



LAKE GINNINDERRA SEA SCOUT GROUP

Annual General Meeting

2016

29 March 2016

LGSS Hall

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AGENDA

1. Opening
2. Minutes of 2014 AGM
3. President's Report
4. Group Leader's Report
5. Treasurer's Report
6. Acceptance of Annual Reports, Accounts and 2016 Budget
7. Election/Appointment of Group Support Committee Executive
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Assistant Secretary
 - e. Assistant Treasurer / Membership Registrar
8. Election / Appointment of other GSC Members
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<http://lakeginninderrascouts.com>

LAKE GINNINDERRA SEA SCOUT GROUP

Annual General Meeting

2016

MINUTES: 2015 ANNUAL GENERAL MEETING



LGSS Support Committee Annual General Meeting

Held 22nd March 2015

Present:

Sharon Pike, Michelle Williams, Justin Billing, Cheryl Bocking, Theo Karner, Peter Barrett, Janette Graham, Allan Dean, Andrea Farrow, Klaus Felsche, Joe Coppin, Allan Williams, Graham Bourne, Leeanne Thompson, Andy Rayner and Alex Farrow.

Apologies:

Cal Chikwendu, Ian Hosking and James Morris

Opening and Welcome:

Klaus welcomed everyone and in particular extended a special welcome to Allan Dean (Northern Regional Commissioner).

Minutes from Previous AGM

Accepted: Justin Billing Seconded: Cheryl Bocking

Group Leader Report (Leader-in-Charge Andrea Farrow)

What a year we've had. We've seen the Venturers head over to Lombok Indonesia where they spent 2 weeks living in the village Jambianom. While there they planted coral, built a wall, released turtles, climbed Mt Rinjani and most importantly bonded with the people of Jambianom. The next big thing for the Venturers is Dragon Skin on the Easter weekend. Good luck to the two teams from LGSS.

In January this year 17 cubs, 3 leaders and 4 parents headed to Ballarat. It was a great experience for them. We went to Sovereign Hill, the Blood on the Southern Cross show, the Eureka Museum and had a day on site at Pax Hill doing things like archery, billy carts and obstacle course.

Next weekend is Cotter Shield and we wish the scouts going luck and the leaders and parents going we hope they have as much fun as the scouts will. And in January 2016 a group of the scouts are off to Jamboree! What fun they will have.

We have also had the annual Tri-lakes regattas where our youth got to show off their skills with the other two sea scouts groups in the ACT.

Last weekend was the annual trip to Balmoral for Sirius Cup regatta. We had 28 people travel up for this event where once again our Rovers bought home the trophy! Congratulations to Victor and his crew.

Sunday Splash has been running regularly with mixed success. We'll promote it more for the next sailing season.

I want to say big congratulations to Corey for achieving his Queen's Scout award. The group presentation is being held on 19 April from 11am. So please come and celebrate this great achievement.

Current numbers as per Extranet are as follows: Joeys – 7, Cubs – 30, Scouts – 38, Venturers – 11. I'm sure these will be amended as we continue to update our records.

A highlight is we have joined up 5 new leaders in the last 5 months! This is fantastic as it means we can grow our group more. We may need to look at starting a new Troop and a new Pack very soon. I've told the new leaders to hurry up and finish their training so we can do this. If you are thinking about becoming a leader please come and speak to me after the meeting.

A few thank yous are needed.

Thank you to Kay for her tireless work in managing LGSS for the past few years. Thank you to the committee for supporting the leaders programs. Thank you for the new boat trailers. They are working well. Thank you to the Rovers who are always happy and willing to help in all sections. Thank you to the parents who help out whenever and wherever possible. I want to thank all the leaders we have in LGSS. Without them we simply wouldn't have all the fun activities and experiences we do.

Thank you to the joeys, cubs, scouts and venturers who come along every week with smiles on faces and adventure in heart. It makes our job as leaders so easy and fun.

Group Presidents Report (Klaus Felsche) See Attachment 1.

Highlights from Klaus report include:

E-forms – enrolment forms are now electronic. Relevant data is made available to leaders. E-forms will extend to include Activity Notification Forms. E-forms will reduce the volume of hard copy forms which need to be stored for a number of years post activity. Sharon mentioned that forms from an activity can now be binned unless there was an accident.

Action: Sharon to get get a written clarification from Branch

Increased Numbers of Youth Members - It is time for us to begin formulating plans to accommodate the increased demand for more youth members. Increased numbers of youth members will impact on the

infrastructure (wear and tear), equipment and reduced availability of the Hall for Hiring which will lead to a decrease in fund-raising revenue.

Joe pointed out that new youth members would also bring more funds into the group. With our current fee structure, most of the money we collect from families goes toward the Branch fees. We have a family friendly discount for families with more than one youth member.

Sharon suggested keeping tabs on the number of youth members attending each night. We need to remember that not every Scout or Cub will go on camp. For example: We may have 35 Scouts but only might 25 go on camp. Therefore we need enough camping equipment for 25 youth.

Being a Sea Scout group is a big draw card for new members. There are some vacancies at other neighbouring Scout groups but those groups do not offer the water activities.

The year leading up to a Jamboree is always a busy year for Scouts, we expect that there may be a drop in numbers post AJ2016 when older Scouts move up and some Youth who have stayed at Scouts until AJ2016 is finished will leave.

As a group we need to explore all our options with respect to accommodating more Youth. Introducing a new Cub Pack or Scout Troop to the Group would require discussions with Branch.

There is a need for a culture change for the Committee. Parents need to be prepared to take on a role when their children join LGSS. We do have a fund-raising levy. The current fund-raising credit list is quite limited and shows that it is the same families who pitch in and help each time.

Leaders need to be encouraged to promote the Committee to the parents at the end of Section Meetings. Allan suggested that each section identify a Parent Liaison person who can be a link between parents and the Committee. Janette also highlighted the need to ensure that Committee members do not 'burn out'.

Action: Andrea to encourage the leaders to promote the Committee and parental involvement to parents at the end of sectional meetings.

Lombok - Lombok was a great experience for our Venturers. We are starting to plan the 5th visit which will take place in 2016. We would like to set up a reciprocal process where a few Scouts and a Leader from Jambianom visit LGSS. It is estimated that \$6-8K would cover airfares etc. The Scouts would be billeted and there would be an opportunity for them to be shown around Sydney and Canberra. With 2015 being our 40th year it is a wonderful opportunity to combine a few activities.

40th Anniversary Committee – We are looking to form a small committee including a Leader, Committee member(s) & Youth members to 'map out' the happening. This will provide a level of co-ordination across the Group. Great

opportunity for us to promote the image of Scouting to our families, friends and the Belconnen Community.

Action: Justin to put out a call for people who are interested in helping to organise the 40th Birthday happening (including parents, leaders, youth).

Action: Committee needs to fix a date for the 40th Birthday happening

Action : Klaus to advise Allan of the date for the 40th Birthday happening

Master Plan for Belconnen – We are currently trying to raise our profile to ensure that we are catered for in the revision of the Belconnen Master Plan. We need more space for parking in particular

WWVP Card – All persons older than 16 must formally register with Branch. WWVP cards have a 2 year life span before they must be renewed. All Parent helpers must hold a WWVP card. Two e-learning modules (WWVP and Health & Safety) have been uploaded onto the Branch Website. These modules need to be completed by all Parent Helpers.

Sharon suggested an information night for parents might be a useful. We currently have a grant to provide a Wifi Hotspot to facilitate Jamboree of the Air Activities for the Youth. If we are successful then we would be in a position where the e-learning modules could be completed at the hall.

Allan dean also mentioned that there is a Android App available for Scouts. An Apple App is currently being developed.

Treasurer's Report - presented by Klaus Felsche

See Attachment 2 for full written report provided by Klaus.

See Attachment 3: Profit & Loss Statement

We currently have \$50K in our bank accounts.

Fees

We are currently awaiting a bill from Branch for fees (\$148 x 114 people). Fee Invoices have gone out to families during the last few days. Janette reminded us that fees are not meant to disadvantage families. Payment plans are available for families who require them.

Klaus also reminded us that the Building fund component of the fees is claimable as a tax deduction.

Infrastructure

Over the past twelve months we have added a roof to the deck (\$15K), we have refurbished the office (\$5K), we have purchased three new boat trailers

(\$9K) and we have fitted out the boat shed. Improvements of this calibre can not be paid for from our fees.

Grants

Sally and Theo have been busy writing grant applications. Grant applications, if successful, will allow us to purchase items to enhance our activities. We are seeking prioritised lists from the leaders which will provide guidance to our grant writers.

Youth Activity Expenses

Activities undertaken by each section are now recorded in Xero. Xero enables all financial transactions to be recorded and reflected in a transparent manner. One major spin-off is that as a group, we are able to claim back the GST we have paid on GST payable items. Branch take a cut (~2%) of the GST refunds which means we receive about 8% of the GST we have paid.

Sectional Bank Accounts

Sectional bank accounts have been established for each youth section. These accounts should run at a near zero balance. The purpose of these accounts is to enable the collection of term subs, camp fees and other payments for activities undertaken by each section. As such, these accounts provide the leaders of the section with a clear record of who has and hasn't paid for an activity. These accounts also facilitate the calculation of claimable GST when receipts relating to activities are reconciled.

Klaus moved that the section accounts are to be used for funds that are collected for the sole purpose of running of section activities. Seconded: Justin Billing

Joe indicated that he disagrees with this motion. He believes that this way of thinking drives a wedge of mistrust between sections. Andrea, Joe and Allan Dean will discuss this further.

Hall Hire Report (Cheryl Bocking)

Hall hire and regular car parking has contributed around \$35K income to the group.

Cheryl pointed out that if we had to find another night to accommodate a second cub pack that we would need to take in to consideration that the loss of a regular hirer eg Irish Dancers could mean a 10K reduction in our hall hire income.

Boat Maintenance

Time and money is required to keep our fleet afloat! A good maintenance programme needs to be established to ensure that our boats are in good condition for the coming sailing season.

Election of Committee Members

All positions were declared open.

Position	Name	Nominated	Seconded
President	Klaus Felsche	Joe Coppin	Cheryl Bocking
Vice President	?	?	?
Treasurer	Michelle Williams	Klaus Felsche	Andrea Farrow
Secretary	Cal Chikwendu	Klaus/Janette to ask Cal if she would fill the role of Secretary	
Quartermaster	?	?	?
Boat Master	Victor Briscoe	Andrea Farrow	Michelle Williams
Hall Hire/Management	Cheryl Bocking		
Communication	Justin Billing		
Fees/Membership Registrar	Janette Graham		
Hall Maintenance	Rob Morris		
General Committee Members	James Morris Leeanne Thompson Andy Rayner		
Grants	Theo Karner		

Klaus moved that President (Klaus Felsche), Treasurer (Michelle Williams), Secretary (TBA) and Leader-in Charge (Andrea Farrow) be made signatories of the Group's Trading and High Interest Accounts held at the Commonwealth Bank.

As Leader-in-Charge, Andrea should be a signatory on all accounts.

PS Cal Chikwendu who could not be at the AGM agreed to fill the position of Secretary.

Other Business

The LGSS website is now appearing in searches.

The LGSS facebook site is a secret site. People on the site can only be invited. People who have left the group need to be removed from the Facebook page as they are no longer members.

Sharon asked whether there is a set of rules for the use of FB? Klaus replied that the Scout Law applies. No Cubs or Joeys should be members. Parents have

a say as to whether their children have access. A filter for profanity has been activated. If someone were to misuse the site, they would be denied access.

Meeting Closed

Klaus thanked everyone for attending the AGM.

Attachment 1: Group Presidents Report (Klaus Felsche)

Welcome to the 2015 Annual General Meeting.

The Lake Ginninderra Group Support Committee fills a crucial role that enables the very busy scouting programme you are all familiar with. The Group consists of youth members, leaders and the Committee and is governed by Scouts Australia - ACT Branch rules and guidelines. LGSS can not function without leaders nor without an effective Committee so our support today is most welcome.

I would like to also welcome the LGSS Leader in Charge, Andrea Farrow. Andrea stepped up to take on this very demanding role when Kay Briscoe, the former Group Leader retired. I would like to take this opportunity to publicly thank Kay for her service to LGSS – she brought a great deal of scouting knowledge and expertise to the Group.

It is also timely to thank retiring Committee members, particularly Wendy Elkhuzen who devoted much energy to the now vacant Treasurer's role.

There are many people to acknowledge, leaders, committee members and those adults who have continued to assist in roles ranging from fund-raising activities, maintenance, working to assist section leaders and, of course committee roles.

Below is our current 'official' membership summary:

Joeys	7
Cubs	32
Scouts	39
Venturers	11
Total	90
Youth	14
Leaders	39
Adult	7
Supporters	32

Table1: Official Membership

(Note: this table does not include recent registrations and transfers)

It is worth noting that the numbers for Scout and Cub sections are, in fact higher and both are at or above capacity (as an interesting note, policy indicates that there should be no more than 8 youth members for every qualified leader). I would like to thank a number of parents (and others) who have stepped up to commence training as leaders this year and those leaders who continue to serve.

Finances

The Profit and Loss Account for 2014 is attached and provides you with a good overview of how funds are raised and then spent.

In summary

LGSS is in a stable financial position. We hold approximately \$30 000 in our contingency fund. Our normal trading account is running at \$15 000, some \$10 000 less than usual. The first fees invoices are being sent out now and should top up our accounts. Timely payment is crucial as we will need to pay our ACT Branch fees in early July (estimated at \$15 000).

All sections are now using debit cards for the management of section activities, term subscriptions, badges, books and other activity expenses. All of these accounts are centrally linked and we have been receiving regular GST refunds for eligible expenses (eg camping equipment, soft drinks, cooking gas).

Last year considerable funding was allocated to subsidise major youth activities and to purchase new equipment such as boat trailers. We also refurbished the office – It is now a much more usable space. It is also difficult to miss the new back veranda roof and the back deck is on the refurbishment schedule.

Unfortunately, fees alone do not cover expenses and we are heavily reliant on fund-raising. This, of course, requires support from our adult and youth members who offer their time and expertise to work at the Hall Markets every month and the Harness Racing.

We make solid use of the hall and remaining time is made available to community groups who can hire the hall. This activity raises substantial funds and has enabled much of the maintenance and enhancement work and also subsidises youth activities.

At this stage, LGSS is maintaining the Group fees at the same level as in previous years. The \$4 increase reflects the increase in ACT Branch fees.

Looking Forward

THIS YEAR WE CELEBRATE 40 YEARS OF LGSS. THIS IS AN OPPORTUNITY TO RECOGNISE THE HARD WORK OF THOSE ADULTS WHO HAVE BUILT WHAT WE HAVE TODAY AND TAKE UP THE CHALLENGE OF BUILDING FOR THE FUTURE. A NUMBER OF SPECIAL EVENTS AND PROGRAMMES ARE LIKELY TO BE RUN THIS YEAR TO MARK THE ANNIVERSARY.

We have injected our case into the Belconnen Town Centre Master Plan, something that will influence how we operate well into the future. We are facing pressure on our resources from the increasing demand for places in our youth programme. 2016 may well see the start of a second Scout Troop and a second Cub Pack. This will require more leaders, more equipment and increased maintenance while reducing the opportunity to utilise our facilities for fund-raising. Importantly, it also means more opportunities for youth members to enjoy the benefits of our great youth programmes!

Thank you to all who have assisted in 2014, all those who continue to contribute and welcome to our new members.

Attachment 2: Financial Report (Treasurer - Klaus Felsche)

On behalf of the previous treasurer, I would like to thank all who assisted by prompt payment of fees and those who assisted in managing the budget and financial affairs of the Group.

Financial Position (March 2015)

The following is our general position:

Cash at Bank:	\$ 53,571.73
Debtors:	\$ 1,446.70
Creditors:	\$ 2,513.75

Effectively we have \$14K in our Trading Account and \$30K in our High Interest Account.

Fees

Branch fees for July 2015 - June 2016 will be \$148.00 each – an estimated outflow of \$150K
Please note that continuing members will receive two invoices this year: The first for January – June.

Grants

We have a new grants officer, Theo Karner. This has allowed us to try and gain financial support from a number of bodies to support activities and enhance our facilities and equipment.

Fee Structure

The table below shows the normal fees levied for the first six month of 2015. A second invoice in July will cover the second half of this year. Branch fees will be \$74.00. All other elements will remain the same.

Ordinary Members Fee	1 st child	2 nd child	3 rd child
ACT Branch Fee	90	90	90
LGSS Group Fee	35	25	25
LGSS Fundraising Levy	75	0	0
LGSS Building Fund Levy	25	0	0
Total	225	115	115

Attachment 3 Profit & Loss Statement

Profit and Loss

Lake Ginninderra Sea Scouts

From 1 January 2014 to 31 December 2014

Cash Basis

	2014	2013
Trading Income		
Activities Income	40,348.84	3,290.00
Donations - Branch	-	11.50
Donations - Parents	3,480.87	3,131.08
Donations & Gifts	8.00	-
Fundraising	8,437.32	8,444.01
Fundraising Income - Credits for Members	(3,744.88)	3,052.34
Fundraising Levy collected	8,117.87	8,028.83
Fundraising Special Events Cubs	1,800.00	-
Fundraising Special Events Venturers	(330.82)	2,888.08
Group Fees	5,532.39	4,810.85
Group Hall Hire - Hall	24,873.75	14,287.00
Group Hall Hire - Parking	50,733.82	13,028.00
Group Hall Hire Fees	-	7,927.00
Interest Received	440.00	384.25
Joining Fee	50.58	258.08
Miscellaneous Income	3,128.78	4,485.82
Registration Fees - current	17,217.58	8,843.78
Registration Fees - Previous years	(170.00)	821.00
Section Fees	711.50	20.00
Total Trading Income	121,496.90	84,418.57
Cost of Sales		
Fundraising Costs	1,838.75	8,028.82
Joining Fee Expense	140.00	100.00
Registration Fee Expense	18,324.00	11,820.00
Total Cost of Sales	20,302.75	17,738.82
Gross Profit	101,194.17	66,679.75
Operating Expenses		
Accounting	818.28	480.53
Activity Expenses	42,825.40	3,778.86
Bad Debts	275.00	-
Badges & Books	1,288.80	1,022.07
Badges, Tapes, Awards (from Branch)	1,022.80	20.00
Bank Fees & Charges	294.80	17.00
Cleaning & Waste Removal	2,885.80	2,551.89
Electricity	1,818.00	1,827.88
Fuel and Motor Vehicle Costs	1,340.30	878.12
Fuel Costs	66.25	-
Fundraising Credit Expense	-	488.08

	2024	2023
Gas	1,970.94	1,804.88
Insurance – Building & Contents	3,081.80	3,015.00
Insurance – Marine	870.77	870.00
Insurance – Motor Vehicle	150.88	277.50
Leader Fee Expenses	2,888.30	2,288.00
Miscellaneous Expenditure	5,553.90	452.77
Repairs & Maintenance	2,878.30	8,987.81
Security	-	513.00
Security, Fire & Safety	300.00	487.80
Stationery, Postage & Printing	2,086.34	1,765.61
Telephone & Internet	780.18	734.38
Training Expenses	4,859.00	580.00
Uniforms	300.00	-
Water & Sewerage	1,443.48	847.00
Total Operating Expenses	78,300.87	33,139.85
Net Profit	23,883.90	33,899.80

LAKE GINNINDERRA SEA SCOUT GROUP

Annual General Meeting

2016

2016 PRESIDENT'S REPORT (INCLUDING HALL MANAGER REPORT)



2016 Annual General Meeting

President's Report

2015

It is important to recognise that the strategic planning initiated several years ago has borne fruit:

- **Four years ago we had an ageing boat fleet, many unsafe trailers, no place to store boats, inadequate supplies of camping equipment but enthusiastic people.**
- **We had no web-page (although the Venturers had set up a Facebook page for the Lombok Project), no secure Facebook presence and struggling accounting system that did not allow LGSS to easily reclaim GST expenditure.**
- **There was no Group Plan, no boat plan and no asset management plan.**
- **Sections (and much of the rest of LGSS) used cash to pay for fees, camp expenses, subs – audits were time consuming and controls involved leaders (and others) in cumbersome record keeping.**
- We now have:
 - a new boat shed to store our boats,
 - new trailers to move them safely,
 - some better (but still older) boats and some new canoes and a refreshed management plan.
 - two new beginner-level boats to be delivered by the middle of this year.
 - first rate camping equipment.
 - a web-site and secure Facebook page (as well as a public Facebook page).
 - Regular and sizable GST refunds through good record keeping.
 - The LGSS Council of Elders – a group of distinguished ex-LGSS leaders and committee members who are no longer active in scouts but have agreed to assist by sharing their wisdom and experience as needed.
 - This year will see the second LGSS Group Plan released. We have an approved boat plan and our Asset Management Plan. All of our major assets are now formally registered in our electronic accounting system.
 - Most of our transactions are now through electronic bank transfers, Sections have debit cards to pay for camping and other expenses and all accounts are connected to our electronic accounting system.
- Our youth members have participated in all Australian and New Zealand Jamborees, all Cuborees, the New Zealand Venture this year, two Venturer Projects in Lombok, Indonesia, several Cubages, annual Sydney-based Sirius Cup competitions and all annual Tri-Lakes events.
- Youth member numbers remain strong and it is particularly pleasing to

see Joey numbers at their highest level in years. We are under some pressure in the Scout Section where, for a second year running, the Troop is around 50 members. With a sizable Cub Pack, LGSS may need to look at a second Scout Troop in the near future. That will, however, require additional Scout Leaders so, if any of you are interested, now is the time to let us know so that you can start the training.

- You will note that we have managed to find the resources to embark on a gradual refresh of our sailing fleet based on our 2013 - 15 management plan.
- We are not burdened by debt. We have a small reserve to fund repairs and, progressively, equipment and boat replacements through our sinking fund. As the equipment, fixtures and fittings in the Hall and boatshed age, more funding will be required to support repair, maintenance and replacement (remember a few cold weeks over the last two years when our 15 year old industrial gas heater failed).
- We have not had to increase Group Fees, Fundraising/Volunteering levies and Building Fund contributions for five years.
- We have substantially and consistently provided subsidies for scouting activities (over \$5000 in direct funding in 2015 alone).
- Some of our facilities have been refreshed and upgraded – most recently the back veranda.
- We have been successful in obtaining external grants (\$1200 from Telstra and \$7000 from the ACT Government) to support our activities and enhance facilities.

The recent break-in and destruction at the Lake Tuggeranong Sea Scouts Group and an earlier malicious damage event at LGSS (boatshed) are good reminders to re-examine security for our scout hall and boatshed.

Membership

JOEYS	CUBS	SCOUTS	VENTURERS	ROVERS	TOTAL YOUTH	TOTAL LEADERS	TOTAL YOUTHS ADULTS & LEADERS
18	43	49	15	~20	125	14	138

- As at 26 March 2016. Note, Rovers are not part of LGSS

Principal Assets

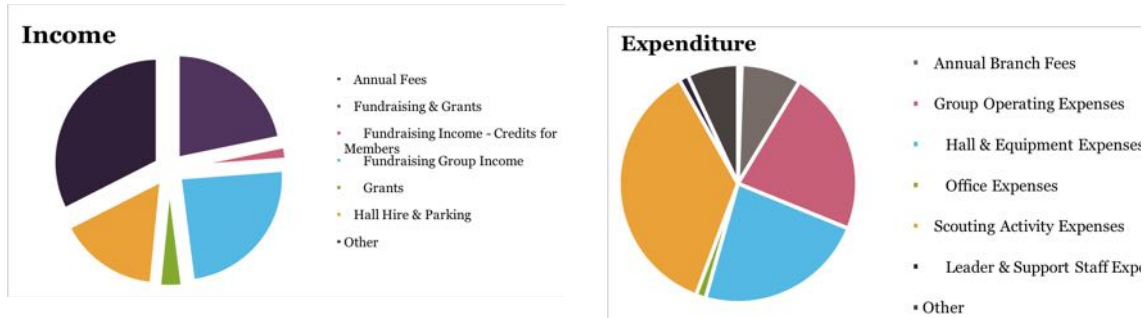
Spending since August 2012:

\$20,512.85	Scouting Equipment
\$20,201.20	Trailers
\$6,097.28	Boats, Canoes, PFDs, paddles
\$92,871.41	Scout Hall & Boatshed

Assets Held are valued at \$1.385 million (not including the Scout Hall building)

Annual depreciation is approximately \$34 000 without the hall.

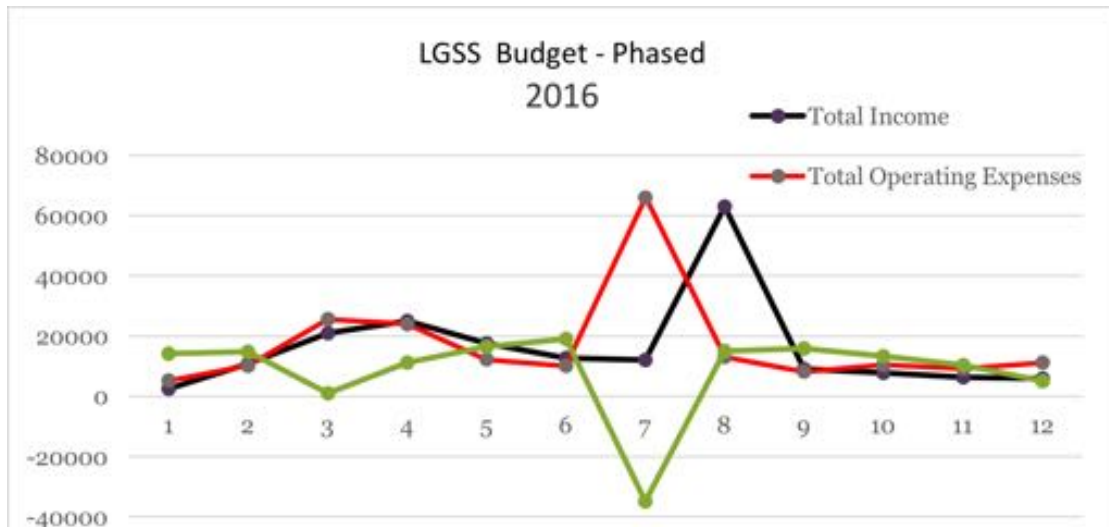
Operating Funds



Risks

- Our income from hall hires (and parking) is substantially reduced.
- If more than one major critical breakdown incident requires remediation (eg the hall heating and major structural repair not covered by insurance.
- Substantial increases in the cost of utilities, insurance, security or cleaning costs.
- Faster than expected degradation of equipment.
- Poor financial and asset management.
- Numerous insurable incidents that are below the substantial (\$2500 for property) 'excess' thresholds.
- Substantial loss of a number of scout leaders.

- Substantial loss of management expertise amongst leaders and the Group



Support Committee.

Above is the phased (month-by month) budget for 2016. It shows the cycle of income (when we expect to receive fees, grants, fundraising income), expenditure cycle (Branch Fees, insurance, etc) and our trading balance throughout the year.

Note that we will be dipping into our Sinking Fund (approx. \$30 000 currently) to ensure that we can meet our financial obligations. You will notice that the budget for 2016 will be in deficit by \$12 000 if all current projects are approved. The projects total an estimated \$15 000 and it is expected that only one or two may be able to be approved this year to stay within budget.

Hall Hire and Parking

Income from hiring our hall and parking spaces generated almost \$40 000 income in 2015. We are fortunate to have a number of permanent users of the hall, some who have been with us for over a decade. These groups provide a steady flow of income and look after the facilities as their own. Of note is the Irish Dancing Group which is fundraising to help us pay for the new flooring.

We have budgeted a reduction of income from this source for 2016 as we lost a long-term hirer late last year and our parking spaces have not been in as much demand with some organisations moving out of Belconnen.

A more detailed report from our current Hall Managers (Cherryl and Andy) is attached.

Fundraising

Fundraising is an on-going activity but our two major sources are the Hall Markets and the Harness Racing catering. The latter is run largely by the Venturers to support the Lombok Project work but it would be remiss of me to not acknowledge Mickey Coppin who has been coordinating this activity for several years.

The Hall Markets generate around \$7000 per year and enables participating families to offset credits against scouting activities and fees. Several scouts whose families regularly volunteer effectively paid for their Scouts to attend the last Jamboree. Guy Thomson has been organising this activity and he may still be looking for people for the first Sunday in April!

Of course fundraising is about more than the money as it allows adults and youth members to work together for a common cause.

Without the income from the Hall Hire and parking, fees for every youth member would be another \$400 per year. Without the other fundraising, several youth members could not attend major scouting activities.

Belconnen Master Plan

Our submission to the Belconnen Master Plan was well received and the planners recommended a follow-up study to determine the future needs of LGSS. This is important as access to the lake and lake foreshore areas are critical to our operations.

Lease

In June this year our current lease will lapse. With the assistance of Steve Rowley, we have started the process of collecting most required documents and are in a good position to renew our lease. There will, of course, be a cost to LGSS for this process (it is in the budget).

The Future

As always, the challenge for LGSS will be to attract the right people for the right jobs in LGSS. I have already mentioned that the Scout Section is under pressure and that we will need additional leaders to manage the large numbers in Scouts and seeking to enter that section over the next 12 months.

The Cub Section is similarly popular.

Apart from leaders, additional equipment may be required and the current 'yet-to-be-approved' list of projects in our 2016 budget reflects this. The Group Council will, no doubt, respond by coordinating activities across all sections to make the best use of our resources.

Our boats are being gradually refreshed and we should acknowledge Victor Briscoe's work (with the assistance of others) to develop a fleet management plan that will enable the delivery of the maintenance, refresh and enhancement of our boat fleet and associated equipment.

There will also be pressure on facilities but these should be manageable.

Our continued engagement with ACT authorities is essential to ensure that LGSS obtains the best possible 'deal' from future Belconnen planning and development.

Ensuring that scouting remains affordable and safe requires LGSS to continue to work with community groups and others to maintain their support. Our hall is a valuable asset and generates the biggest income stream for the Group, much of it from our long-term partners. These groups are also amongst our strongest supporters when we approach the government to put our case.

Special Mentions

LGSS relies on a large team of nearly 400 people. At the core are the 125 youth members and their families. The leaders would struggle to do their job without the help of parents and a special group – the Lake Gin Rover Crew. Some of these young men and women add their experience, enthusiasm and energy and allow our leaders to plan activities that might otherwise not be possible.

All our leaders should be congratulated on their ongoing efforts but this is an opportunity to acknowledge two outstanding leaders who had no children in LGSS and who have left LGSS:

- Tim Kirsopp (aka Ikki) became a Cub Commissioner during the year. Most of our Rovers, Venturers and Scouts would recall the solid grounding they received from their energetic Cub leader, Ikki. Tim always delivered a demanding and exciting programme and we hope that he will spread these talents to other Cub packs in his new role.
- Tom Dowsley (Lankey) made the Scout Section even more exciting than it had been. His understanding of the Patrol System and ability to implement this will stand the Scouts who were lucky to serve under him in good stead for many years. We hope that he has found a great group in Perth.

Throughout the year we acknowledged a number of our members for their efforts in serving LGSS. Guy Thomson, Alex Farrow, Allan Williamson, Denton Bocking, Andy Rayner, Rob Morris and Mickey Coppin are just some of quiet achievers.

Finally, I would like to acknowledge the very dedicated Group Support Committee members (both current and others who have served over the last few years and who remained diligent and focussed throughout the year. Without the vision, drive, diligence, flexibility and effort by this group we may not be in the sound position we find ourselves in today. All offered their considerable skills and countless hours of effort to ensure that LGSS has a sound base from which to deliver scouting in Belconnen well into the future.

To those members of the Group Support Committee who will not be continuing, we wish you all the best for your future endeavours while wishing those who follow all the best.

Klaus Felsche, President

Group Support Committee

Attachment:

1. 2015 Hall Management Report

Hall Report for the 2016 AGM

1. 2015 was a very successful year for LGSS hall hire, raising \$38,602 for the scouts.
2. Of this amount, \$7,280 was from hiring out the parking spaces. As Swimming Australia moved to Melbourne in April 2015, and quit their lease after more than 10years, this was quite a good result. It is, however, down from the \$10,800 parking revenue from 2014. The revenue will likely be decreased further in 2016.
3. Offsetting the decreased revenue from parking, the casual hall hire was \$10,927 up \$2000 from 2014.
4. More importantly, the regular hirers have increased from 3,(Irish dancers, Fei Health and Morris Dancers).In 2015,we have added Silver Treads (60+ tap dancers) on Monday morning, Alzheimers Australia on Thursday mornings and Taoist Tai Chi started on Friday mornings in December. Bubandme also trialled in December on Wednesday morning and have decided to continue.
5. Unfortunately we have lost Fei Health (Monday nights) after more than 10 years and the decision and then subsequent retraction of moving the Cubs to Tuesday night.
6. The hall hire shares a dual purpose of providing valuable income for the scouts and is an important resource for the community. This is consistent with the property lease.
7. The tidiness of the hall is paramount with the increased use of hall during the day.
8. The upgrade of the deck in 2015 has been a great asset. As part of the deck upgrade the flagpole had to be moved. The new flagpole was positioned in a position that optimises the open space, carpark and hall spaces and was constructed as part of the 40th Anniversary celebrations. A grant from Telstra, donations from Boral Australia and voluntary labour made the construction of the new lag position possible.
9. Also, the hall cupboard doors were all reinforced and painted. The disabled and women's toilets were also painted. A paper towel dispenser was installed in the men's toilet. All improvements benefit both hirers and scouts.
10. The gas heater was repaired at the end of 2015. The replacement of this heater needs to be programmed and budgeted for in the future as parts are becoming difficult to procure and breakdowns are becoming more frequent.
11. The winning of a grant from the ACT government for a flooring upgrade in April will be most welcome.
12. The kitchen is tired after 16 years and should be listed for a replacement.

Cheryl Bocking/Andy Rayner

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2016 GROUP LEADER'S REPORT



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2016 TREASURER'S REPORT



Treasurer's Report

As Klaus mentioned in his President's report, 2015 has been a year that has seen the realisation of several years of strategic planning by the Group Support Committee. In terms of the group finances, 2015 has been another very successful year.

Our total income for the year reached \$112,621.33. Subtracting \$18,132.25 (fundraising costs and registration fees) and \$68,767.81 (operating expenses) to give us a net profit of \$25,721.27 which is slightly up on the 2014 profit.

Current Balances (as at 26th March 2016)

LGSS Online Saver (Sinking Fund)	\$30821.55
LGSS Trading Account	\$27,967.53
LGSS Venturer's Account	\$13,175.06
LGSS Venturer's High Interest Account	\$4,476.55
Venturer's Credit Card	\$900.03
LGSS Cubs	\$1,726.80
LGSS Joeys	\$317.00
LGSS Scouts	\$3,278.99
LGSS Boat Committee	\$1,939.17

Income

Fees

Branch Fee Component (incl insurance)	\$13,471.64
Volunteer/Fundraising Levy	\$8,236.47
Building Fund	<u>\$3,370.49</u>

TOTAL \$25,078.60

Grants

Telstra Grant (40th Birthday Celebrations) \$1,200.00
2016 Sport and Recreation Grant Program (new floor in April 2016) \$7,700.00

I would like to move a vote of thanks to Theo Karner for his time and expertise in preparing and submitting both these successful grants and other grants.

Fundraising

Other \$894.30
Hall Markets (includes \$3,150 in fundraising credits) \$6,300.00

I would like to move a vote of thanks to Guy Thompson who has co-ordinated the roster for the Hall Markets during 2015. Thank you Guy for your valuable contribution to raising funds for LGSS.

Hall Hire & Parking

Hall Hire \$30,952.75
Parking \$6,660.00
Fundraising Total \$44,807.05

I would like to move a vote of thanks to Cheryl. The number of hours Cheryl has devoted to co-ordinating hall hire (both long term and casual) and parking are far too numerous to count. Cheryl's work has raised almost \$37K in funds throughout 2015. Without these funds, fees would be much higher and as a Group Support Committee we would not be able to support the Youth Program at LGSS to the extent that we have.

Expenditure

Major expenses of note:

- Branch ACT Registrations \$17,471.00
- The purchase of 3 x New double Boat trailers were finalised in January 2015 \$13,464.00
- Six of the older trailers (incl. the camping trailer) have been updated and are now reliable and safe to use. \$2,417.00
- Purchase of Corsair Sailing Boat \$2,000.00
- Repairs & Maintenance (including Rear Deck) \$8,160.31
- New tents \$2,730.00

Scout Activities supported by:

- Caravan of Cubage (Ballarat) \$1,000.00
- Jamboree
 - Equipment & Activity subsidies \$2,380.21
 - Leaders subsidies \$1,595.00
- Leaders Professional Training \$2,437.00

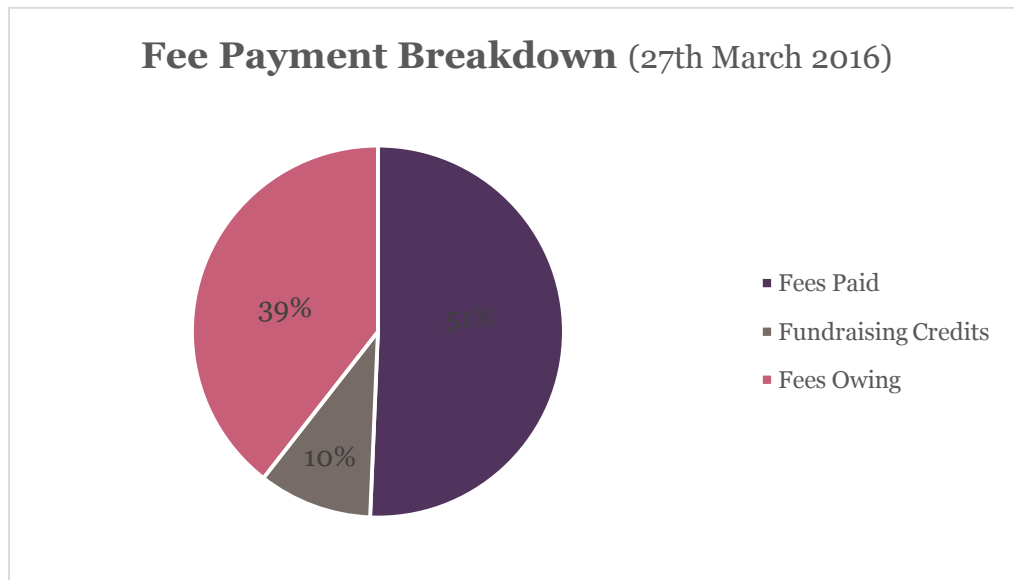
Future Expenses

- At least 2 new boats (Pacers) \$20K set aside for boats in 2016 budget
- New floor (April) (\$7.7K ACT Govt. Grant + \$1K Dancers) \$15,936.37
- Branch Fee will be due in July (139 group members x \$148) \$20,572.00

Current Fee Invoices Payments

Payments for the majority of the current fee invoices were due a fortnight ago. As of the 27th March, 39% off fees were still outstanding. Late fee payment has been an ongoing issue for the group over a number of years. The Branch fee component of the LGSS fees pays for insurance and other key services. This means, currently there are ~ 39% of our youth members who are non-financial and therefore not insured and are therefore unable to participate in scouting activities. A variety of support mechanisms are available for families who have difficulty meeting their fee obligations including payment via regular

instalments. Families paying by this method are considered financial. Families who have not paid their fee invoice should seek assistance through the Treasurer, President or Group Leader at their earliest opportunity.



We have been advised by branch that Branch fees will increase from \$148 to \$152 for the 2016-2017 financial year.

The Group support committee has decided to leave the Group fee at the same level for the fourth year in a row. This is made possible by:

- The extra income that we receive through fund-raising, Hall Hire and Parking income.
- Maintaining a conservative debt structure.
- Relying on the voluntary assistance of the parents and carers throughout the year to maintain facilities through working bees etc.

It has been a huge privilege to be part of such a hard working group support committee over the last three years. From a Treasurer's point of view I would particularly like to acknowledge the support from



Janette (Membership Registrar) and Klaus as President and Vice Treasurer. Your advice, assistance and boundless knowledge of Xero has made the job of Treasurer in such a dynamic Scout Group far less daunting and far more manageable.

To the incoming Group Support Committee, I wish you all the very best as you settle in to your new support roles in 2016.

LAKE GINNINDERRA SEA SCOUT GROUP

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2016 BUDGET



LGSS Budget 2016
Lake Ginninderra Sea Scouts

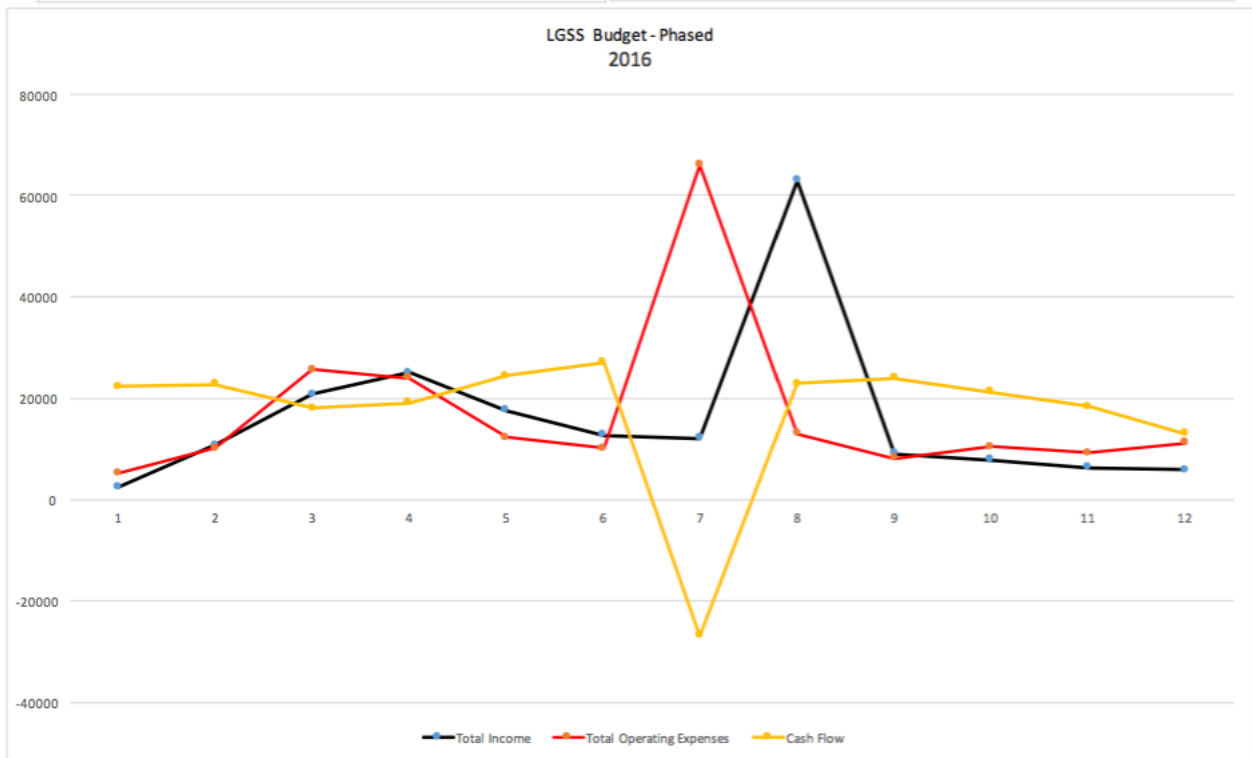
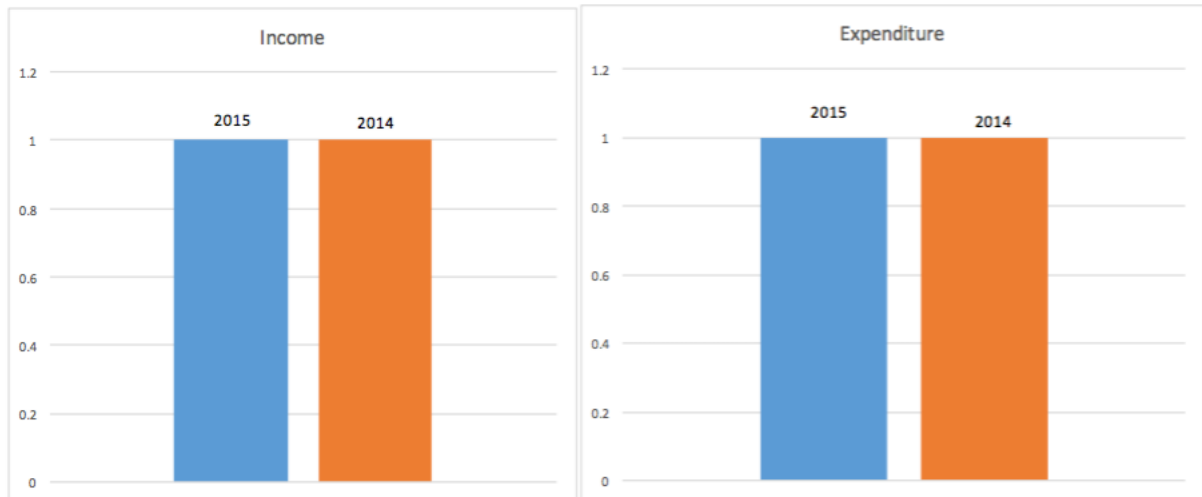
	2016	Previous Years - Actual and Audited		Notes
		2015	2014	
Income				
Interest Received	\$400	\$553	\$444	
Miscellaneous Income		\$297	\$3,127	
Fundraising Levy collected	\$9,500	\$8,236	\$8,118	
Group Fees	\$5,700	\$3,826	\$5,532	
Joining Fee	\$0	\$0	\$54	Abolished 2014
Registration Fees - current	\$16,720	\$13,472	\$17,238	
Registration Fees - Previous years	\$0	\$0	(\$170)	
Building Fund	\$3,000	\$3,370	\$3,461	Tax Deductible for parents
Section Fees	\$7,380	\$850	\$732	Subs - now collected through Annual Fees
Donations & Gifts	\$0	\$390	\$6	
Fundraising Income - Credits for Members	(\$4,000)	(\$3,559)	(\$3,745)	Funds held in trust for members
Fundraising	\$7,000	\$7,194	\$9,438	Main activity: Hall Markets
Fundraising Special Events Scouts		\$3,292	\$0	
Fundraising Special Events Cubs		\$0	\$1,500	
Fundraising Special Events Venturers	\$40,000	\$5,100	(\$331)	
Grant Income - Corporate	\$7,000	\$1,200	\$0	2016 Floor Grant
Group Hall Hire - Hall	\$25,000	\$30,953	\$24,974	Reflects loss of Fei Health
Group Hall Hire - Parking	\$6,000	\$6,580	\$10,732	Reflects loss of Swimming Australia
Scouting Activities Income	\$70,000	\$25,294	\$40,349	Reflects Lombok Project
Total Income	\$193,700	\$107,049	\$121,457	Accounting change reflected with section fees
Expenses				
Miscellaneous Expenditure	\$500	\$462	\$5,554	
Uniforms	\$600	\$600	\$300	
Joining Fee Expense	\$0	\$0	\$140	Abolished 2014
Registration Fee Expense	\$16,720	\$17,471	\$18,324	
Bank Fees & Charges	\$200	\$237	\$295	
Fundraising Costs	\$1,000	\$769	\$1,639	
Group Operating Expenses	\$1,500			
Bad Debts	\$2,000	\$0	\$275	Unpaid membership fees
Badges & Books	\$3,000	\$2,911	\$1,300	
Badges, Tapes, Awards (from Branch)	\$100	\$123	\$1,023	
Leader Fee Expenses	\$2,128	\$1,743	\$2,869	
Security, Fire & Safety	\$400	\$330	\$330	
Sinking Fund Provision (3.5% of Depreciation)	\$12,000			
Cleaning & Waste Removal	\$7,000	\$0	\$2,684	
Electricity	\$2,500	\$2,337	\$1,818	
Gas	\$2,500	\$2,495	\$1,971	
Insurance - Building & Contents	\$3,000	\$3,012	\$3,062	
Repairs & Maintenance	\$8,000	\$8,053	\$2,579	
Telephone & Internet	\$1,100	\$1,007	\$780	
Water & Sewerage	\$1,000	\$901	\$1,443	
Accounting	\$700	\$0	\$616	Audits, Xero costs
Insurance - Marine	\$900	\$864	\$871	
Insurance - Motor Vehicle	\$150	\$145	\$151	
Stationery, Postage & Printing	\$1,000	\$568	\$2,086	
Sailing Boat Enhancement & Maintenance	\$20,000			Special Project 2016
Projects - Approved	\$18,000			Flooring
Projects - Pending	\$15,500			
Scouting Activity Expenses	\$70,000	\$30,424	\$42,028	Reflects Lombok Project
Camping & Outings Expenses	\$1,000	\$1,030	\$0	
Camps & Outings	\$1,500	(\$1,626)	\$0	
Consumables/First Aid	\$200	\$115	\$0	
Fuel and vehicle costs	\$1,500	\$1,168	\$1,409	
Section Fees	\$7,380			New item - part of annual fees
Training Expenses	\$2,500	\$2,437	\$4,859	
Volunteers Travel and Other Expenses	\$100	\$10	\$0	

Total Operating Expenses	\$205,678	\$77,587	\$98,403
Net Profit/Loss	(\$11,978)		Loss if all non-approved projects are funded

Budget Notes:

- 1 There is a planned budget over **\$12,378** assuming all proposed projects are implemented.
- 2 Proposed projects are estimated **\$15,500** Unless additional income is generated, funding for optional projects is limited to \$3000
- 3 The annual repair and maintenance: **\$8,000** This is phased evenly over 10 months of the calendar year.
- 4 The Sinking Fund will receive **\$12,000** This represents only 30% of the annual (non-building) depreciation. Underspenders should supplement the Sinking Fund.

Projects	Title	Scope	Proposed	Status	Approved
Flooring		LGSS Component	0	Approved Grant \$7000	18000
Hall Cooling		Fans ?	5000	proposed	0
Kitchen IKEA		LGSS Component	1000	Submission end Feb	0
Trailer Maintenance		Safety maintenance	1500	proposed	0
Toilet Cisterns		Replace existing with robots un	3000	proposed	0
POL Storage		Fuel/gas storage cage	2000	proposed	0
Combination Trailer		Cargo/Canoe Box trailer	3000	proposed	0



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2016 - 18 GROUP PLAN



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2016 FEES SCHEDULE



Membership Fees – 2016

Ordinary Members

<u>Fee</u>	<u>1st Child</u>	<u>2nd Child</u>	<u>3rd Child</u>
ACT Branch Fee*	\$152	\$152	\$152
LGSS Group Fee	\$70	\$50	\$15
LGSS Volunteering / Fundraising Levy	\$150	\$0	\$0
LGSS Building Fund Levy	\$50	\$0	\$0
Section Fee/Subs (Joeys)	\$60	\$60	\$60
Section Fees/Subs (Cubs)	\$40	\$40	\$40
Section Fees/Subs (Scouts, Venturers)	\$80	\$80	\$80

Active Committee Members

<u>Fee</u>	<u>1st Child</u>	<u>2nd Child</u>	<u>3rd Child</u>
ACT Branch Fee*	\$152	\$152	\$152
LGSS Group Fee	\$10	\$0	\$0
LGSS Volunteering / Fundraising Levy	\$150	\$0	\$0
LGSS Building Fund Levy	\$50	\$0	\$0
Section Fee/Subs (Joeys)	\$60	\$60	\$60
Section Fees/Subs (Cubs)	\$40	\$40	\$40
Section Fees/Subs (Scouts, Venturers)	\$80	\$80	\$80

Leaders' Children

<u>Fee</u>	<u>1st Child</u>	<u>2nd Child</u>	<u>3rd Child</u>
ACT Branch Fee*	\$152	\$152	\$152
LGSS Group Fee	\$10	\$0	\$0
LGSS Volunteering / Fundraising Levy	\$0	\$0	\$0
LGSS Building Fund Levy	\$50	\$0	\$0
Section Fee/Subs (Joeys)	\$60	\$60	\$60
Section Fees/Subs (Cubs)	\$40	\$40	\$40
Section Fees/Subs (Scouts, Venturers)	\$80	\$80	\$80



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SCOUTS AUSTRALIA RULES AND SCOUTS ACT GUIDELINES: GROUP SUPPORT COMMITTEES



Scouts Australia Rule: R4.7 GROUP SUPPORT COMMITTEE

1. Each Group shall have a Group Support Committee established and operating in accordance with Branch procedures to provide such support and resources as the Group may require.
2. The Group Support Committee is not responsible for the training of uniformed members, which is the responsibility of the Group Leader.
3. The Group Leader shall be a member of the Group Support Committee.
4. A Group which consists only of a Rover Crew is not required to form a Group Support Committee.
5. The functions of the Group Support Committee are to:
 - Ensure that the Group has adequate funding to enable it to provide high quality programs to the members at an acceptable cost
 - Ensure that proper records are kept and that all funds are accounted for in accordance with Branch procedures and statutory requirements
 - Arrange and provide suitable accommodation to enable the Group to carry out its training program
 - Provide and maintain equipment required by the Sections of the Group in liaison with the Group Council
 - Assist the Group Leader to recruit, retain and support leaders for all Sections of the Group
 - Recommend the appointment of a Group Leader, in accordance with Branch procedures, to be the senior leader of the Group, and carry out the functions prescribed in Rule R4.4
 - Ensure that all persons in direct contact with the youth members of the Group are of exemplary character and are fit and proper persons to carry out their role of leading young people
 - Assist the Group Leader with the implementation of the Group plan and receive reports on progress



- Assist members of the Group to secure and maintain employment
- Establish and maintain good relationships with other community organisations and community leaders generally
- Convene an annual meeting at which the audited financial accounts of the Group and the annual reports of the Group Leader and the Group Support Committee are presented. Also, for the Group Leader to advise of the appointment of office bearers for the next period.

R4.8 GROUP FINANCE AND PROPERTY

1. Group property, including real estate must be vested in the name of the Branch of Scouts Australia in accordance with Branch rules.
2. Subscriptions, paid by Section members for meeting the specific needs of the Section, will be held in the Group bank account with appropriate delineation and made available as required by the Group Support Committee in consultation with the Group Council.
3. Money received on behalf of a Rover Crew or a Venturer Scout Unit may be held in a Section bank account and administered by the Crew or Unit concerned.
4. The accounts of Section funds, regardless of separate banking arrangements, will be consolidated in the annual audited financial accounts of the Group.

Scouts ACT 7.1 - GROUP COMMITTEE GUIDELINES

P & R R4.7 sets out the functions of the Group Committee. The following statement sets out the practices in the ACT Branch. The *Group Leader and Group Committee Handbook* also contains valuable advice.

In many cases, all members of a Group Committee are parents of *Scouts*, but it is worthwhile to endeavour to attract people from a wider field and, in this way, to obtain the help of people other than those immediately connected with the Group.

The Group Leader must be the only uniformed member, but must not be chairman. Parents who are also Leaders do not become members of the Group Committee, for this can often cause conflict.

The Group Leader occupies a position of adviser to the Committee with a power of veto which may be exercised to keep the activities of the Committee in accordance with the rules of the Association.

APPOINTMENT

Members of a Group Committee are appointed or retired by the Group Leader. In the case of sponsored Groups after consultation with the sponsoring authority.)

OFFICE BEARERS

President

The duties of the President are to take the chair at all meeting of the Committee and to lead the Committee in its general function of assisting the Group Leader.

Secretary

The duties of the Secretary are to call the meetings of the Group Committee, to draw up an agenda for each meeting, to keep minutes of each meeting and to distribute copies, to receive and answer correspondence at the direction of the Committee.

Treasurer

The duties of the Treasurer are to keep a true and proper record of the finances of the Group and to present a financial statement at each meeting of the Committee. Group Committees may have considerable amounts of money pass through their hands in a year.



With the exception of Venturer Units noted below, all money received by or on behalf of a Group or any Section of a Group, must be paid into a Bank, or other similar account in the Name of the Group operated by a minimum of two signatories. (See Policy statement 4.1 on Financial Management).

Venturer Units are permitted to operate their own account, but their books must be available for inspection by the Treasurer and Auditor, and included in the annual return. Although they are included in the Group bank account and annual return, it should be noted that ‘subs’ collected by a Section are administered by that Section and are not at the disposal of the Group Committee. (P & R R4.8(2)). The Group funds are administered by the Group Committee acting in consultation with the Group Council.

Auditors

A copy of the annual financial statement of the Group, duly certified by the auditor (an independent and responsible person) must be submitted to the Branch Office within three months of the end of the Group’s accounting year which is 1 January to 31 December.

Publicity Officer

The duties of a Publicity Officer include collecting information for, and editing the Group magazine, and passing relevant copy to the Branch Public Relations team. (See Policy Statement 5.1 on Public Statements).

Quartermaster

The duties of the Quartermaster are to keep an accurate inventory of the Group property, to check out and return in all Group equipment and report to the Committee on repairs or replacements needed. An accurate assessment of value is required for insurance purposes.

Other positions with specific responsibilities can be added as required by the Group.

Group Financial Management

(See also Policy statement 4.1 - Financial and Asset Management)

It is good financial practice for Group Committees to develop and adopt a budget for each financial year (the calendar year) so that commitments can be foreseen and plans made to raise the necessary income.

Many Groups adopt the practice of setting a per capita annual Group fee (usually



modified for multi- member families) to cover basic outlays such as hall maintenance, insurance and electricity and water charges; and rely on fund-raising efforts for other expenditure such as the purchase of equipment. It is, however, for the Group Committee to decide its own strategy in this matter.

In general, Scouting practice is for activities to be self-supporting; that is a fee is charged to those participating which just covers the costs involved. On rare occasions the Group Committee may agree to undertake special fund-raising to subsidise attendance at National or International events. (See also Policy Statement 4.2 - Reimbursement of Expenses).

MEMBERSHIP OF THE SCOUT ASSOCIATION

All members of Group Committees are members of the Association and, as such, are bound by the rules and policies of the Association. This applies to all the activities of the Group Committee and its members when acting in the name of, or on behalf of, the Association.

MEETINGS

It is important that the Group Committee meets on a regular basis, usually once a month.

ANNUAL MEETINGS

It is necessary also for the Group Committee to hold an Annual Meeting and, according to Branch practice, these are generally held between February and the end of April each year. All parents of members of the Group, Leaders, friends, District and Region staff, and a Branch representative are generally invited and every effort should be made to ensure that this meeting is one of the highlights of the Group's year. A typical agenda would be :

AUTHORITY

This policy statement was approved by the Branch Executive Committee on 24 March 1993 and amended on 25 June 1997.