



Student Scout and Guide Organisation
Executive Committee
A Pub in Leicester
17/11/2007

Attendance

Darren Clowes	(DC)	Chairperson
Paul Thompson	(PT)	Secretary
Matthew Rawlings	(MR)	Members' Officer
Michael Walters	(MW)	Publicity Officer

1. Apologies for absence

Ilona Murray	(IM)	Treasurer
Girlguiding UK		
The Scout Association		

Agenda

1. Apologies
2. Minutes from last meeting
3. Officers Reports
4. Financial Report
5. Update on national reps
6. SSAGO telephone number
7. Website
8. Financial Problems
9. First aid working group
10. SAGGA returning officer
11. Publicity Material
12. Merchandise
13. AOB
14. Date of Next meeting

Extra meeting the following day

Witan, Finances and Merchandise

2. Minutes from Previous Meeting

passed as a true and accurate representation of the meeting

3. Officers Reports

Publicity

Kept the website up to date

written bumper book of mascots

made amendments to electioneering policy document to bring questioning back in

Members Officer

Written all the new membership forms

Treasurer

Not present

Secretary

held discussions with SAGGA with regards to the Witan fund

attempted to write SSAGO news although haven't received much to put in it at all

Written minutes from previous meetings

Written new accident and incident reporting forms

Chairperson

Wrote new policy documents for Data protection, Accident and incident recording, Child protection.

Written multiple forms for different things such as NAN and AAN

4. Financial Report

None as Ilona not present.

5. Update on national reps

Girlguiding UK have got a new lead volunteer who will deal with SSAGO, she is called Becky Brothel and is an ex-Cardiff SSAGO member which is good news.

6. SSAGO telephone number

We now have the new SSAGO phone number up and running its 08444780025 and has a number of different options so that all of the members of the executive can be contacted individually. There is also options for accident reporting. Unfortunately with the SSAGO number any voice mails left get sent via email to only one account, therefore it has been set up that any voice mails will be sent to the exec-AT-ssago.org.uk account therefore all of the exec can hear everyone's voice mail rather than once person listening to them all.

DC to action

7. Website

Minutes

Some of the minutes from the previous meetings have been put on-line whilst some have not, one of the problems been that some of the minutes haven't been approved and also have needed slight amendment. It is agreed that all future minutes when written will be watermarked as drafts until they have been approved at the next meeting at which point the watermark will be removed, **PT** to action

Policy Documents

The SSAGO pigeon policy document needs to go on-line as it was approved at the spring rally, this can be removed as and when the scout association or girlguiding have veto rights added back into the constitution. **MW** to put in on-line

Message board

With the policy document that went onto the message board the data protection one wasn't on-line it was actually the behaviour guidelines policy document. **MW** to check this in the future

Other problems

the exec label on the drop down menu still says 2006-2007, **MW** to update

8. Financial Issues

DC had been to Lloyds TSB to check if we were signatories on the account. MW hadn't submitted the form in time. MW to shred the old form and copies of the required documentation.

DC, PT and MR all went to Lloyds TSB earlier today to be made signatories, All financial information now going to PT for the time been until IM put onto the account

SSAGO haven't paid for its insurance since June due to not been signatories. **DC** to write a check from his personal account as it must be paid by next week.

2007 working group still hasn't been paid money out of the development fund, Although it is believed Michelle Foy sent check when she was treasurer, the check need to be located and or destroyed or cashed before a second one is sent. Defer the matter until IM present

9. 1st aid working group

The group still need appointing due to a very busy summer of scouting it wasn't possible to set up the group and give them enough time to research the issue. The group shall therefore be appointed by the end of this rally and will report back by the next reps meeting. Action **DC**

10. SAGGA returning officer

SAGGA want less involvement in SSAGO politics after the elections last year, this may require a possible constitutional change with regards to a SAGGA returning officer, however we do have a returning officer already appointed from SAGGA for the coming elections.

11. Publicity Material

MW has completed the poster and almost completed the flyer. **MW** to send the drafts about for approval on Sunday.

Leaflet needs finishing and more information need to be put onto it before the proofs to be sent for agreement.

All material needs to be put into Welsh as well, Action **MW**

12. Merchandise

Need to check with IM as to the where bouts of the exec hoodies and fleeces and also to check if it has been paid for.

With the last batch of clothing there were a number of quality issues as mentioned in previous meeting **ALL** to research other possible suppliers

13. AOB

Data protection

Due to the possibility of insurance claims against SSAGO it is decided that membership details event records and health forms are to be kept for 24 months instead of the current 12 so that we are covered in case of late claims.

Witan

lots to discuss on the subject and time left for meeting running short so the issue differed to the meeting prior to the full committee meeting tomorrow

Membership forms

The new membership forms have new columns to show whether our members are leaders or in the senior section of their organisation so that we have a better idea of where our members come from and what they do

14. Date of next meeting

18/11/2007 before the full committee meeting to run through with IM what has been discussed.

Next Full Executive meeting 16/02/2008 Tward Vale camp-site.

Follow up Meeting on the next day

Treasurer Officer Report

Sent out Merchandise

Organised all of the SSAGO @World Scout Jamboree merchandise

Looked after the organisations finances as usual

Summer of love to get a new cheque out of development fund

1st aid working group

We have a list of people interested **DC** to contact post rally to form them into the working group

Witan

A policy document will have to be written for the formation of an organisation group for Witan, this will cover the make up of the organisational group with their first task to research into the feasibility of it. It is decided that the group will be directly responsible to the SSAGO executive and they will be elected by them.

Time-scale for Witan

Policy document written by January

Policy document Accepted February

Nominations for people to work on the group by the end of February

Exec meeting 17/11/2007 Draft minutes awaiting approval

PT

election takes place before the ball

core team come back to SSAGO with recommendations as to location, size and activities at event, expected numbers etc. by the start of 2009

core team can then appoint sub committees and plan the event for 2011/12

As core team are unlikely to be students by the time the event comes around the executive or full committee will appoint a student representative each year.

PT to talk to SAGGA as to what involvement they want in the event, i.e. finances, staffing.

Merchandise Organisation

IM has had a few issues with sending merchandise out and has asked to co-opt someone to help her do it. Sam Robson of Aberdeen has agreed to help her. The full committee doesn't need to approve it as he has been appointed to a specific task of solely distributing merchandise as defined by 4.3.c of the constitution.