

No1 Squadron Parent Support Committee

Meeting held: 20 Sept 2018 / 6:30PM / CADET CENTRE EVANS BAY

Attendees

Committee: Bede Crestani (chair), Rodney Lelieveld, Roger Young

Parent: Suzanne Vaclavek

Apologies: Brent Addis, Garth Mickell, Stuart Mudd

Agenda

New Business

1. Grant application:
 - Grant application template provided. Refer email.
 - Committee approve submission of an application to The Lion Foundation for the purchase of 20 stretchers for the amount of \$1700.
 - ATCANZ statement that references No1 required for the application.
 - Deposit slip.
 - Financial accounts for No1 Sqn with income and expenditure as of 31 Dec 2017.
2. MYOB:
 - Target October to complete for grant application.
 - Notes to be provided for others to be able to use.
3. Asset register and stock take: Email to Stuart.
4. Membership register: Cadets parents to fill out forms and return them.
 - Suzanne to manage.
5. Bank accounts:
 - ANZ: Close account and move to Westpac. Need to get old account holders to write a letter, sign to authorise to allow control of the account.
 - Westpac: Online closed as no online activity for 12 months.
 - Westpac online: Get online access once signatories updated.

General Business

6. Financial accounts required to support the grant application.
7. Unit Commanders report:
 - Dining in on Saturday 22 Sept total of 30. Stuart to provide list of attendees to Rodney.
 - Shoot Royal Tiger Saturday 29 Sept good support.
 - No1 Squadron fundraising quiz. Note on.ly.
 - Exercise in Nov \$45/head run by TS Tamatoa qty 10 estimated funded by \$25/head approved Brookfield at Wainuiomata. Note: Kiwi runs about the same time but is different.
8. No cash payments next year, must be internet banking.
9. Cadet exit Archie Taylor: Uniform refund \$120 and payment for a flying camp non attendance \$260 total \$380 approved to refund. Cheque signed.
10. ATCANZ checklist:
 - Meeting minutes.
 - Membership register.
 - Annual accounts.
 - Budget.

Action Items

11. Budget review next meeting.
 - Cadet activities.
 - Running costs for the unit.
 - Stuart and Rodney to review next meeting.
12. Accounts for grant application.
13. Asset register to Stuart.