

CEBS National Council

Meeting Plan for Meeting April 22nd – 24th 2005

Team: CEBS National Council _____ **Date:** Friday 22nd – Sunday 24th April 2005
Location: Middle Beach Conference Centre, Adelaide **Time start:** 8.00 pm Friday 22nd April **Time finish:** Noon 24th April

Attendees:

CEBS National Delegates from throughout Australia

Purpose of the Meeting

- 1. To deal with routine management issues effectively.**
- 2. To receive the results of the Triennial Election and to install the new Executive**
- 3. To make plans to move the Organisation ahead**

Desired Outcome(s) of the Meeting

- 4. To have achieved the above and enthused delegates for their continuing work**

Note to Attendees

Accompanying this is the DRAFT Agenda for the CEBS National Council Meeting, to be held Friday 22nd – Sunday 24th April 2005.

The Minutes from the previous meeting have been circulated.

CEBS Prayer

**Almighty God, our heavenly Father,
 You have called us to be members of CEBS.**

**We ask you to give us strength by your Holy Spirit so that we
 Will never be ashamed to confess our faith in Christ.**

**Help us to fight against all evil and to be Christ's faithful
 soldiers and servants all our lives, through Jesus Christ our Lord. AMEN**

CEBS Rule of Life

**I will try with God's help through Jesus Christ,
 To learn about Him,
 Pray to him,
 Read His Word and worship Him and bring others to know Him. AMEN**

Agenda Items

| Item | Topic and Desired Outcome | Time | Responsibility |
|------|---|---------|-------------------------|
| 1. | Welcome, Opening Prayer, (incorporating CEBS Prayer and Rule of Life) Greeting (hopefully from Bp. Garry Wetherill, not yet received but hoping) and Apologies – Circulation of Diocesan, State and National Reports Apologies: National Officers: Past National Chair Very Rev'd Chris Wittall, Treasurer Rev'd Warren Rumble, National Chair-elect Ven Conrad Patterson (until Sunday) Affiliate Dioceses: Rockhampton Newcastle Tasmania? Visitors: GFS representative (presumed at this stage) Acceptance of apologies: Moved: Seconded: Carried | 5 mins | Ken Bruce |
| 2. | Election of Chair for the start of this meeting (KenP has been approached) | 1 min | Bruce |
| 3. | Proposed timetable of sessions Friday 22/4/2005 pm Saturday 23/4/2005 9.00am – 12.30pm Saturday 23/4/2005 afternoon Saturday 23/4/2005 pm Sunday 24/4/2005 9.30am Eucharist and Commissioning at St. Luke's Modbury (leave 8.45 on the dot) Sunday 24/4/2005 11.00am Final Session Chaired by Conrad Patterson Sunday 24/4/2005 12.00noon Sessions conclude, depart Modbury for lunch at Charlies Grand Junction Road Sunday pm Delegates Depart (earliest leave 1.45 for 2.00pm to be at airport) Others what to do with them until depart | 2 min | Chair |
| 4. | Any other items to be added to the Agenda – Minute Secretary - Bruce ACTIONS Recorder for this meeting – Chris Oliver | 1 min | All Bruce Chris O |
| 5. | National Chairman's Report (hopefully Chris W can supply something for this part) ? Has this been requested/planned | 10 mins | Chris W/Bruce |
| 6. | Minutes of the 2004 March 26 th – 28 th CEBS National Council Meeting at Coalville Holiday Camp, Gippsland Victoria - Formal check if all was recorded OK, any clarifications/amendments? - Moved? - Seconded? Amendments/corrections: I've noticed a couple of typo's: * Peter Chenowith should be Peter Chenoweth * Revd. Niel Malloy (ex National Chairman) should be Neil Molloy I think - There is mention of Cebes, rather than CEBS, the more accepted abbreviation and also where appropriate the full title CEBS-The Anglican Boys' Society, needs to be correctly written Accepted after any modifications Desired outcome – Minutes checked and action arising will come in Business arising | 5 mins | Chair/All |

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| 7. | Correspondence In: Out: MOTION: That correspondence in and out be received and noted Moved: Seconded: Carried | 5 mins | Bruce |
| 8. | Business/Actions Arising from the 2004 Meeting Minutes | | |
| 8a. | CEBS in Zambia Desired outcome – Agreed actions checked for completion/Clarification | 5 mins | Chris W |
| 8b. | CNET Representation – suggest that Chris Oliver Reports on this in “Reports” Section of meeting, with a decision being taken then as to further representation | 1 min | Chris O |
| 8c. | Public Liability cover for National Camp attendees Check that suggested action of recording in parish council minutes occurred and overcame any potential difficulties. | 2 mins | All |
| 8d. | Northern Territory Result of G. Allen getting back in contact with Greg Anderson of CMS Northern Territory | 2 mins | Bruce from Garry A |
| 8e. | National CEBS Website Progress report Thanks to Alan Victor for his efforts. Any difficulty with getting permission from people in photographs? Future developments – Any idea of number of hits etc.? | 5 mins | Alan V/All |
| 8f. | Former CEBS Club/Friends of CEBS - report of similar progress anywhere else? | 5 mins | All |
| 8g. | National Records Update as to recent discussion about this with Adelaide Diocesan Archivist Decision to be taken about best means of preserving whilst following generally accepted archival principles – see additional notes later | 10 mins | Bruce/Ken H/Ken P |
| 8h. | Sydney Field Worker Last meeting reported that National Felid Worker was off the agenda but that Sydney might be funding one from Wanawong funds - update | 1 min | Ken H |
| 8i. | Paper on Boy's Ministry/Vision Statement – progress? | 1 min | All |
| 8j. | Child Protection and Associated Issues – update Any requests for revocation of Awards from member bodies? How do we deal with the issue of those who are about to be brought before the courts and die before these matters have been concluded? Means of formally checking all former awardees. | 2 mins | All |
| 8k. | 2005 Election Results and other Elections To formally report and formally receive the Election results following declaration of the Ballot: The Ven Conrad Patterson as National Chair, and Mr. Chris Oliver of WA as new National Secretary To take nominations for the floor for the position of National Treasurer, with the person elected and the National Chair and Secretary to form the National Executive. To receive nominations and to elect a National Returning Officer To receive nominations for and elect any other required positions for the coming triennium e.g. National Leadership Development Officer, National Trading Officer | 5 mins | Ken P |
| 8l. | Report regarding state of National Stock as requested by previous meeting | 5 mins | Warren via Bruce |
| 8m. | Sharing of Resources via website | 5 mins | All |
| 9. | National Secretary's Report Desired outcomes – update as to current situation, have a list of next items for attention, be ready to report to Joint Task Group plus dates for working bees | 5 mins | Bruce |
| 10. | Report of the CEBS National Leadership Development Committee | 5 mins | Graeme |

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| 11. | State/Diocesan/GFS Reports (Alphabetical) Brisbane GFS Gippsland Melbourne Newcastle Rockhampton South Australia Sydney Tasmania Western Australia Desired outcome: to be well apprised as to what is state of play of CEBS throughout Australia MOTION That National State, Diocesan and GFS National Reports be received Moved: Seconded: Carried | 15 mins | State reps |
| 12. | Report on Gippsland 13 th National Camp | 10 mins | Graeme |
| 13. | Report on preparations for Sydney 14 th National Camp | 10 mins | Ken H |
| 14. | Treasurer's Report Desired outcome: to be well apprised as to what is Finance state of CEBS National Australia and to deal with any of the Treasurer's recommendations MOTION That National Accounts be received Moved: Seconded: Carried | 10 mins | Warren via Bruce |
| 15. | National Trading Accounts Desired outcome: to be well apprised as to what is Financial state of CEBS Trading and to deal with any of the Treasurer's recommendations regarding writing off Stock etc/ need to reorder materials. MOTION That National Trading Account report be received Moved: Seconded: Carried | 10 mins | Alan via Bruce/Warren |
| 16. | National Awards Recommendations for member Councils | 5 mins | All |
| 17. | Venue and Time for Next National Council Meeting in 2006 MOTION That the 2006 National Council Meeting be held in the ??? Diocese on ??? - ??? ??? 2006 Moved: Seconded: Carried | 5 mins | All |
| 18. | New Initiatives from member Bodies | 10 mins | All |
| 19. | Annual leaders get together | 10 mins | Ynyr/Conrad |
| 20. | Future Directions and strategy – discussion on last year's document - progress | 15 mins | Chair |
| 21. | Child Protection What is happening in various states resulting for "Faithfulness in Service" General Synod document | 10 mins | Chair |
| 22. | Perception of CEBS. How to repair some of the negative perceptions that exist | 20 mins | Chair |
| 23. | In Memoriam The meeting acknowledges with sadness the passing of the following former members: | 5 mins | All |
| 24. | Expressions of Thanks Retiring Executive members, especially National Chair and Secretary Those who catered for and arranged the weekend | 2 mins | Chair |
| 25. | Settling of Travelling and Meeting accounts – how is this done? | 2 mins | Chair |
| 26. | Summary of Actions | | Chris O |
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Notes from Adelaide Diocesan archivist:

Thank you for sending me this information. It is very commendable that at last something is being attempted but I find it a bit disturbing, especially because it is unclear about establishing a policy about what kind of records should be retained, and what destroyed. We might have got away with this sort of approach 4 or 5 years ago, to be regretted later, but especially in the case of CEBS, a retention/disposal policy should be drawn up, and some consultation made before anything is actually done.

My concerns:

1. There is no clearly thought out or stated policy regarding retention and disposal.
2. The impression is that ability to scan is a prime criterion for deciding what information is kept or destroyed.
3. Maintaining only scanned copy on a CD, and destroying hard copy, is a very unsatisfactory long-term method of archiving. A CD's durability is contingent on a) the quality of the disk, b) the quality of the scanning, c) success in migrating the records on CD as software and hardware change, and d) those responsible for caring for the CDs, keeping up to date with the maintenance and care of the CDs.
4. The decision to keep or destroy records must take into account a variety of important reasons why records need to be kept, and old records safely archived. We are well aware of the legal reasons; for accountability; for providing evidence of the purpose, practices, policies etc of the organization, including finance, minutes, membership records; for historical interest.

The Australian Society of Archivists' Mission statement says:

Archivists ensure that records which have value as authentic evidence of administrative, corporate, cultural and intellectual activity are made, kept, and used. The work of archivists is vital for ensuring organisational efficiency and accountability, and for supporting understandings of Australian life through the management and retention of its personal, corporate and social memory'.

I can't give a quick answer as to where CEBS national records should be permanently archived. I will try to consult with other archivists and get replies for you by the end of the week. But at this stage, there is no immediate hurry, except to prevent destruction of any records at all until a policy has been decided upon.

I would strongly recommend that the national executive consult more widely than themselves about retention/disposal.

If I can be of help during the weekend, I don't have many commitments at this stage and would be happy to talk about it if you wish.

I have some national records here - which Bob B passed on to me. Several years ago I tried to hand them on to a National Someone, but it didn't eventuate, and this in fact has been most fortunate in the present circumstances.!

I look forward to hearing the next chapter in this process.

Regards Robin

Meeting Action Planner

Team: **CEBS National Meeting** Date: **April 22nd – 24th 2005**

| Item | Action Arising | By Whom | By When |
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