

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

Cadet Supporters' Group

**General Meeting held in SPS Cadet Shed
Monday 6 June 2016**

1. Meeting Opened

The meeting was opened by Marion Smith (Vice President) at 7.00 pm.

2. Attendees and Apologies

Attendees: (as per the attendance register) being:

Parents	Marion Smith (Vice President) Ken Stansfield (Treasurer) Tracy Dare (Secretary) Martine Hunt Matilda Trench
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Cadet Unit	CAPT(AAC) David Gertner LT(AAC) Alexandra Verrall
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Other	Nil
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Apologies: Paul Hardie (President) – overseas; Claire Collins

3. Minutes of General Meeting – Monday 9 May 2016

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

"That the minutes of 9 May 2016 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)
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	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.	In progress
16.03.07.04	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	Proposed stocktake to be held during Unit Camp (weekend of 3-5 June). Stocktake to be held at 10 am – midday with lunch to follow. Parent helpers required. 6/6 – DG advised that Brenan Drew, former SPS Cadet who is assisting with Stores; will undertake the stocktake, hence no longer need parent helpers.	COMPLETE

New Action Items arising (this meeting)

16.06.06.01	Rock-climbing weekend 13/8 – parents needed to purchase supplies (food and drink) for BBQ, prepare cook and serve. To be considered further at July meeting and roster arranged.	Cadet Supporters Group parents	July 2016	Allocate duties for BBQ lunch – purchase supplies and BBQ/serve	Not started
16.06.06.02	cadet camps to be scheduled to avoid Block testing periods (Grade 11 & 12) –	Tracy Dare	July 2016	Tracy Dare to obtain details of the school block testing timetable and provide to Capt Gertner.	Not started
16.06.06.03	Long delays in paying suppliers	Claire Collins	July 2016	Noted Claire was following	Not started

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	– action required to resolve the problem.	Tracy Dare		up but as she was absent Tracy Dare make contact with the school and ascertain likely causes and action that could be taken to streamline.	
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5. Officer Commanding Report – Including upcoming events

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

- **Upcoming events:**

- **Fri 17 June – Spirit of Anzac Centenary Experience excursion.** Leaving SPS at 1:30 pm. Bus organised. Cadets can wear their uniform for the day. Will be able to pick up non-SPS cadets along the way but will need to drop back at SPS due to the drumming/Leaders prep camp this weekend.
- **Fri 17-Sun 19 Jun – Junior Leaders Course and Drum Training weekend** - Cadet drumming weekend now combined with Junior leaders camp. Bus will return by 5 pm from Spirit of Anzac. Parents can collect school bags from cadet hut between 5-5.30 pm or can be left there for weekend. Bus departs at 5:30 pm; returns Sunday at 3 pm.
- **Sat 25 Jun – Sat 2 Jul – 2016 Junior Leaders course.** Arrive between 6:30 pm and 8 pm. Pick up 6 pm Saturday 2 July. Pick up and March out 7 pm-8 pm on Saturday; parents and guests can arrive but not before 6 pm. Will need to provide details of attendees and also registration number of motor vehicle. Alex will send out email confirming details.
- **Sat 13 August – Rock-climbing/abseiling Kangaroo Point** – will proceed now confirmed. Will include BBQ lunch/boat trip

Action: Rock-climbing weekend 13/8 – parents needed to purchase supplies (food and drink) for BBQ, prepare cook and serve. To be considered further at July meeting and roster arranged.

There was discussion in relation to the timing of camps and parents requested that, in future, camps are not organised for the weekend before Grade 11/12 block testing. It was noted that the private schools timetables differed from that of the State schools however given that this was a SPS unit and supported strongly by SPS then parents were strongly of the view that camps should not be conflicting with the need for study for exams.

Action: cadet camps to be scheduled to avoid Block testing periods (Grade 11 & 12) – Tracy Dare to obtain details of the school block testing timetable and provide to Capt Gertner.

6. Treasurer's Report

Ken Stansfield tabled report as **attached**. Ken confirmed that there was no change from last period. Opening balance of \$9,613.37 and closing balance the same. Pending payments of \$275.00 still outstanding.

The outstanding expense claim for Rob Hyde (deceased) was discussed in relation to the need to ensure that the cheque was made payable to the 'Estate of Rob Hyde (deceased)'. Metilda Trench is still trying to obtain signatories for the cheque.

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Discussion also ensued in relation to the difficulties in obtaining prompt payment of accounts from the school. It was noted that suppliers had refused to make bookings because of outstanding and long delays to obtaining payment. For example, PCYC for indoor rock-climbing and also for obtaining the name tags for new cadets.

Expense claims seem to be processed quickly but not payments to suppliers. Noted that Claire Collins had been asked to follow up the school to ascertain what the problem was. Tracy Dare volunteered to make contact with the school and make some enquiries regarding likely causes and what action could be taken.

Action: Long delays in paying suppliers – Noted Claire was following up but as she was absent Tracy Dare make contact with the school and ascertain likely causes and action that could be taken to streamline.

Proposed Ken Stansfield 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)

Nil to report.

8. General Business

There was no additional business.

9. Application of Membership

There were no Applications for Membership

10. Next General Meeting

Next meeting: **Monday 11 July 2016 at 7.00pm** at Cadet Shed, St Paul's School.

Noted that the school had amended the timetable for term 3 and the previously scheduled pupil free day of Monday 11 July had been changed. Hence decided to hold the meeting on Monday 11 July to coincide with the first parade night.

11. Meeting Closed at 7.32 pm

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