

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

Cadet Supporters' Group

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

1. Meeting Opened

The meeting was opened by Paul Hardie (President) at 7.13 pm.

2. Attendees and Apologies

Attendees: (as per the attendance register) being:

Parents Paul Hardie (President)
Martine Hunt (Vice President)
Ken Stansfield (Treasurer)
Tracy Dare (Secretary)
Samantha Gray
Natasha Sharp
Marion Smith

Cadet Unit CAPT(AAC) David Gertner
Alexandra Verrall

Other Nil

Apologies: Rob Hyde, Claire Collins

3. Minutes of General Meeting – Monday 1 February 2016

Proposed: David Gertner **Seconded:** Ken Stansfield
"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)
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. • 7/3 - Noted that a number of cadets had put together information booklet etc which had been used for recruitment drive. Noted that this was a handy reference. • Matter complete but reconsider at a later date. 	COMPLETE @ Mar 16
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"> • Not yet actioned. Carry over to next meeting • 2/2: David Gertner to provide an update at the next meeting. • 7/3 - Noted that no further 	COMPLETE @ Mar 16

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				progress hence agreed to close	
15.11.02	Meeting Dates – 2016 – Secretary to update meeting date schedule	Tracy Dare	February 2016	<ul style="list-style-type: none"> • <i>Draft meeting dates considered at the February meeting. Amend May date to Tuesday 3 May (as Mon 2/5 is Labour Day).</i> • <i>Secretary (Tracy Dare) to update meeting date schedule for 2016 to reflect the change to the May meeting and issue to parents</i> • <i>Paul Hardie to contact Sarah Slade regarding update required to school calendar.</i> • <i>7/3 - Noted that updated schedule had been distributed.</i> 	COMPLETE @ Mar 16
16.02.02	Recruitment Drive – a 'bring a friend' night to be organised and promoted.	TBA	March 2016	<i>7/3 – Same as per action item 15.10.06 – close out.</i>	COMPLETE @ Mar 16
16.02.02	Parent BBQ Roster – Monday nights (6:00 – 6:45 pm) - 2016 Roster to be compiled.	Paul Hardie	February 2016	<i>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</i> <i>7/3 – Noted that roster issued and thanked relevant parents for assistance and support.</i>	COMPLETE @ Mar 16
16.02.02	Volunteer Details Form Secretary to forward to parent volunteers for completion and return.	Tracy Dare	March 2016	<i>Noted that Claire had issued a new Volunteer Detail form - volunteers to complete and return. Secretary to send to relevant parents.</i> <i>7/3 – Noted all committee members had completed the form. Tracy Dare has originals and will arrange lodgement.</i>	COMPLETE @ Mar 16

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New Action Items arising (this meeting)

16.03.07	Disposal of 303s Capt Gertner to offer these 8 units to the Airforce Cadets to buy at \$150/each.	Capt Gertner	April/May 2016		
16.03.07	Use of Styres instead of 303's – Movements Security Plan etc Secretary to include on Agenda for discussion at next meeting.	Tracy Dare	May 2016		
16.03.07	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'.	LT(AAC) Verrall	April/May 2016		
16.03.07	Stocktake of all Commonwealth equipment Full stocktake and asset listing required and to be lodged by 30 June 2016. Parent helpers required for stocktake. Consider further at May meeting.	Capt Gertner & Cadet Supporters Group	June 2016		
16.03.07	DOE Capt Gertner to follow up delays in obtaining response for cadets/cadet parents.	Capt Gertner	May 2016		

5. Officer Commanding Report – Including upcoming events

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

- 7 COMBAT SIGNALS REGIMENT – Capt. Gertner had meeting earlier today. 2IC enthusiastic to be involved with and renew association with SPS Cadet Unit and is confident that will be able to achieve 'benevolent requirements' for the year and hence be able to put time and money into SPS Cadet Unit.
- RECRUITMENT – now got full recruitment. 10 new recruits/cadets this year. Intake has given a 30% increase in size of unit. The 10 new recruits comprised 3 x SPS; 1 x renewing Cadet (SPS) and 6 cadets external to SPS. A great outcome.
- **Upcoming events:**
 - o **Fri 18- Sun 20 March** – 10 BN Recruit Course at Enoggera – aiming to get as many as possible of new recruits on the course.
 - o **Fri 8- Sun 10 April** 13 AAC BN JLC (Leadership Course) – Bivouac/Adventure Training; Gallipoli Barracks Enoggera
 - o Tuesday 12 April – rock climbing evening. Pine Rivers PCYC.

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- Friday 22 April – SPS Anzac Day Ceremony
- Monday 25 April – Anzac Day Ceremonies (public holiday). Expected events for the cadets to participate in were as follows:
 - Dawn Service – Bray Park
 - Brisbane CBD – main parade – expected that cadets will participate in this too.
- Capt. Gertner advised that National Office was expecting that units did not hold any firearms hence this required the disposal of the 303s. Under Qld Law these are considered 'replicas' but the law for the rest of Australia classifies them as fire arms even if innocuous/decommissioned. Will be using 'styres' instead; these need to arrive in car, be used and then returned. Will require Movements Security Plan. To be discussed further at the next meeting. Discussion ensued in relation to disposal plan for 303's. Agreed that the 8 units be offered to the Airforce Cadets to buy at \$150/each. Preference is to offer these to other defence units that are able to use them.

Action: Disposal of 303s – Capt Gertner to offer these 8 units to the Airforce Cadets to buy at \$150/each.

Action: Use of Styres instead of 303's – Movements Security Plan etc – Secretary to include on Agenda for discussion at next meeting.

6. Treasurer's Report

Ken Stansfield tabled report as **attached**. Opening balance of \$8,613.37; no transactions; this then left a closing balance of \$8,613.37.

Proposed Ken Stansfield seconded Marion Smith:

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

Carried unanimously

Opening balance 1/2/16 \$8.613.37; there were no transactions this period; final balance 1/2/16 of \$8.613.37.

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

Tracy Dare provided an updated from the last SPSSA meeting as attached. Paul Hardie thanked Tracy for attending the meeting in his stead.

8. General Business

Purchase of Camera (Cadet Unit Asset)

LT(AAC) Verrall requested approval to purchase a camera for cadet unit use. An amount of \$900 was likely to be required to purchase two (2) cameras. This was discussed and it was agreed to provide funding from the Supporters Group funds for this purpose with a total budget of \$1,000. LT(AAC) Verrall to liaise with Ken Stansfield, Treasurer in relation to accessing the necessary funds.

Sam Gray indicated that she could assist with a business account that was held with Harvey Norman that might enable a discount to be obtained.

Proposed Paul Hardie; Seconded Tracy Dare

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"that an amount of \$1,000 be approved for funding the purchase of cadet cameras for use in the SPS Cadet Unit; and that the cameras be 'branded' as 'property of SPS Cadet Unit'".

Action: 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'.

9. General Business

- Capt. Gertner advised that all Commonwealth equipment is required to be listed on a register. The current Commander is therefore requiring submission of a full asset listing. Items are to be classified as:

- o 'attractive items' and
- o 'expensive items'

A full-stocktake is required prior to the end of the financial year.

Discussion ensued regarding a cadet parent roster to assist with this stocktaking. To be considered further at the next meeting.

Action: Stocktake of all Commonwealth equipment – full stocktake and asset listing required and to be lodged by 30 June 2016. Parent helpers required for stocktake. Consider further at May meeting.

- DOE – issue of delays in obtaining cadet DOE responses raised by Marion Smith. Capt. Gertner to follow up.

Action: DOE – Capt Gertner to follow up delays in obtaining response for cadets/cadet parents.

10. Application of Membership

Application for Membership by Martine Hunt tabled – renewal.

11. Next General Meeting

Next meeting: **Tuesday 3 May 2016 at 7.00pm** Cadet Shed.

12. Meeting Closed at 7.57 pm

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