



**Student Scout and Guide Organisation  
Executive Committee Meeting  
Telephone Conference  
19<sup>th</sup> May 2008  
7.30pm**

**Present:**

|                    |                  |
|--------------------|------------------|
| Darren Clowes (DC) | Chairperson      |
| Emma Dean (ED)     | Secretary        |
| Mat Lewis (ML)     | Treasurer        |
| Paul Thompson (PT) | Members' Officer |

**Apologies:**

|                    |                   |
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| Heather Coupe (HC) | Publicity Officer |
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**Agenda**

1. Approval of minutes
2. Officers' Reports
3. Any other business

**Approval of Minutes:** Minutes from 8<sup>th</sup> March approved, signing deferred until the executive have a meeting where they are gathered in person.

**Officers Reports:**

*Publicity Officer:* Not Present

***Members' Officer:***

- Sent many emails to chase clubs over membership or CRB issues. There have been a few address issues with CRB forms that PT has sorted as well as liaising with DC concerning an adverse CRB return.
- PT apologised for a delay in the minutes from the last rally, an accident over the Easter holidays has held up progress on typing these.

***Treasurer:***

- Sorted the executive's merchandise bar two rugby shirts.
- Sent out all outstanding merchandise and emailed all members giving them until Weds 21<sup>st</sup> May to shout if they have not received merchandise, after this date no more requests will be taken to sort merchandise from last year.

- Accounts have been sent for auditing, **ML to email Claire (SAGGA secretary)** to chase this up as to date he has not received the paper to say they are fine and audited.
- ML is concerned as over around £300 that has recently appeared in the Development Fund account, PT believes this could be membership money from Exeter and Sheffield that he has mistakenly paid into the wrong account. **ML to email PT to sort this.**
- Finally sorted an issue concerning members who paid for jamboree polo shirts and never received them. The two members have now been refunded.

*Secretary:*

- Attended the Girlguiding Annual Event on Saturday 17<sup>th</sup> May and spoke to many people about how great SSAGO is!
- Facilitated a discussion on messageboard with the First Aid Working Group, this to be discussed later in the meeting.

*Chair:*

- Shouted at lots of people!
- Been busy emailing various clubs to sort out issues.
- Worked with PT over the adverse CRB return.
- Taken action over the Crystal Maze accounts mess.

**Any Other Business**

**1. First Aid Working Group**

- Document that the group has produced had been circulated to exec to read, ED asked for questions.
- DC questioned if the 4 first aiders recommended would be on at all times? This is not the case, 4 are recommended so as there are always 2 on duty, allowing two to stay up late at the campfire whilst the other two can sleep and be up early in the morning.
- Queried whether a room is needed for first aid or whether SSAGO could buy a tent for this-**ED to take this back to the working group.**
- ED reported the suggestion within the group of providing a 'rally first aid kit' that ultimately it would fall on the exec to restock and make sure it was passed between rallies. As with the majority vote of the working group the exec did not see this would be viable.
- ED reported the major issue of making members declare any medical conditions to staff to ensure rallies were fully prepared. DC commented that POR states that medical conditions and health forms should be held by the home contact but SSAGO has not been enforcing this. **DC to action on finding exactly what needs to be supplied to a home contact and ensuring this occurs.**
- Exec agreed to the buying of camp beds and a 5 man tent for first aid purposes if the working group agrees-this to go to reps for voting.

**ED will feed back from the working group to reps meeting at Swansea Rally.** DC thanked the group for their 'good work'.

## 2. Crystal Maze Rally

- All were aware that the Crystal Maze Rally had not set up a bank account and that the exec have stepped in to clear debts and attempt to sort the problem.
- An email had been sent to Gerald and Becca on 12<sup>th</sup> May to chase the cheques of rally participants but these have not yet been received.
- An account has been opened by the executive for the rally.
- The marquee and generator has been paid for out of SSAGO funds at present as payment was urgently needed for these. Once cheques are cashed SSAGO will be paid back.
- Reps will have to be informed of the issue and Gerald is expecting grief!
- Once the cheques have been received **ED is to email members to inform them that the cheques are about to be cashed** to ensure all have enough funds (ML asked ED to email as she is 'better at writing').
- DC activated a discussion as to how to prevent this happening in the future. All agreed that when a budget is submitted to the treasurer following the AGM where a rally has been won it must be accompanied with proof that the rally committee has an account set up. If this is not received an EGM will be called to offer the rally to other clubs.

## 3. Membership Fees

- ML had looked into the possibility of reducing membership fees. Having paid for rally and restocking the merchandise the money in the account has halved. It was felt that membership fees should remain as they are, the main arguments for this were
  - It would be fine to decrease membership fees if everyone paid (PT has discovered that there are specific CRB forms coming through that do not match the names on the member list, whilst everyone needs to have a CRB they need to be a member to have this done, they are being chased for payment).
  - It only takes one rally, like the Crystal Maze rally, to go wrong and require help to take the level of money down extremely low. If membership fees were decreased it may mean that the exec could not bail clubs out of such problems
  - Club fees are still inline with other societies at freshers' fayres that do/do not have to pay affiliation fees so they are not making the clubs too expensive to join.

**All voted to keep the membership fees at their current level.**

## 4. Swansea EGM

- This is need for the official appointment of the webmaster and to present the audited accounts
- **ML to inform Swansea.** EGM to occur at beginning of barn dance for a maximum of 30 minutes

## 5. Webmaster

- James Knights is the only person to have applied. **All voted to appoint James into the position.**

- James needs to be trained for the SSAGO website. He needs to meet Mike and DC would like an exec member present so as we know what is being passed over.
- SSAGO will pay for the transport cost of the pass over but it to be made clear to both parties that it should be as simple as possible (ie not both travelling to some far flung destination)
- Priority has to be given to getting the shop back online as soon as the webmaster is up and running.
- **DC to contact James to inform him his successful application, to put him in touch with Mike to sort a handover date and then find an exec member who can attend.**

## 6. GirlguidingUK Annual Event.

- HC and ED attended on 17<sup>th</sup> May, some very good feedback about how good clubs were at local levels. Chief Guide stopped for a chat to see how we were doing.
- ED had a couple of issues raised, one was reported problems with Sheffield Hallam members not being welcomed into Sheffield SSAGO, plus Leicester no longer including De Montfort. PT shed light on this-Sheffield could no longer involve Hallam due to a union ruling, Leicester has always been Leicester University and whilst welcoming De Montfort members is predominately held near to Leicester Uni.
- Other issue concerned people not being aware if a group was active in their region or knowing a group was present but not being able to make contact with the group. ED would like to see a letter go to all Scout and Guide county commissioners informing them of the active SSAGO groups and providing a contact email, this can be used for members going off to university and for those who want to make contact with their local club. **ED to contact HQ contacts to see if this is possible and if so to draft a letter.**
- **PT to provide ED with a list of active clubs and a committee member's name that could be listed with the generic email address.**
- If this can go ahead the letter will be taken for approval by reps.

## 7. Associate Members Rep

- Darren Russell has proposed as Associate Members Rep he'd like to use this time to produce an emergency rally plan should a rally unexpectedly fall through.
- It is envisaged that this would involve a list of suitable campsites and nearby activities that could be used at short notice.
- Concern was raised that it might not be just a campsite that was the problem and if members had booked travel tickets it would have to be near to where it was originally meant to be.
- **DC to tell Darren to go ahead to put together the thoughts and plans of what this plan would cover for decision as to whether it would be useful. All agreed that if it was thought through and well done it could be extremely worthwhile.**

## 8. Witan

- This needs a constitution and is a discussion in itself!

- Teleconference to be held in two weeks time to specifically discuss Witan. **All committee to bring their thoughts together about Witan in time for the next meeting.**

#### **9. Expense claims**

- ED queried if transport to the GirlguidingUK Annual Event was to be paid, yes it is.
- SSAGO will pay for the teleconference once Mat has received a copy of everyone's telephone bills.
- DC asked if the expenses claim form covered everything that was needed, ML is happy with the current form.

#### **10. Writing weekend**

- All would like this to go ahead but do not feel it should without DC present.
- **Weekend 15<sup>th</sup>-17<sup>th</sup> August set aside for the writing weekend**, venue to be confirmed.

#### **11. CRB workshop**

- PT will be running a checking service at Swansea rally for anyone who has not had a CRB done.
- If members turn up without a CRB and without ID to check they will be thrown off the site.
- If non paid members turn up PT will also be refusing to let them on the site.

#### **12. Gilwell Reunion**

- Heather will be booking a stall and 4 of the exec on as staff for the base.
- ML has already booked on as his Mummy was paying.
- DC wants to be booked as staff as he is now too old to qualify for the Network discount!

#### **Future Meetings**

- All agreed that the teleconference was extremely useful. As long as the cost is not too high one such meeting will occur in every month that the exec does not meet face to face.

**Meeting closed 8.42pm.**

**Date of next meeting: 2<sup>nd</sup> June, 7.30pm, teleconference.**