

Zarząd Okręgu (ZO) Wielka Brytania
UK National Executive Council Meeting PSA (UK Region) Ltd
Video Conference

Tuesday 6th September 2022 19:30 – 22:00

Present:

Ali Szwagrzak hm (AS) - Chair
Wanda Petrusiewicz- Allen hm (WPA) - UK Guide Commissioner
Marcin Roth hm (MR)- UK Scout Commissioner
Teresa Ciecierska hm (TC) – Senior Scouts
Dzh Krysia Buyukardicli (KB) – Friend of Polish Scouts
Krystyna Wrobel pwd (KW) – Treasurer
Dorota Matuszewska hm (DM) - Secretary
Andrzej Ciuksza phm (AC) - Insurance
Szymon Erdzik pwd (SE)
Leszek Indyk phm (LI) – Health & Safety (Arrived 19:35)
Krzysztof Jakubowski hm (KJ) - St Briavels Project manager (Arrived at 19:45)
Aneta Macheta hm (AM) - Project St Briavels, Media & communication
Jan Minor hm (JM) – COVID Response Team (Arrived 19:40)
Wacek Mańkowski hm (WM) Project St Briavels
Ania Kucewicz hm (AK)
Irena Sobolewska phm (IS) – Data Protection, HR
Iwona Tarkowska h (IT) – Mental Health & Well Being (Left 20:30)
Agnieszka Wojtkowiak hm (AW) - Media & communication
Docia Zaszdka phm (DZ)
Jerzy Zychowicz phm (JZ)

Apologies: Ks Roman Werner hm (RW) – Chaplain

Absent:

Agenda:

1. Opening, welcome, quorum, acceptance of agenda, declaration of conflict of interest, apologies	
2. Minutes 2.1. Minutes from meeting 12 th June 2022.	19:30
3. Matters arising from the minutes not covered on the agenda below:	
4. Finance - 4.1. Financial Update – KW 4.1.1. Beavor House – AS 4.1.2. Aid for Ukraine – AK 4.2. Insurance – AC	
5. Operational 5.1. Guide Commission – report, update, issues – WPA 5.2. Scout Commission – report, update, issues – MR 5.3. Senior Scouts – report, update, issues – TC 5.4. Friends of Polish Scouting – report, update, issues – KB 5.5. St Briavels project Phase III – KJ	
6. Governance - 6.1. Zjazd Okręgu Biennial General Meeting 8-9/10/2022 6.2. Health & Safety – LI 6.3. Safeguarding – WPA & MR	

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6.3.1.18+ database update – MR 6.4. Mental Health – IT 6.5. Data Protection – IS 6.5.1.Data Protection Policy update 6.6. Human Resources – IS 6.6.1.Activity Centre Caretakers 6.7. COVID Response Team – JM 6.8. Media & Communications – AW	
7. Activity Centres 7.1. St Briavels centre – Wye Valley Woodside Centre –AB 7.2. Fenton Centre – WM	
8. Any other business	22:00

Minutes

1. Opening AS welcomed everyone to the meeting. Quorum was established TC and KB are not entitled to vote as they were not elected by members to the board.	Action:
2. Minutes 2.1. Minutes from meeting 12/06/2022 No updates requested. Minutes were accepted by all (18). 2.2. Minutes from meeting 06/09/2022 As this was the last meeting of the committee before the Biennial Meeting, the minutes were approved by email. Approvals received from AS, AC, IS, WPA, MR, IS, DM, KW (8)	Action:
3. Matters arising from the minutes not covered in the agenda. 3.1. Minutes from meeting 07/11/2021 3.1.1.KW to provide Book Keeping training for OPH treasurers 12/06/2022 – KW and KB have discussed this, but no date has been agreed. Opportunity to create a standard spreadsheet. KW to discuss with Olena Zakrzewska. 06/09/2022 – CLOSED KB and Andrzej Zakrzewski (leader of a KPH unit) have created a spreadsheet and training will be provided in October. 3.1.2.WM to confirm whether the £5k cost for plastering has been budgeted for or not. If not, the approval process outlined in the Financial Regulations document will need to be followed. 12/06/2022 – WM confirmed that the cost was not budgeted, however, he is still waiting for all the quotes before submitting to the board as per the finance policy. 06/09/2022 – WM will provide quotes to new treasurer when he receives them. 3.1.3.AW to present her ideas for merchandise with new LOGO. 12/06/2022 – AW is waiting for some details and ordering process from supplier and will send out suggestions to DM to cascade by 17/06/2022. 06/09/2022 – CLOSED – suggestions sent to the board. 3.1.4.AK to update the Media Crisis document with Tina Małkowska.	Action:

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<p>12/06/2022 – AK absent. No update received. 06/09/2022 – OPEN - Need to define scope of document.</p> <p>3.2. Minutes from meeting 18/01/2022</p> <p>3.2.1.A clear link on board members' page to Safeguarding 12/06/2022 - A link has been added on to the home page, but you need to scroll down to see it. AS to ask Konrad Kaptur to move this to the top of the main page. 06/09/2022 – DM stated that the link to Safeguarding on the English version of the website is no longer there. AW stated that Konrad Kaptur will add this.</p> <p>3.3. Minutes meeting 12/06/2022</p> <p>3.3.1.KW to identify persons to be help her in running the commission. 06/06/2022 – CLOSED - KB stated that this will be discuss during their conference held during the Biennial Meeting.</p> <p>3.3.2.AS to ask KJ to explain the insurance cost to the board. 06/09/2022 – CLOSED - KJ explained that LJO were providing design detail drawings and initially it was thought that he required £30k professional indemnity. However, AC investigated this further and weighing up the risk the St Briavels Project Team agreed that this level of cover was not required.</p> <p>3.3.3.JZ to prepare proposal on how best to raise £6k yearly, needed for Committee expenses. 06/09/2022 – OPEN</p> <p>3.3.4.JZ to create a comprehensive database for all 18+ members by Sept 2022. 06/09/2022 - OPEN - Work has commenced and JZ to send email requesting information from commissions. He already has the information from the Scout Commission. AS explained that Friday 10pm, he MR and JZ are attending a meeting with Members from Australia and Ireland, re Operoo, used by Australia, Ireland, who want us to join them. There is a cost involved, but it is unclear what is included and what are the benefits.</p> <p>3.3.5.AW to send draft Guide to Social Media Usage to be reviewed by board. 06/09/2022 – OPEN - AW stated that due to other priorities was unable to complete the policy document. Plan is for the document to be sent to the board in time for review and to be issued before the Biennial meeting.</p> <p>3.3.6.Add Diversity & Inclusion policy document to meeting agenda. 06/09/2022 – CLOSED - WP stated that D&I Policy is being discussed within the Safeguarding sub committee.</p>	<p>AS to ask Konrad to add the Safeguarding link to top of home page in the English version.</p> <p>AW to send draft Guide to Social Media Usage Policy, to DM to distribute to board for review/approval prior to issuing.</p>
<p>4. Financial</p> <p>4.1. Financial Update KW.</p> <p>4.1.1.Gift aid of £2600 has been received. This was sent to Fenton and St Briavels Fund.</p>	<p>Action:</p>

<p>4.1.2.No further donations were received for aid for the Ukrainian refugees fund since last meeting. However, £3,400 is due from Mansfield KPH (Friends of Scouting.)</p> <p>4.1.3.KW requested that all expenses to be sent to her to be processed before the Biennial Meeting.</p> <p>4.2. Beavor House Chair of PSA (Int'l) has confirmed that he will schedule an on-line meeting end of Sept/early Oct with 3 representatives from them and 3 from us to try look to how to come to an agreement regarding the division of the profit and loss of the house. Meeting of sub-committee scheduled 21/09/2022 to identify the 3 delegates and objectives of first meeting.</p> <p>4.3. Aid to Ukraine- AK 4.3.1.AK said that £33,700 has been collected to date. Communication 4 has been sent out, but initially the attachment, from ZHR was omitted. AK requested that they be sent again. Unfortunately, the proposed Kolonia (Camp) did not happen.</p> <p>4.4. Insurance - AC 4.4.1.Insurance renewal for public liability £13,500 is due 28/09/2022. AC recommends that we go ahead with Zurich. The premium is within budget. Zurich said that if we can commit to the next three years, will give us a 5% discount for the next 3 years. AC recommended this to the board as it is unlikely that insurance premiums will reduce in the next three years. AC that another broker gave a quote of £20k, difficult to get quotes but he feels that there aren't insurance companies that would offer insurance to youth organisations Accepted by All (18).</p>	
<p>5. Operational</p> <p>5.1. Guide Commission Report – WPA 5.1.1.Report was sent in advance. No further questions.</p> <p>5.2. Scout Commission Report – MR 5.2.1.Report was sent in advance. MR stated the venture scout camps in Scotland and Polish Tatra mountains had been omitted. JM, AS, MR all praised the achievements of the venture scout camps, which were organised with some COVID restrictions still being in place, and the need to complete more detailed Risk Assessments AS stated that due to a break out of hand, foot and mouth disease during the St Briavels summer camps, the 75th anniversary celebration of Szczecin District and the open day for parents were cancelled. Wanda Osmond was on site and supported the camps and brownie holidays during the whole period.</p> <p>5.3. Senior scouts Report -TC 5.3.1.Currently there are 3 units. Unit Nadzieja went on a pilgrimage. TC has been approached to start a new unit.</p> <p>5.4. Friends of Scouting</p>	

<p>5.4.1. A new shed was built to hold scouting equipment.</p> <p>5.4.2. Helped with preparing food for Harce Fest at Beavor House, and in Fenton, and at a brownie/cub camp. New units are working well.</p> <p>5.4.3. KB would like to provide food at Aylesford. WPA suggested that she asked District Commissioner for London.</p> <p>5.5. St Briavels project Phase III – KJ</p> <p>Report was sent in advance.</p> <p>Fortnightly meetings have resumed after the summer break.</p> <p>The work needs to start in October as this is the time when the bats can be disturbed. We are working with the ecologist.</p> <p>Subcommittee has agreed on windows/door, source heating, and scaffolding.</p> <p>Current funds will pay for the above works. Originally we indicated to MSZ that the refurbishment will be completed by the end of the year, but they will not be completed in time. Need to explain to MSZ that we will not complete by due date, due to covid and increase in costs.</p> <p>Opportunity for further funds from SPK, Garfield Western. If successful, these funds will be used to make the building water tight. A further £500k is required for the second fix.</p> <p>Need further donations, gofundme has only brought in about 12k. People are donating, but are not forwarding the appeal to all their contacts. KJ is looking into other options, e.g. to take a loan; SPK to lend us money; Lease back. If take a loan of £500,000 will need to repay £25k a year.</p> <p>JZ we can make changes to the interior without planning permission but need to resubmit because we want to change the right hand side of the house and add a flat roof with a terrace. The lights may affect wildlife. Should it not be granted we would need to change the roof.</p> <p>JM said that Easyfunding not easy to set up, AW suggested that we do a video. DM to create one with KJ.</p> <p>KJ will present a short 10 mins presentation at Zjazd.</p>	<p>DM and KJ to create a short video explaining how to create a easy funding account.</p>
<p>6. Governance</p> <p>6.1. Zjazd Okregu. PSA (UK Region) Ltd Biennial AGM</p> <p>Voting at Zjazd will be electronic. We will use jotforms application which was used by PSA (Int'l) for their General Meeting. Support will be given to those that do not have a smart phone (or other devices) or have problems with the voting.</p> <p>DM said that it is difficult to estimate the cost per person, as the number of people attending is unknown, and also how much gas/electricity will be used. Agreed to only raise the price by £5 to £25, and Okręg will pay the rest.</p> <p>DM explained that the Regulamin Główny from March 2022, only stipulates the minimum of 3 elected members, and the maximum figure to be decided by each Okręg. It was agreed to leave the number as 15. AS to write a motion to be presented at the Zjazd.</p> <p>We do not know how many people will be attending. In the event that there are more than 100, DM will request those that live nearby to go home for the night, and others to stay on camp</p>	<p>Action:</p> <p>JZ to prepare proposal on how best to raise £6k yearly, needed for Committee expenses.</p>

<p>beds. AS and DM are standing for chair. AM, MC, AK, KW, AW and IT said that they will not stand for another term. JZ has agreed to chair the Zjazd. There are three workshops. First one will be on Safeguarding lead by Anna Gebaska. Second one will be on finances. Beavor House - AS, St Briavels Project - KJ, Okręg – JZ, 10 mins on each in small groups, followed by all for questions.</p> <p>6.2. Health & Safety (LI) LI will send a report.</p> <p>6.3. Safeguarding 6.3.1.WPA and MR. Things were raised at the summer camps. Anna Gebaska, Karina Kulawik, MR and WPA had one meeting and another has been scheduled in the next few weeks to deal with the issues raised and review the policies.</p> <p>6.4. Mental Health and Wellbeing (IT) IT was not present, so no update.</p> <p>6.5. Data Protection (IS) Updated documents were submitted to the board in advance. All (17) agreed to the change.</p> <p>6.6. Human Resources (IS) Fenton – Received five applications for caretaker role. Formal and informal conversations with four candidates have been completed. One more to meet. It is anticipated that a decision will be made by the end of September. Contract was reviewed by HR specialist no changes were required. St Briavels – no changes, and no issues raised.</p> <p>6.7. COVID Response Team (JM) No changes since the last meeting. There is still COVID around, some restrictions in place.</p> <p>6.8. Media & Communications (AW) 6.8.1.Continue with the Facebook and internet.</p>	<p>LI to send a Health and Safety update report.</p>
<p>7. Activity Centres 7.1. St Briavels Centre – Wye Valley Woodside Centre – No report was sent in advance. AS stated Andrzej Borowy (AB) current Activity Centre Manager has sent a message, confirming that wants to resign as Kierownik, and Wanda Osmond has offered to do this. KW stated that the vacancy was not advertised and there could be others interested in the role. 15 for 1 against 1 abstain to engage Wanda Osmond as Activity Centre Manager.</p> <p>7.2. Fenton Centre – WM. Report not received in advance. Continues to be working well. The 50th anniversary commemorative pamphlet cost £1000.</p>	
<p>8. AOB 8.1. AS thanked the board for their support and hard work throughout the last two years. DM thanked AS on behalf of the board, for his work and support to the board and sub committees.</p>	
<p>9. Dates of next meetings 9.1. 08-09/10/2022 – PSA (UK Region) Ltd Biennial AGM</p>	

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