

Troop Committee Work Session Minutes

April 19, 2011

Members Present: Chairperson Dee Archer, Scoutmaster Jack Stevens, Asst. Scoutmaster Lee Stegmann, Treasurer Steve Feist, Advancement Chair Mark Duff, Outdoor Chair Tricia Moore, Equipment Co-Chair Marianne Gallivan, Equipment Co-Chair Ann Bak, Secretary Shari Duff

Call to order: Mrs. Archer at 7:02 pm

Opening prayer: Mrs. Archer

Opening Comments: Mrs. Archer thanked everyone for a great Fish Fry. The only complaint she received was regarding trash left underneath the trash bag in the bins. The staff was very pleased that the floors in both the cafeteria and kitchen were scrubbed clean and the kitchen (especially the hood and grates) sparkled.

Agenda Review:

- Mrs. Archer indicated the following items for discussion:
 - Troop Committee Responsibilities and Positions
 - Following through with Tasks to Completion
 - Communications
 - Reiterated making sure there were two adults with the boys at all times
 - Board of Review Discussion

Troop Committee Responsibilities and Positions:

- Mrs. Archer reviewed the BSA Troop Committee Guide and will email the guide to the Executive Committee.
- Mrs. Archer stressed that she wants the “EDGE” Method utilized at all times with adults to scouts and scouts to scouts.
- Mrs. Archer went over the following positions:
 - Charter Organization Representative – it was noted this person should attend the District Committee Meeting
 - Chairperson
 - Secretary – Publicity, Family Newsletter, Resource Survey – Talent Survey.
 - Donna handles Parish property scheduling
 - Kate handles notices for the bulletin
 - Treasurer – it was noted that Grady Bajorek was the Troop Scribe and should be trained. It was suggested that a backup to the Troop Scribe also be assigned. It was suggested that we purchase a minute and log book for the Troop Meeting Minutes/Attendance. It was noted that the Treasurer in the Guide is listed as the FOS Representative, however, that responsibility is assigned through the District and is currently Mr. Duff.
 - Outdoor – Handles permission slips, secures tour permits, promotes National Camping Award.
 - Advancement – Work with scribe to update the Advancement Chart on the Scout Bulletin Board. Work also with the Troop Librarian to get up to date collection and categorizing of the MB books. Also mention to boys to consider donating to the troop any MB books they purchase after they complete the MB. Organize and schedule a minimum of 2 COH per year and

regularly scheduled Boards of Review (2 times per month was suggested). Mr. Duff supplied the committee with a rough draft of a Troop Parent Manual that all parents would receive or have access to, indicating what is expected of parents, boys, and other adults/leaders. The committee agreed this was a good idea and are to review the document, make corrections/changes, and get it back ASAP.

- Chaplain Aide –
- Training Coordinator – Is responsible for getting training, training materials, and jr. leader training for adults and boys within the troop.
- Equipment- Is responsible to procure equipment, inventory resources, and make/process requests for equipment, including staple food items. Mrs. Bak and Mrs. Gallivan requested a log book for the Quartermaster to keep this organized.

Board of Review Guidelines:

- Mrs. Archer reminded the Committee of the main three purposes of a Board of Review:
 - Find out what the scout has learned and completed (not a retest)
 - Ask about the scout's experiences through the troop (Report Card about the activities, experiences good and bad)
 - Encourage the scout to continue on their advancement and scouting path.
- Mrs. Archer reminded the committee that the Board of Review should be a relaxed atmosphere and would prefer BOR take place at regularly scheduled intervals.
- Following BSA guidelines, the Advancement Chair should schedule BOR's after scouts have scheduled their Scoutmaster Conference through Mr. Stevens or Mr. Stegmann.
- Mr. Duff provided information for Mr. Stegmann regarding a training program for individuals who wish to conduct/sit on a BOR, so a uniform standard is followed. It was suggested that training begin right away.
- Mrs. Archer insisted that the scouts, scouts in leadership positions, and leaders speak to each other respectfully and indicated that the leaders should have a discussion ASAP about this with the boys. Some examples included:
 - Boys referring to adults as Mr./Mrs., not first names
 - Scouts in Leadership Positions being held accountable with appropriate language, conduct, and respect for the younger boys (a training on this topic was suggested for the PLC Mtg)
- Mr. Stevens indicated that the PLC had not met regularly, nor submitted a calendar of suggestions to the Committee. The committee directed the Scoutmaster to insist/schedule weekly/monthly PLC meetings, warning those who were repeatedly missing from meetings/campouts, etc. that they would be removed from leadership positions where participation and role modeling were required (SPL, ASPL, PL, and APL's). It was noted that there might be some boys who would be removed due to other commitments. The committee indicated support for the Scoutmasters, should this step be necessary, even if it was their own children.
- Mrs. Duff mentioned support for a "Boy Led" troop, but felt based on the discussions during this meeting, that Mr. Stevens, Mr. Stegmann, and other specific Adults become "hands-on" for the foreseeable future (6 months) to correct behaviors that were found lacking, in order to provide leadership role models for them to follow. If a scout does not perform to the leadership/role model levels desired, then the

Scoutmaster(s) have the support of the committee to remove those individuals from their leadership role.

Training Information:

- Mr. Stegmann handed committee members a BSA Leader Training Flowchart, indicating necessary training and how to obtain training (online or other class), based on the position in the organization an Adult would wish to obtain. Mr. Stegmann/Mrs. Duff will get this document out to all the Adults for whom we have emails.
- Mr. Stegmann also provided a document entitled “What Makes a Trained Leader?”, that spells out exactly what minimum training is needed for our Troop.
- Mr. Stegmann provided a document with bullet point “How To” information to obtain on-line training through the Dan Beard Council Website.
- Mr. Stegmann/Mr. Duff also talked about District Roundtable Meetings and Training opportunities there and provided the group with Mrs. Phyllis Neal’s phone number as the District Trainer.
- Mr. Stegmann provided a spreadsheet of those whom he has training certificates for. Mr. Stegmann indicated the spreadsheet is not accurate, but the information on the document is all he had back up certificates to prove completion. He advised the Committee Members to please get him copies of any training certificates they have, so he may update the training records.

General:

- The Committee discussed having a committee meeting on a separate night from troop meeting nights, but want to include those that would be with the boys normally. Further discussion will occur.
- Mr. Stevens discussed setting up a Web-site for the Troop through Troopmaster with limited Administrative access so that scouts, parents, and others can get up to date information if they miss a meeting. He will report on feasibility to the committee members as soon as he has information to impart.
- A spring COH is needed. Mr. Duff will coordinate with Mr. Stevens and the church to secure a night for this to happen.

Motion to adjourn at 9:03pm by Mrs. Tricia Moore.

Respectfully Submitted,
Shari Duff, Committee Secretary