



**AUSTRALIAN ARMY APPRENTICES ASSOCIATION INC.**  
**MINUTES OF THE COMMITTEE MEETING**  
**HELD AT THE ROYAL MILITARY COLLEGE OFFICERS MESS**  
**ON**  
**6 MAY 2009**

**Present:**

Frank Poole  
Frank Maloney  
Ian Morris  
Ray Wilson  
Russell Evans  
Craig Malcolm  
Jeff Heron

**Apologies:**

Greg Mulcahy (including Proxy to the President)  
Barry Teal  
Jack Westernhagen  
Geoff Martin

**Opening, welcome and roll call**

1. The President opened the meeting at 1530 hrs.
2. The President welcomed the new Committee Members: Geoff Martin as Heritage Officer, Craig Malcolm as Membership Secretary, and new Chaplains Rev Bryan Nichols and Rev Craig Potter. These appointments are to be ratified at the next AGM along with the relevant changes to the Constitution.

**Confirmation of the Minutes of the previous meeting**

3. Minutes accepted as read.

**Moved:** Frank Maloney

**Seconded:** Russell Evans

**Carried**

**Matters arising from the Minutes**

4. To be covered in normal business.

**Reports**

5. **Secretary's report.** In the absence of the Secretary, the President advised of some incoming correspondence. The Treasurer advised of the numbers of membership renewals.

6. **Treasurer's Report.** The Treasurer tabled his report and discussed the two main parts: the list of cheques passed for payment; and the financial statement.

**Moved that the cheques be approved:** Frank Poole

**Seconded:** Russell Evans

**Carried**

**Moved that the Treasurer's Report be accepted as presented:** Jeff Heron

**Seconded:** Ian Morris

**Carried**

7. **President' Report:**

a. **Association Business:**

- (1) Membership renewals and update of membership list. Craig Malcolm, the Membership Secretary, is now assisting. He represents the "younger" intakes. He now has the current membership lists and briefing notes (listing duties to be ratified at the next AGM).
- (2) Letter from Glen Jones re possible conflict of interest. The President discussed this with Lieutenant General Gillespie who saw no specific issues but advised that it be minuted at the next Committee Meeting.
- (3) Association policy re out of pocket expenses by Committee Members. The policy is that no Association member should have to bear the out of pocket costs of Committee membership.
- (4) Report of meeting with Wally Rotow and Herb Ellerbock who are correcting the Apprentice List and producing a Membership Program. These two members have access to CARO records to assist in producing more accurate Apprentice graduation and enlistment lists. They are also developing an Association Management system, including membership and financial management.
- (5) Report of meeting with Patron, Lieutenant General Gillespie. The afternoon tea that he wished to host for the Committee was cancelled due to the Patron's unexpected unavailability.
- (6) Possibility of a current equipment static display (by Army) as part of the 2011 event is to be developed and put to the Patron for feasibility. Frank Maloney to speak to this in later business.
- (7) Request for assistance from Army Museum has been received. A new display cabinet has been procured and the Museum is seeking guidance as to what items to include in it. The SPASSM project will identify suitable items and the Heritage Officer is to coordinate.

- (8) A photograph was circulated to Committee Members featuring the Apprentices' flag that accompanied the RAE flag at the Perth Anzac Day march. Similar activities should be encouraged in other regions.

**b. Memorial Sub-Committee:**

- (1) Composition of memorial Sub-Committee. These positions have been filled in accordance with the Constitution.
- (2) Flag pole. SME is donating the flag pole with support from the Association to fund some of the fittings and assist in the design and certification of footings.
- (3) Pavers. Greg Mulcahy is producing a spreadsheet calculator. President to forward a copy to the Committee. Frank Maloney questioned how pavers are arranged. Greg Mulcahy is still the contact for pavers.
- (4) Foundation Donors and Sponsors plaques. Frank Poole tabled costs for the following: lettering on the memorial wall; the rose garden,(using some of the excess pavers); the plaques; and flag pole fittings.

**Moved that \$6,000 be allocated to complete the Memorial to the Stage above:** Frank Poole

**Seconded:** Ray Wilson

**Discussion:** Ian Morris questioned how the Memorial will be maintained. The local Military area has this role, with the Memorial on the Register of Assets (RofA) of Bandiana area. The Association would be responsible for payment of any maintenance costs.

The Treasurer suggested the use of \$2,000 from the Memorial Fund and the remainder subsidised from the Membership and Operating funds.

Frank Maloney questioned the role of the Memorial Sub-committee in raising funds for the ongoing development of the Memorial. This is part of their role.

**Carried**

**c. Financial Compensation Motion:**

- (1) Peter Thornton has asked the Committee to consider and determine upon the following motion:  
*"That an amount of \$100 be paid ex gratia to each of Mr Bill Mertin and Mr Ian Morris as a general compensation for out of pocket expenses incurred over the life of the SPASSM project during the period July 2006 to March 2009."*
- (2) Frank Poole has proposed that the motion be amended to the extent that the ex gratia compensation should also include a like payment to Mr Peter Thornton.

**Discussion:** Ian Morris stated that it is important for members to identify and claim their out of pocket expenses in order that a record of such costs is kept.

After lengthy discussion, a new motion was proposed:

*“In line with the stated policy, reimbursement of personal expenses will be paid upon application or presentation of accounts.”* This relates to Ian Morris, Bill Mertin and Peter Thornton in relation to SPASSM activities.

**Moved:** Russell Evans

**Seconded:** Frank Maloney

**Carried**

8. **Reports by designates:**

- a. **Events.** Frank Maloney reported on the initial planning for the Association’s next major event. In late Oct-early Nov 2011, it is proposed that a week (maximum) of activities be organised in Canberra. Essentially, this would include:
- (1) Thur 27 Oct – Registrations and meet and greet, BBQ lunch, and intake reunions (Yarralumla/Weston Park)
  - (2) Fri 28 Oct – am tour AWM, ceremonial wreath laying in commemoration of all Australian Army Apprentices who have lost their lives in the service of the Army and afternoon tea at the AWM
  - (3) Sat 29 Oct – am free, pm AGM and DVA presentation, evening dinner
  - (4) Sun 30 Oct – free
  - (5) Mon 31 Oct – “The Army Today” address, military day, equipment display, BBQ lunch, range shoot.
  - (6) Tue 1 Nov – sports and other activities day
  - (7) Wed 2 Nov – am closing ceremony
- A catchy theme name is required. Intakes will be encouraged to arrange their own reunions and arrange some of the activities over the period.

**Moved that the event planning continue:** Ian Morris

**Seconded:** Craig Malcolm

**Carried**

- b. **Membership.** Craig Malcolm introduced himself and expressed his thanks for the opportunity to participate in the Committee. The meeting on 5 May in Melbourne with Wally Rotow and Herb Ellerbock agreed that the focus will be on the lists of graduating classes and enlistees, as well as the management system program. This will be Web-based. Herb Ellerbock will provide a concept for the next Committee meeting. The Treasurer is requested to provide a sample of financial records that the system will need to manage. In the meantime, Excel spreadsheets will continue to be used to manage membership. Craig provided some statistics from the membership lists, identifying only 242 current members from 7842 names on the Web site. Most members are from the 10<sup>th</sup> to the 22<sup>nd</sup> Intakes.

**Discussion:** Some discussion on the date for memberships to be due. The Constitution clearly identifies the date as 1 March, but there is concern

that some memberships may not have been renewed due to misunderstanding of the date. The Membership Secretary and Treasurer are to work together and determine a way ahead.

- c. **Welfare:** Russell Evans has recently been sending out letters of condolence – nine Apprentices have passed away this year. He has also been in contact with Regional Reps to ask that they make hospital visits to sick Apprentices.
- d. **Regional Representatives.** There were no Regional Reps present. Frank Poole stated that he wants to encourage the Regional Reps to become more involved and to assist in increasing memberships. Membership Secretary to provide lists of members by region.

### **General Business.**

- 9. **Date for next AGM.** Proposed for Sat 22 Aug 09, but to be confirmed with formal notice of AGM posted to web site and emailed to those members with email.
- 10. **Budgets for next Committee meeting.** Office Bearers are to report on their budgetary requirements at the next Committee meeting. Any requirement for travel by interstate Committee members is to be included.
- 11. **Association brochure.** The brochure is out of date. Ian Morris is to produce an insert “amendment” and forward it to Craig Malcolm to include with the brochures (to be forwarded to him by Ray Wilson). Members are requested to advise what needs to be included on the amendment.
- 12. **Insurance.** Frank Poole is to check on the renewal date, terms and cost of the insurance policy.
- 13. **Suitability of RMC for future meetings.** All were in favour of the venue remaining the same. The Secretary is to send a thank you to the Mess President.
- 14. **Equipment display.** Jeff Heron advised that there would be a “Bushmaster” vehicle on display at Blamey Square on Fri 15 May. Check with him for timings if you are interested.
- 15. **Association members’ involvement.** Frank Maloney enquired how ordinary members can have a say and be involved in the Association’s activities, particularly those from interstate and remote areas. The Notice of Meeting for the AGM provides a suitable forum. Discussion agreed that more should be done through the membership marketing process to encourage Apprentices to participate and to be involved, including providing their proxy for voting at the AGM.

### **Next Meeting**

- 16. The next Committee meeting will be held on Thursday 23 Jul 09, commencing at 1430 hrs, at the RMC Officers’ Mess, Duntroon. Secretary is to book the Officers mess for this meeting.

**Meeting closed**

17. The President closed the meeting at 1825 hrs.