



Minutes of the Full Committee Meeting

Rhydd Covert Campsite (Kidderminster)
'Black Country' Rally (Spring)
21/02/2009, 9.30am

Present

National Executive

Darren Clowes	Chairperson 2008-2009
Emma Dean	Secretary 2008-2009
Matthew Lewis	Treasurer 2008-2009
Paul Thompson	Members' Officer 2008-2009
Heather Coupe	Publicity Officer 2008-2009

Club Representatives

Colin Steward	University of West of England
Vicky Hicks	Birmingham City University
Stuart Malcolm	Leeds
Tom Nunn	Sheffield
Amanda Fraser	Aberdeen
Mary Wickenden	Leicester
Liam Prescott	Edinburgh
Ian Drummond	Cambridge
Kayleigh Urquhart	Bangor BUGS
Danielle Lumby	Sheffield Hallam
Nicole White	Loughborough
Charlotte Kelham	Cardiff SSAGS
Kevin Fitzpatrick	Birmingham
Jemma Britton	Southampton
David Clarke	Independent
Alice Pike	Portsmouth (SPROGS)
Dan Spencer	Bath BUGS
Holly K Hughes	Aberystwyth
Katherine Boulton	Manchester
Lyndsey Michael	Lancaster

Jonathon Elliott

Warwick

Jessica Beck

Durham

Claire Mollart

Swansea

Darren Russell

Associate Members' Rep

Other representatives

Sam Robinson

Aberdeen Rally

Emma Kowalczuk

Scogui Ball

Apologies

The Scout Association

GirlguidingUK

SAGGA

St. Andrews

1. Approval of Minutes

Minutes approved with the following amendments:

- Wherever CRB is written it should also read DS and POC NI
- In Chairperson's report where it says Daz has approved Aberdeen rally accounts this should read Aberdeen rally budget
- The exec should be dated 2008-2009 rather than 2007-2008

Proposed: Ian Drummond

Seconded: Colin Steward

2. Officer's Reports

Publicity Officer

Has launched poster competition but has only had one response from Kirstie Wright (SCOGUI). The deadline for this will now be extended for a couple of weeks, an email will be sent to clubs.

Members' Officer

Has sent too many emails. Is pleased to announce that there is now more than half the membership CRB'd. Membership is up on last year and payment is more than last year. There are less associates and more student members.

Treasurer

Sorted accounts and had them audited. Sorted merchandise. Approved budgets for the ball and this rally. Has not set up the new accounts due to having the change of signatories with a new exec being voted in this weekend it wasn't worth the hassle.

Secretary

Written the minutes. Drafted a letter to county commissioners to be sent at the beginning of March. Continued to chase the Crystal Maze Rally. Written SSAGO News and compiled the club reports. Written outstanding factsheets-How to Run a

Ball and Honorary Members and established that there is no need to have the minibus assessment forms anymore so has not written a factsheet about that. Has printed goodness knows how many agendas for the weekend plus the manifestos. Been interviewed for Guiding Magazine. Sorted the Returning Officer with emails (thanks to Paul for help on this) and opened elections.

Chairperson

Resolved a number of personal issues. Spoken to TSA with regard to International trips for SSAGO clubs and policy around Roverway. Liaised with Returning Officer regarding candidates. Responded to lots of emails. Received a few NAN forms.

3. Headquarters' Reports

GirlguidingUK

Em read a message from Becky Broughall:

Sorry I can't be with you...but you have chosen Thinking Day weekend!!
I went to Innovate Dalguise in Scotland and really enjoyed myself as a staff member and adviser, it was good to have representation from SSAGO at the fringe.
Innovate Hellidon will be from Friday 26 June – Sunday 28 June 2009 and the application form was in February's Guiding magazine and online.
Senior Section members should be encouraged to sign up for YeSS, our Quarterly update via the girlguidinguk website.
Look out for exciting Centenary Opportunities from both CHQ and at Regional/National and Local Level. Also, what about doing a Changing the World Project as part of your SSAGO programme?
Thanks for all the good work supporting Girlguiding UK and enjoy yourselves!

The Scout Association

No report received

SAGGA

A report will be given at the AGM as they presumed you wouldn't want to hear it twice!

4. Financial Report

£3608.37-Current Account

£2832.29-Development Fund

£422.29-Paypal

£31.31 Petty Cash

Whilst it looks as if there is plenty of money there are a few bills outstanding, namely an increase in insurance and a bulk order of publicity material.

5. Development Fund Presentation

Jessica Beck from Durham was welcomed to Reps' Meeting and gave the following report:

SSAGO generously donated DUSAGG money out of their development fund so that we could buy a base station for our long range radios. Although it has taken us a long time to present the report this base station has been useful from the moment it was

purchased. It extends the range of the radio used at the 'base', usually reception or control, allowing us to use radios over longer and better routes.

The radios are primarily used at two events we run for local Scouts and Guides. 'Midnight Madness' is a 17km incident night-hike, taking place in November, and participated in by up to 80 local Explorers and Rangers. Along the route we have 5 bases at which we run short activities and challenges for them to complete and this also allows us to assess that they are walking well and have no issues. Quick and easy contact with the 'control' points (who collect all information and ensure that everything is going to plan and decide what to do if it doesn't) is essential so that we can monitor all walking groups and make quick decisions if a team needs to be evacuated. 'Outdoor Scout and Guide' uses the radios in a similar way, but on a shorter route and during the day.

The radios have also been used at events such as the 'Geoffrey Gordon Cup'. We run security at Durham County Camps and radios are essential for this. When running security ease of communication makes the job much easier and enables us to respond to incidents much faster if necessary.

The base station has greatly improved the way we can run these types of activities and hundreds of local Scouts, Guides, Explorers, Rangers and Leaders have benefitted from the events we run using it.

So thank you very much SSAGO.

6. Membership

Clubs must CRB/DS/ANI every member not just those who turn up to rally. PT suggested that clubs consider (if they don't already) holding a form filling in evening at the start of the year to get as many people done as possible. Reps agreed that it is easier to do now that they can do it in clubs rather than having to go through local Scouting. Sam (Aberdeen) raised the issue that there are more DS forms are now bouncing from Scotland as they are going straight to Gilwell rather than via Scottish HQ.

7. Banned Activities

Certain clubs are persistently doing banned activities. Listing 'Not Laser Quest' is as good as it being laser quest in the eyes of GGUK. This is a serious matter, if you continue to do banned activities it could result in problems for the whole organisation from TSA and GGUK. There are only 8 banned activities, reps need to tell their committee members to read the relevant policy documents and respect what they say.

8. Minibus Assessment

Clubs may not be aware but there has been a form that all minibus drivers of SSAGO have filled in for a number of years. This was a requirement of GGUK. However, now we are not insured by them they DO NOT require us to fill this in anymore. This will be removed from the website and will be one less piece of paperwork if anyone was actually doing it. All clubs must respect their union rulings on minibuses. If participating in GGUK events and driving non-SSAGO members of GGUK then members are reminded that they must follow the appropriate guidelines that can be found in the Guiding manual.

9. Honorary Membership

Reps were informed of the history of the Cutlery Cup: it was instigated 2 years ago and is awarded annually to a member of SSAGO who has done a lot for their club/national SSAGO as well as Scouting or Guiding in the local area/nationally. ED would like to propose that all those awarded with the Cutlery Cup get given Honorary Membership to SSAGO. This does not give them rights to turn up to SSAGO events but would just be a nice accompaniment. Vote making cutlery cup winners Honorary Members:

For: Majority

Against: 0

Abstentions: 6

A policy document regarding the Cutlery Cup will be written with this stated in it, ready for approval at the next reps' meeting.

The exec will also be awarding Sally Payne the Chair of SAGGA Honorary Membership tomorrow at the AGM for all her work for SSAGO over the past few years. The exec plan to attend the SAGGA AGM to present Sally with a polo shirt as a mark of Honorary Membership.

10. Cutlery Cup

An email will be sent to clubs to let them know that the nominations for Cutlery Cup are open, it is also detailed in SSAGO news. Nominations must be sent to Daz by Friday 13th March with the name of the person you wish to nominate and the club they are from. Nominations should be no longer than an A4 page, size 11 arial black font.

11. Constitution Changes

These will be voted on at the AGM tomorrow but reps' are asked to comment on these and vote by show of hands whether they approve them going to AGM vote tomorrow.

- *Modification of to "The returning officer will be someone appointed by the SAGGA executive committee" to read "In the first instance the SAGGA executive committee will be asked to appoint a returning officer, where SAGGA is unable, the Scout Association or Girlguiding UK will be asked. In last resort the SSAGO Executive will appoint the returning officer"*

This change is suggested as SAGGA felt too involved in SSAGO politics. Darren Russell suggested that if this gets to the SSAGO executive needing to appoint they could ask the associate rep to do it.

ALL IN FAVOUR OF TAKING THIS TO AGM VOTE

- *Re-instatement of "A representative from both the Scout Association and Girlguiding UK must be invited to all Executive Committee Meetings" within Section 4.5*

ALL IN FAVOUR OF TAKING THIS TO AGM VOTE

- *Re-instatement of "Any change is subject to the approval by the appropriate representatives of The Scout Association and Girlguiding UK." Within Section 6.1*

Deliberation occurred as to how long the associations needed to respond. This will go to AGM tomorrow with the addition that the associations will have 1 month to respond otherwise it will be viewed as acceptance of the change.

ALL IN FAVOUR OF TAKING THIS TO AGM VOTE

- *Addition to Section 6.2 “The creation, modification and/or removal of Policy Documents is subject to the approval by the appropriate representatives of The Scout Association and Girlguiding UK.”*

Again one month will be given for approval.

ALL IN FAVOUR OF TAKING THIS TO AGM VOTE

- *Addition to Section 6.2 “At least 2 weeks notice of the nature of all proposed documents and/or changes must be sent by the SSAGO Executive Committee to all Student Scout and Guide Clubs, Independent Members, and Associates.”*

ALL IN FAVOUR OF TAKING THIS TO AGM VOTE

- *Addition to Section 6*

6.3 Factsheets

6.3.a Factsheets shall only provide recommendation and/or guidance. They do not define policy.

6.3.b These documents may be published, removed or modified at any point by the SSAGO Executive Committee without approval from the full committee.

6.3.c Any member may request changes to these documents by contacting the SSAGO Executive Committee.

6.3.d Any dispute regarding a requested change shall be resolved by the Chairperson, who may seek guidance from the representatives of The Scout Association and Girlguiding UK and any appropriate external organisation

ALL IN FAVOUR OF TAKING THIS TO AGM VOTE

- *Modification section 4.1 From “The formal structure of the organisation shall consist of the SSAGO Executive Committee; SSAGO Full Committee and the Conference” To “The formal structure of the organisation shall consist of the SSAGO Executive Committee; SSAGO Executive Assistants; SSAGO Full Committee and the Conference”*

ALL IN FAVOUR OF TAKING THIS TO AGM VOTE

- *“Any member not defined in the SSAGO Full Committee may attend Full Committee meetings but does not have voting rights. Their speaking rights are at the discretion of the SSAGO Chairperson”*

This is suggested to make the organization more transparent so if anyone wants to come they can. It was asked what about if it was snowing or raining and lots of people decided to come in? If there is limited space reps will have priority to be in the full committee meeting. The non club reps can of course also get up and leave whenever they like.

ALL IN FAVOUR OF TAKING THIS TO AGM VOTE

- *Modification Formatting of Section 4 to read correctly given insertion Addition insert at Section 4.7 SSAGO Executive Assistants Aims*

a SSAGO Executive Assistants are responsible for assisting members of the SSAGO Executive Committee in a specialised area.

Composition

a The SSAGO Executive Assistants shall consist of: Webmaster, Merchandise Manager, and Notifications Manager

b The webmaster will report to the Publicity Officer. Where the position remains unfilled the Publicity Officer will assume this role

c The Merchandise Manager will report to the Treasurer. Where the position remains unfilled the Treasurer will assume this role

d The Notifications Manager will report to the Chairperson. Where the position remains unfilled the Chairperson will assume this role

The notifications manager is wrongly noted as reporting to the Chairperson, they should report to the secretary, this will be taken to AGM tomorrow. It was asked exactly what each position will do:

Webmaster: Sort the website and email list(s)

Merchandise manager: Have the merchandise and manage to shop

Notifications: Collect and chase NAN forms and Adventurous activity forms. Check these are filled out correctly and submitted on time. The Chairperson simply does not have enough time to do this.

MAJORITY VOTE FOR TAKING THIS TO AGM VOTE

- *Executive Assistant Appointments*

a Executive Assistants must be members of SSAGO

b Executive Assistants may be appointed at any time in accordance with Standing Order XYZ

c There is no defined term of office for Executive Assistants. They may continue their role until their position is terminated or they retire.

d Executive Assistants will be subject to an Annual review by the SSAGO Executive Committee

Meetings

a Executive Assistants may be request to attend SSAGO Executive Committee Meetings but they have no voting right.

b Executive Assistants may attend Full Committee Meetings, but they have no voting right

Termination of Appointment

a An Executive Assistant may be removed from their position by majority vote of the SSAGO Executive and giving 2 weeks notice

b An Executive Assistant may be removed by a motion of "No Confidence" subject to standing order "E"

c The Executive Assistant may retire from their position by giving 2 weeks notice to the SSAGO Executive Committee

Addition to Standing Orders

Appointments

1) Appointment of Executive Assistant

1a) The SSAGO Executive Committee shall open applications for a position to

all members of SSAGO

1b) Applicants must specify why they wish to hold the position and what previous experience they have that will benefit the position.

1c) The SSAGO Executive Committee may ask additional questions to applicants

1d) The SSAGO Executive Committee shall review all applicants information before selecting the winner by majority vote

1e) In the event of a tie the SSAGO Chairperson will have the casting vote

Sam (Aberdeen) queried who terminates the assistants-The Exec. Colin (SAGUWE) asked how the terminations happened-DC replied with a stick!

Jonathon (Warwick) asked if they have the same powers as the exec-ie are they a member of the exec-No they are not, they are only assistants. They are not part of the executive committee and therefore can not vote in exec votes.

MAJORITY VOTE FOR TAKING THIS TO AGM VOTE

12. Any Other Business

ED admitted to being useless and missing Past and Future events from the agenda!

- **Past Events: Aberdeen Rally (Sam Robinson):**

Thank you to all those who came for bothering to attend. There were a few hiccups like the very late change of campsite but it was successful. A small surplus was made. Rally team was delighted that people from all over the UK made it 'up north'. The true ceilidh was enjoyed by all apart from Aberdeen's own rep who got injured. It is hoped that everyone enjoyed the whisky. Sam would like to thank all on his committee for working very hard. He'd also like to ask all clubs to keep an eye on their freshers and not abandon their French members as one club managed to do! Wishes all the best to current rally chairs.

- **Future Events: Loughborough Ball (Emma Kowalick):**

This is being held on 14th March and booking has been open for a while. Rooms are only being reserved by the hotel until 24th Feb so although bookings may remain open until 1st March rooms may not be guaranteed after 24th Feb. Cost is £25 for meal only and £55 for meal and room. There will be a photographer, giant twister and a three course meal. Reps requested that there were also space hoppers provided.

DC reminded the ball team that a NAN form is required. Emma clarified if Health Forms were needed for the ball: Yes!

- **Future Events: Bristol rally (Colin Steward):**

10th-12th July in Bristol. Theme: Musicals. Saturday activities are whatever they can afford. Bristol Parkway is the nearest train station and Bristol is the nearest airport. There is a no glass policy on site. Nearest hospital is Frenchey. DC asked if it was a closed site: Don't know for sure but probably not. All informed that if it was not a closed site that there would be a system in place like at Aberdeen Rally.

- **Future Events: Leeds Rally (Stu Malcolm):**

Leeds in November! Friday 13th-Sunday 15th November. Bramhope Campsite-the warden here has changed so SSAGO is allowed back. Stu will not be sober. Stu was also reminded that his budget needs to get to Mat asap (by 9am tomorrow morning).

- **Policy Documents:**

POC NI has been changed to A NI and therefore the Child Protection Policy Document needs changing to match this. Vote to change the policy document accordingly:

For: All

- **Gadaffy Duck Plate:**

It was asked who had this, St. Andrews. They have been tasked with making a new box for it.

- **CRB Process**

The CRB process is changing in the UK (not just in Scouting), coming into place on 12th October 2009 in England. This is just to inform you that the exec are aware of this and to expect a request to change the CRB policy document accordingly when TSA have told us what to do.

- **Club Reports**

Birmingham win this for making ED laugh! Sorry, once again there is no prize.

- **Emergency Rally Plan**

This will be sent to clubs in the next two weeks and we need a quick response. Basically we feel the need to have a list of suitable rally campsites with transport links and activities in case of issues such as occurred for Aberdeen Rally. Darren Russell from Southampton has been working on this so thanks to him for the idea.

- **Hats**

PT's bag of hats (plus underwear and wash kit) was stolen last night. Stu Malcolm admitted to stealing it and the hats are now around the campsite. It should be noted that PT's hats are not mascots and therefore can not be stolen.

- **Postal Votes**

Sam Robinson (Aberdeen) asked on behalf of his club why postal votes were signed if they were meant to be anonymous. Exec believes that this is meant to be a witness's signature to confirm that it is the person who requested the vote.

Date of Next Meeting

Saturday 11th July, Woodhouse Park, Bristol

Meeting closed 10.45am.