
Student Scout and Guide Organisation

SSAGO Committee Meeting

28th October 2000, 24th Abingdon HQ, Dry Sanford

Meeting opened at 11:19

1. Introduction

Alastair Hutchinson Chair

Caroline Banks Secretary

Keira Stoble Members Officer

Pam Teulon Treasurer

Diccon Booth Publicity Officer

2. Apologies

Jo Hobbs (*Guide Association*)

3. Minutes of last meeting

Agreed as a true record of the previous meeting.

4. Matters Arising

Keira : The SSAGO publicity leaflet was thrown together but seemed to be well received at the Gilwell reunion. The postcards were also well received and there are many of both left for members of the committee to circulate. However, it is felt that the leaflet could be better written and would better help people looking for clubs if a list of locations of clubs was included within the leaflet. Keira feels as though there is enough work for the members officer already and perhaps responsibility for the SSAGO leaflet could be transferred to another member of the committee. It was agreed that the responsibility would be transferred to the secretary.

Action Caroline

The web site is now working but several of the committee wonder if there could be a better way for queries to be handled. A lot of the queries that come to Keira are simple 'Is there a club at.....' Perhaps a map could be put on the web page with spots where each of the clubs are. This may help to reduce the amount of time that Keira spends answering simple queries. Diccon agreed that this was certainly a possibility and will look into it as a replacement for the regions page, which is no longer used. In future Keira will send a hyperlink to the map page and email address to all such queries.

Action Diccon

Changes still need to be made to the web page to make it more user friendly. A title such as 'Find a Club' will be added to the front page to encourage people to be pro-active in finding a club.

Action Diccon

Keira needs to know whether the queries received on the web page are from students or non-students as she has different letters that she sends out for potential student members or associate members.

Action Diccon

SSAGO news is to go to print on Wednesday. At the moment there are no adverts for upcoming international events. None of the committee have received any so it was agreed that it would go to print without. The committee looked through the draft of SSAGO news and it was agreed that it should have some sort of cover, would be printed black on white, and that it was a good example of SSAGO news. One copy will be sent to each club, one to each Indie and the spares will be taken to the rally. An electronic version will also be put on the web page.

Action Keira and Diccon

There has been much correspondence from people who are not students but would like to help SSAGO students in any way they can. Keira is not sure how we can best use these people. It was agreed that we would send these people a copy of SSAGO news and enclose a list of people in their area who have got in touch with SSAGO about setting up a group. Depending on how these people respond an advert could be put in Scouting and Guiding magazine to ask for any other such volunteers.

Lost Clubs: There are still many clubs that we know have been active within the last five years but we are no longer hearing from. Caroline went through the list she has to establish which are definitely active and will chase up the others.

Action Caroline

Keira has a list of how many members are Scouts, Guides etc. Anyone who would like to view the figures should contact Keira.

Herriot-Watt's fee will be waived for this year, as it is the first year they have registered with SSAGO.

Bangor have informed us that they have been experiencing some problems with their Student Union. Due to the fact that a previous SSAGO club at Bangor ran off with all the money. Alastair will talk to the SU in question and see if he can help to resolve this problem.

Action Alastair

Diccon is slowly managing to get all of the forms onto the web. He is also working on putting the information manual onto the web.

Indies: There are many places where we have had queries from more than one individual but they can not form a group at their Uni, as there are not enough of them to form a club by union rules. It was decided that there is no reason why these people can not form a SSAGO club, and as such will be covered by SSAGO insurance. Five was agreed as the minimum number of people needed to form an affiliated SSAGO group. Less than five people will be considered as Indies.

Caroline: The Scout and Guide Headquarters folders are almost ready for mailing. Dividers need to be bought, a copy of the leaflet and postcards should be included and a copy of the constitution as it stands should also be included. Once SSAGO news has been printed, a copy will be sent to be put into the folder.

Although the relations with Guide Headquarters are good, we are not sure who we have as a contact at Scout Headquarters. Caroline will chase up and get a definite name and contact number. Caroline will also find out if we have a permanent postal address at Scout HQ as we do at Guide HQ.

Action Caroline

Meeting suspended for lunch at 12:45

Meeting resumed at 14:13

Alastair: Although work has been done on the constitution it is still not finished. Alastair has used the Loughborough constitution as a model as he helped to write it so knows it is straight forward and easy to understand. A finished draft of the constitution is to be sent to the committee before the Durham rally. At the rally copies will be distributed to all clubs and they will be asked to submit comments by the end of December. Further revisions will be made in order for the final constitution to be presented at the AGM.

Action Alastair

Health forms: There is still some confusion as to the legal requirements of health forms. It is stated that health forms must be taken on all SSAGO activities and that another copy must be kept in a sealed envelope. Advice about how clubs should go about dealing with such matters is not a matter for the constitution but there should be something in the Code of Practice.

Action Committee

It was previously agreed that something should be added to the bottom of health forms to state that after the year of holding the health forms will be destroyed by appropriate methods. As most clubs now get their health forms from the web Diccon will add this change.

Action Diccon

Publicity: Jo Hobbs sent an email suggesting that we do a mail shot to Guides around the country. The issue was hotly discussed amongst the committee. Eventually it was decided that cost is a major factor in deciding whether we can manage such publicity or not. Depending on cost we would send out a glossier, purely information leaflet in February and a less glossy reminder in mid August. The August leaflet would also include a reply slip to inform SSAGO where the individuals were going to university. Alastair will contact Jo to find out how much the Guide Association will be prepared to help out. Keira will look into costs of various types of printing.

Action Keira and Alastair

Pam: We now have control of the Girobank account, which has over £4000 pounds in it. We do still owe CUSAGC the money they loaned us for the insurance and also for the punt but Pam will sort this out. The Yorkshire Bank still needs sorting but it is in progress. Pam is still not sure where we stand with the Alliance and Leicester account. Cutting down the number of accounts will help this not to happen again, and cutting down the number of signatories on the account will also help things to get resolved faster. It was suggested that three should be enough and it is easier to get three of the committee in one place at once than all five. Also it must be assured that the accounts, including all paperwork, will be handed over at the hand over committee meeting.

Expenses for the committee were then dealt with.

Diccon: Something has been brought to hi attention that none of the committee were previously aware of. All notices in Welsh Unis have to be bilingual or the originator is fined. Perhaps we can ask around and see if there is a way we can help as this applies to all SSAGO information that is sent out.

5. Any Other Business

Safety Training: There is a new legislation that requires qualifications to be obtained. To understand more about what exactly is involved there is a conference in London on 29th of November, which the assistant editor of Scouting Magazine asked if one of the committee would like to attend. Alastair will read through what has been sent so far and check if he can attend.

Email Lists: As they stand they are fairly out of date, and will remain so until the registration for ms have been received. The list will be updated on a two week basis as and when Keira forwards the new details to Diccon.

Action Keira and Diccon

Web Page: The changes proposed are to get rid of the regional page; put links to the committee emails on the contacts page; add a 'New User' page to help.

Meeting was closed at 17:04.

Next meeting provisionally to be held at Caroline's flat on 27th and 28th of January.