Bivouac – all cadets required. Documentation to issue shortly.
- March – dates to be confirmed – Battalion Leadership weekend – Capt. Gertner not yet sure if any SPS Cadets will need to attend.
- Friday 22 April – SPS Anzac Day Ceremony – Paul Sullivan is now the Director of Operations for the school and has responsibility for organising activities. It was noted that this year would revert back to the 'standard practice' namely that the Anzac Day ceremony would start, after guests were seated, with the cadets then 'forming up'.
- Monday 25 April – Anzac Day Ceremonies (public holiday). Expected events for the cadets to participate in were as follows:
 - Dawn Service – Bray Park
 - Parade at Samford - Samford RSL– noted that Tim Weal was likely to arrange for the School band to participate too.
 - Sandgate RSL parade - Capt. Gertner expects to hear from them soon.
 - Brisbane CBD – main parade – expected that cadets will participate in this too.

6. Treasurer's Report

Ken Stansfield tabled report as **attached**. Noted that the governance payment of \$500 had been received since the last meeting and a payment of \$118.50 for pizza (cadet dinner) was made. With an opening balance of \$8,231.87, this then left a closing balance of \$8,613.37.

Proposed Ken Stansfield **seconded** Linda Scott:

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

Carried unanimously

Discussion then ensued as to what the funds could be used for/allocated to during the year for the benefit of the cadets. A potential camp at Emu Gully was discussed. It was noted that this had a cost of \$100/cadet. In principle this was supported.

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

There was no update.

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8. General Business

MEETING DATES FOR 2016

The updated Meeting Dates schedule was tabled.

It was noted that the proposed May date of Monday 2 May 2016 would be changed to Tuesday 3 May 2016, due to Monday being a public holiday for Labour Day. Capt. Gertner advised that it was likely that the cadets would be having indoor rock climbing on that night. It was agreed to hold the meeting on the Tuesday but to consider later where the meeting would be held e.g. it might be possible to have the meeting at the Pine Rivers PCYC where the rock-climbing was being held, to assist parents with combining the meeting with pick up of cadets.

Action: Secretary to update meeting date schedule for 2016 to reflect the change to the May meeting and issue to parents

PARENT BBQ ROSTER - 2016

The need to compile a new roster for 2016 was noted. Capt. Gertner advised that as dinner was now being served at 6:25 pm parents were required from 6 pm – 6:45 pm. Parents were needed to assist with cooking and serving. They did not need to assist with clean-up afterwards as this was done by the cadets. Pending the finalisation of this roster Marie (Tracy Dare's au pair) would volunteer for the next few weeks.

Action: President to issue email to parents seeking volunteers to help with the cooking and service of the BBQ on Monday nights for cadets; and to then compile the 2016 Parent BBQ roster and issue.

SPS VOLUNTEER DETAILS FORM

It was noted that the School required all parent volunteers to be registered with the school. A copy of the relevant form was tabled (**copy attached**). This form needs to be completed and returned to the school as soon as possible.

Action: Secretary is to issue the SPS Volunteer Details form to the relevant parents and these forms are to be completed, collated and returned to the school

9. Application of Membership

Nil.

10. Next General Meeting

Next meeting: **AGM – Monday 7 March 2016 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 7.58 pm