

**Subject:** FW: Minutes from tonight  
**Attachments:** Fireworks BBQ Review.pdf

Project Title	Exec Meeting	No.	
Meeting Date / Time	15/10/2013 (20.30 – 22.30)		
Venue	2 Hillside		
Attendees	Simon Aulton (Chair), Ian Hale (GSL), Alison Bell, Jon Boyes, Tracey Ells, Kim Key, Jon Knight, James Lowe, Rosie Storrar		

Summary	Actions	By	Deadline
<p><b>Welcome and Introduction:</b></p> <p>Simon welcomed Jon and Jon to their first meeting.</p> <p>Apologies were recieved from Nicola, Ben and Charley.</p>			
<p><b>Minute of the Last Meeting:</b></p> <p>Were agreed</p>			
<p><b>Matters Arrising:</b></p> <p><i>Candyfloss</i> operating instructions are laminated.</p> <p>Tracey has produced an <i>inventory</i> for the equipment.</p> <p><i>Explorer Accounts</i> have moved forward we await the information from the leaders.</p> <p><i>Expenses</i> policy and forms are on line and we are trialing the tools in the pack</p> <p><i>Barbeque:</i> Tracy has ordered the new Barbeque, however it may be too small for our purposes.</p> <p><i>Santander:</i> Decorated the kitchen and dug out the footings for the new shed.</p> <p><i>Lighting for fireworks night:</i> Simon has identified some lights for the evening and Ian is looking into other oportunities.</p> <p><i>AGM:</i> went well but was disappointingly attended.</p> <p>Other items are on the agenda.</p>			
<p><b>Fundraising:</b></p> <p>Having reviewed fundraising from last year we discussed what we want to achieve through fundraising in the coming year.</p> <p>Kim proposed a questionnaire. We agreed that we need more people involved in fundraising to be successful. This can be linked with a social evening linked in with the fireworks night perhaps.</p> <p>Jon (B) suggested a donation programme where parents can choose to donate money.</p> <p>Communication is clearly an issue, we feel further away from the parents. We could counter act that with an Active Support Unit and we can look at a Parental Newsletter.</p> <p>There was a suggestion about parental contributions, the</p>	<p>Questionnaire for Leaders.</p> <p>Put on Survey Monkey</p> <p>Form SAS Unit</p> <p>Monthly Newsletter</p>	<p>KK</p> <p>JK/JB</p>	

<p>concept being that everyone gives 2hours per term at a rate of £10/hour. i.e. you can help or give £20.</p> <p>Jon (B) was suggesting better use of social media.</p> <p>Jon (K) talked about how we communicate as a Group and the differences that individual Sections have. The proposal is to have an online newsletter with hyperlinks to relevant documents.</p> <p>One question is whether we can have a show where the young people come or a bring your parent night. We can then target parents one to one.</p> <p>We need to use three chanel to communicate; social media, e-mail and printed media.</p> <p>The feel of the meeting was to have one event per quarter, this would include the summer fete and community week plus two stand alone events.</p> <p>Christmas we plan to have a raffle.</p> <p>Fireworks BBQ: Need four teams, one to erect the tents, one to cook, one to sell and and one to strike the tents.</p>	<p>Invite parents to join facebook group.</p> <p>Create online template.</p> <p>Need to devise a communication strategy.</p> <p>Publish early provisional dates to exec.</p> <p>Organise raffle</p> <p>Recruit teams Cook Team</p>	<p>ISH</p> <p>RS</p> <p>KK</p> <p>KK</p> <p>ISH KK</p>	<p>18/11/13</p>
<p><b>HQ Team Update:</b> <i>Proposed Team Roles:</i> Ben produced a paper which was agreed.</p> <p><i>Update from Architect:</i> Ian showed the meeting an update from the Architect and posed some questions about how we move forward.</p> <p>This included a potential plan, which can go to the council for preliminary approval. Ian wanted any early comments from the trustees. The plans shown are around £300k as a broad ballpark.</p> <p>We agree with the general plans with the modifications that Ian recommended.</p>			
<p><b>Finance:</b> <i>Accounts</i> were noted. Bank holds £13k with £3,400 from fundraising so far this year. We have spent about £3,000 on the new building and about £2,500 on equipment to date.</p> <p><i>New Shelter</i> has been purchased.</p> <p>The <i>Explorer Scout Accounts</i> will be adopted by the Group pending the agreement of the Treasurer and Chairman. Legal advice should be sought from HQ before agreements are made. <b>The trustees resolved that the accounts would be adopted by chairman's action given (a) both the Chair and Treasurer are in agreement and (b) the total liability is less than £10,000.</b></p>	<p>Agree to bring accounts into the Group.</p>	<p>SPA &amp; JL</p>	

<p><i>Activity Training Budget:</i> Simon asked about getting budget for GNAS training for two adults as agreed in our recent grant. Simon will aim to get a 50% grant from KGVI Agreed £250 for GNAS and NRSA</p>			
<p>The date of 2<sup>nd</sup> to 8<sup>th</sup> June was noted for <b>Community week</b>. Nicola is already thinking about what we do <a href="#">next time</a>.</p>			

<p>Feedback</p>
<p> </p>

<p>Next Meeting</p>	
<p>Date and Time</p>	<p>7<sup>th</sup> January 2014 (20.15)</p>
<p>Venue</p>	<p>2 Hillside</p>

