

**Cadet Supporters' Group**

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**General Meeting held in SPS Cadet Shed  
Monday 14 May 2018**

**1. Meeting Opened**

The meeting was opened by Marion Smith (President) at 7.08 pm.

**2. Attendees and Apologies**

Attendees: (as per the attendance register) being:

**Parents**

Marion Smith (President)  
Martine Hunt (Vice President)  
VACANT (Treasurer)  
Tracy Dare (ACTING Secretary) – POSITION VACANT

**Cadet Unit**                      CAPT(AAC) David Gertner,

**Other**                              Nil

**Apologies:**                      Nil

**Minutes of General Meeting – Monday 5 March 2018**

**Proposed:** Marion Smith **Seconded:** Martine Hunt

*"That the minutes of the meeting held on Monday 5 March 2018 are accepted as a true and correct record"*  
Carried unanimously.

**St Paul's School (Bald Hills) Supporters' Association Inc.**
**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)
17.09.04.01	<b>Registration of Trailer (Haulmark)</b>	David Gertner, Cameron Howes	<del>Sept 17</del> <del>Oct 17</del> <del>Feb 18</del> <del>May 18</del> Aug 18	17/9 Confirmed that the trailer will be registered in the name of the school. Capt Gertner and Claire Collins arranging 9/10 – still to be resolved. Claire liaising with Charles Sweeney. Marion Smith to follow up with Dr Browning. 5/2 David G to follow up with Nigel Grant 5/3 – David G and Cameron Howes to follow up. 14/5 – Challenge with TMR (Dept) re registration. More Information/evidence required from Haulmark Trailers.	In progress
17.10.09.01	<b>Expenditure – replacement cheque for Rob Hyde (deceased)</b>	Marion smith	<del>Oct 17</del> <del>Feb 18</del> <del>May 18</del> Aug 18	Sebastian to liaise with SPSSA to obtain a replacement cheque for \$150 for Rob Hyde (deceased). 14/5 – cannot find the family so Marion to send email to SPSSA stating that cheque is stale and should be cancelled and monies forwarded to Unclaimed Monies.	In progress
17.10.09.02	<b>Expenditure to be approved – wrap and signage for Trailer</b>	Marion Smith	<del>Oct 17</del> <del>Mar 18</del> May 18	Quotation to be obtained for wrap/signage for Trailer and approved at next meeting. 5/2 awaiting registration	In progress

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

			Aug 18	5/3 Quote to be obtained by David G when trailer registered – still awaiting registration.	
17.10.09.04	<b>Credit for Rope Climbing Course (2016) to be carried into 2018</b>	Lt Nicola Murphy	<del>Nov 17</del> <del>Mar 18</del> May 18 June 18	Capt. Gertner to follow up with supplier to ensure that credit can be carried into 2018.	Not started.
17.11.06.02	<b>Blue Card Applications</b>	Marion Smith	Mar 18	<i>All Exec Committee must have Blue Cards; Sebastiaan to attend. Need to be signed by the President of SPSSA. 5/2 – consider in conjunction with office-bearers and committee members after March AGM 14/5 – consider once new office-bearers in place – Secretary &amp; Treasurer</i>	Not started.
18.02.05.03	<b>Reconciliation of Funds</b>	Tracy Dare	<del>Mar 18</del> <del>May 18</del> Aug 18	Source & Application of Funds (\$6,563.51 @ 5/2) – Tracy Dare and Sebastiaan Fick to undertake a reconciliation to determine the source of the balance funds and what it can be applied to/spent on. To be completed before Tracy Dare ceases with the unit to ensure a smooth handover	In progress

**New Actions arising (this meeting)**

18.05.14	<b>Donations from Bray Park and Pine Rivers RSLs</b> – Marion Smith and Capt Gertner to determine what expenditure is sought and for what assets	Marion Smith; Capt Gertner	TBC		Not started
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**4. Officer Commanding Report – Including upcoming events**

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

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

- Fri 18/5 – National Cade Commander Brig. Ashleigh will meet with Dr Browning as part of his tour of school based units
- Anzac Day – brilliant effort by cadets – 7 services in 3 days. Bray Park RSL and Pine Rivers FSL willing to put money in for Unit – need application and details of what wish to be spent on – must be an asset. Consider various items for trailer.

**Action: Donations from Bray Park and Pine Rivers RSLs** – Marion Smith and Capt Gertner to determine what expenditure is sought and for what assets.

- **Upcoming events:**
  - o **Fri 18/5 to Sun 20/5 – Battalion Weekend** – Murrabong – all cadets
  - o **Fri 8 – Sun 10 June – Bivouac Weekend** – Murrabong TBC
  - o **Fri 30/6 – Sat 7 July: Junior Leaders Course** – school holidays; Greenbank

**5. Treasurer's Report**

Marion Smith will table report at next meeting . Below are details received after the meeting. Copy attached – NB – 19/4/2018 payment is for annual grant 2018 not 2017.

<b>Opening balance (5 March 2018)</b>	<b>\$7,063.51</b>
<b>Add:</b> deposits	
- SPSSA Annual Grant 2018	\$1,000.00
<b>Less:</b> payments	
- Marion Smith – reimburse Claire Collins' leaving gift	\$(93.99)
<b>Closing Balance (14 May 2018)</b>	<b>\$7,969.52</b>
<i>Outstanding cheques/payments</i>	
- Rob Hyde reimbursement (rock-climbing) \$150 – to be cancelled	

**Proposed N/A seconded N/A**

*"That the Treasurer's Report as verbally reported be accepted"*

Carried unanimously

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

Nil -no attendees from Cadet Supporters Group.

**7. General Business**

Capt Gertner noted that there was a request from Regional Headquarters for parents to become staff members. DOE – Capt Gertner found unlodged application and cheque to be lodged (following Claire's departure). Will be lodged.

**Action: N/A**

**8. Application of Membership**

There were no Applications for Membership.

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

**9. Next General Meeting and AGM**

Next meeting:

- **Tuesday 17 July 2018 at 7.00pm** at Cadet Shed, St Paul's School

**10. Meeting Closed** at 7.45 pm

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