

1st Port Coquitlam Scouts Group Committee Meeting

Feb 16, 2017 – Minutes

Attendees: Sheena Webber (Group Commissioner), Rob Clayton (Group Treasurer), Darren Krell, Ashton Ramsay, Staci Happell (Acting Group Secretary)

1. Scouter's Silence
2. Minutes from January Group Committee meeting (approved)
3. Finance Report – Rob Clayton
 - See separate report.
 - January bottle drive raised approx \$1,100
 - Coffee fundraiser raised \$408
 - Budgets received from Beavers, Cubs and Venturers – still waiting for Scouts
 - Reminder that all Group Committee positions are available for anyone to fill - required to qualify for gaming money.
4. Registration – Sherri
 - Registration fees paid to Scouts Canada
 - A couple of Cub registrations are still pending
5. Section Reports
 - a. Beavers – Staci
 - Hyde Creek Sleepover and Beaver Bowling were both well attended. Been working on Beaver Buggies. Transit tour and spring sleepover/camp upcoming.
 - b. Cubs – Darren
 - Snowshoeing was cancelled due to a lack of parent response. Worked with GPS in the snow - thanks to Jan for getting the GPS units from Jamie's. Went climbing at Base 5. Will be joining with the Scouts at their meeting for remainder of month to work on Cub Cars. Science World upcoming.
 - c. Scouts –
 - Working on camp prep on night meeting held
 - d. Venturers – Ashton
 - RoVent had 2 youth, 2 Scouters attend. Planning on the Skate Room on March 1. Planning a Chilliwack camp in April..
6. Other Business
 - a. Fundraising
 - Bottle Drive - Raised approx \$1,100. Next bottle drive April 2.
 - Coffee – Raised \$408
 - Going to try running it every month passively - any orders need to be in by the final meeting of each month with delivery for the next week.
 - Push the sales in November (forms out to each youth)
 - Chocolates – Purdy's and Charlie's are offering the same profit margin - preference to go with Charlie's as they are a local company. Sheena is looking into the paperwork
 - b. BP&P
 - No checklist or hardcopy of COAA submitted by Scouts for the camp this weekend
 - Still haven't received a budget from the Scouts - being requested for the third time

- Area Commissioner say all forms (COAA, Safety Checklist, Emergency Plan, Out Of Country/Cat 3-if applicable) need to be in a minimum of two weeks in advance of any planned activity.
 - Each section needs to maintain Sign In Sheets, an Emergency Plan for each meeting location and Physical Fitness Forms for each member. As the printouts from MyScouts are sometimes questionable it's recommended to have each parent fill out a separate Physical Fitness Form.
 - No pets are allowed at any Scouting event unless permission is received from all participants and/or their parents - especially needed for our group as their are youth in 1st PoCo with pet allergies.
- c. 70th Birthday
- Tabled to next meeting with a request for suggestions on ways to celebrate
- d. Group Car Rally
- Last Tuesday before Spring Break at Hazel Trembath
- e. Storage
- Fees for Imperial (locker) due in April, Meridian (trailer) due in August
- f. Wrap-up Picnic
- Possibly fold the picnic and swim-up into Year End Camp - to be decided after camp plans are finalized
- g. Year End Camp
- White water rafting trip/camp being investigated as a possibility - Darren and Sheena looking into options
- h. BP Dinner – Feb 19, Wilson Centre
- Concerns about Scout attendance as they are camping that weekend
 - No formal entertainment scheduled - each section Scouter to bring one activity for entertainment
 - Group to supply two lasagnes and juice - Staci to pick up
 - Randi will be providing a cake
- i. Communications
- Newsletter will be sent out each month within one week of the Group Committee meeting
 - All section updates need to be supplied to Ashton by each group meeting
- j. Rentals
- Some confusion regarding snowshoe and canoe availability and rental costs. Need to check with Jan regarding current details
 - Contracts for rentals to be made available on our website as well as a booking calendar
 - Need to have 2 people designated in charge of rentals and reporting
7. Area
- o PQA - every section needs to fill out the form and get it into the Group Commissioner every three months
 - o Area Safety
 - a. Emergency Escape Plans for each meeting location need to be sent to Sheena ASAP as well as being posted in each location
 - b. Accident Report Forms - need to be used more often, with more detail and pictures. Can cover us from issues that may develop further along. Also use for any property damage over \$500 - if in doubt, fill it out

- Inventory Lists - each group should have a complete inventory list of all assets available
- Recognition - Need to make sure everyone is receiving all the recognition they are eligible for - years of service, thank yous for both groups and individuals, etc
- Respect in Sports Training - will cost \$30 per Scouter - all registered Scouters need to have it by Aug 31st to remain active - possibly do a group training night?
- NOLB - becoming more user friendly
- Canadian Path review/checklist to be completed for each meeting

Next meeting March 8 at 7:30 pm in the Mary Hill School Library