

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

Cadet Supporters' Group

**General Meeting held in SPS Cadet Shed
Monday 7 November 2016**

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)
Marion Smith (Vice President)
Ken Stansfield (Treasurer)
Martine Hunt
Gavin Rush
Natasha Sharp
Metilda Trench (Acting Minute Secretary)

Cadet Unit

CAPT(AAC) David Gertner, LT (AAC) Alexandra Verrall

Other

Apologies: Tracy Dare (Secretary)

Minutes of General Meeting – 5 September 2016

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

"That the minutes of 5 September 2016 are accepted as a true and correct record"

Carried unanimously.

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3. 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)
16.03.07.03	SPS Cadet Unit Cameras LT (AAC) Verrall to organise the purchase of cadet cameras with a total budget of \$1,000 and liaise with Ken Stansfield to access funding. These are to be 'branded' as 'Property of SPS Cadet Unit'.	Capt (AAC) Gertner	July 2016 Sept 2016	DG has researched preferred camera models and followed up Samantha Gray to obtain access Harvey Norman discounts to purchase. 6/6 - DG will follow up purchase. 8/8 – requested Sam Gray to purchase on behalf of cadet unit and then will reimburse. 5/9 – Metilda Trench is organising payment so that have ready for annual camp. Thanks to Metilda for arranging.	COMPLETE
16.09.05.01	Donation Request - President to send an email to parents seeking suggestions for a purchase of assets that would support a request for funds to Bray Park RSL. Once a determination was made of what was required and/or useful then a letter to be sent to the President/Secretary of the Bray Park RSL requesting a donation to fund the purchase/s.	Paul Hardie	February 2017	Nov 16 - Rolled over to next meeting – February 2017	IN PROGRESS
16.09.05.02	Emu Gully weekend December 2016 – David to email parents/cadets to check dates – weekend before, of and after 9 December. Parents requested	David Gertner	March 2017	Nov 16 – rescheduled to 2017. 1 st term circa early March because of JLC. Day trip to Mt Tambourine (Treetop Challenge) on	IN PROGRESS

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	to respond as soon as possible.			10/12/16 instead.	
16.09.05.03	Purchase of more unit shirts Claire to action.	Claire Collins	Dec 2016	Claire to action.	NOT STARTED

New Actions arising (this meeting)

16.11.09.01	BBQ Roster - email to be sent as a reminder of the BBQ duty in the minutes. Alex suggested consider putting on Facebook page	Tracy Dare , secretary	February 2017		NOT STARTED
	Blue Books - more books required. Paul Hardie to determine if he has any spares.	Paul Hardie, president	February 2017		NOT STARTED

4. Officer Commanding Report – Including upcoming events

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

- **Recruitment.** Capt Gertner wanting to actively recruit cadets from within St Paul's. Best recruiting in 10 years. Good to see take-up from females – now almost same number of female cadets as male. Dr Browning has approved for 40 cadets. Seems to be no difficulties to get cadets from other schools.
- **Parent involvement needed** - Need parents to get involved. Maybe get new parents on induction night for a short period 7.00 – 7.30 pm. As unit grows it will need more parent volunteers.
- **Promotional collateral** - David to organise for pamphlets to be inserted into "information packets"
- **Defence program/s** – discussed Defence programs. Volunteer will need to be on a Defence Approved Register; Blue Card and a police clearance required. Defence Blue Card is free. The volunteer can come on camps e.g. cook, catering, first aid etc. Be under very strict supervision. Expression of interest to be sent back to David and Alex
- **Unit website** - Each unit has its own website. Website needs to be updated, by a volunteer that is associated with the Cadets e.g. parent or maybe cadets Dexter and Hardy. Capt Gertner advised he can authorise someone to edit the website page. Alex said search on Google: "find my unit" then add your area code
- **Calendar 2017** – David will include all the dates (not many days left once the School and the Army added their activities)

Action: Donation Request - Paul Hardie, President to send an email to parents seeking suggestions for a purchase of assets that would support a request for funds to Bray Park RSL. Once a determination was made of what was required and/or useful then a letter to be sent to the President/Secretary of the Bray Park RSL requesting a donation to fund the purchase/s.

- **Upcoming events:**

- **11 November 2016 –Remembrance Day;** Unit to be split - St Paul's cadets at the school; Non-St Paul's students at Bray Park RSL.
- **Monday 14 November 2016 - Dining in Night** - Dining at Bray Park; Unit to pay for drinks for the parents who drop off the cadets; Ceremonial dress no hats

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- **21 November 2016** – last parade night; pool & pizza night; bring swimmers.
- **10 December 2016** – **treetop challenge**; army to hire a bus; Sat 6 for 6.30; booked session for 8 – 12; back by 7 pm; back by 2 pm.
- **Tuesday 30 January 2017** – new year Cadets

5. Treasurer's Report

Ken Stansfield tabled report as **attached** and advised as follows:

Opening balance	\$10,188.37
Add: deposits	
Donations - Bray Park RSL	\$700.00
Less: payments (cameras)	680+ 70
Closing Balance	\$9438.37
<i>Outstanding cheques/payments</i>	
- Rob Hyde reimbursement (rock-climbing)	\$150

Rob Hyde payment made but not yet showing on account. \$409.15 – trophies – payment still outstanding.

Proposed Ken Stansfield seconded

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

Carried unanimously

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

Paul Hardie provided an updated on the 24 November SPSSA meeting as follows:

- USB with documentation received from the SPSSA
- Looked at new PEC centre
- Discussion about Parent Lounge being user unfriendly
- SPSSA has lost their revenue and are now more a P&C style

7. General Business

- Paul Hardie noted that BBQ roster had broken down and was an issue. Suggested an email be sent as a reminder of the BBQ duty in the body of the minutes of the meeting. Alex suggested the list be on the Facebook page.
- Need someone to do the fortnightly Newsletter. Suggested one of the senior cadets - Dexter and Hardy

Action: BBQ Roster – email to be sent as a reminder of the BBQ duty in the minutes. Alex suggested consider putting on Facebook page.

- Carried unanimously

- Alex required more blue books be printed. Paul Hardie indicated that he thinks he has 2 more boxes and he will search for them.

Action: Blue Books - more books required. Paul Hardie to determine if he has any spares.

Still need someone to do newsletter. Meeting dates tabled and confirmed.

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8. Application of Membership

There were no Applications for Membership

9. Next General Meeting

Next meeting: **Monday 6 February 2016 at 7.00pm** at Cadet Shed, St Paul's School.

10. Meeting Closed at 7.54 pm

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