



**AUSTRALIAN ARMY APPRENTICES ASSOCIATION
INCORPORATED**

ACT Incorporation No: A04404

PO Box 4091, Kogarah Bay, NSW 2217 www.austarmyapprentice.org

Patron: Major General Andrew Mathewson, AM

907

**MINUTES FOR THE ORDINARY MEETING OF THE COMMITTEE
OF THE AUSTRALIAN ARMY APPRENTICES ASSOCIATION
HELD AT 1030 HRS AT THE KIRRIBILLI CLUB, 11 HARBOUR VIEW
CRESCENT, LAVENDER BAY, NSW ON TUES 5TH JULY 2016**

1. **Opening:** The President opened the meeting at 1040hrs and thanked all those in attendance.
2. **Apprentice Prayer:** The Prayer was recited by Harry Cole.
3. **The Ode:** The Ode was recited by Neil Bennett.
4. **Attendees:**
 - Harry Hoger: President
 - Greg Haggett: Vice-President
 - Richard Pike: Treasurer
 - Ian Morris: Webmaster
 - Harry Cole: Heritage Officer
 - Craig Malcolm: Membership Secretary
 - Frank Poole: Memorial Chair
 - Jeff Heron: Moderator
 - Joanne Cornelius: Social Media
 - Keith Lowe
 - Kevin Noon
 - Neil Bennett: Secretary
5. **Apologies:**
 - Barry Minster
 - Lucas McGann
 - Otto Aberle
 - Damien Tyrrell
 - Frank Maloney
6. **Ratification of Lucas McGann's resignation.** Moved Ian Morris, Seconded Greg Haggett that Lucas McGann's resignation be accepted. Carried
7. **Ratification of position of Assistant Secretary.** Moved Harry Cole, Seconded Greg Haggett that the position of Assistant Secretary of the AAAA Inc. be created as a temporary measure to provide assistance particularly in the taking of minutes of meetings with the position to be ratified in accordance with Constitution rules at the next Annual General Meeting (AGM). Carried
8. **Ratification of Keith Lowe as Assistant Secretary.** Moved Harry Cole, Seconded Richard Pike that Keith Lowe be temporarily appointed to the position of Assistant Secretary until the Association's next AGM. Carried

9. Ratification of Kevin Noon as a Committee Member. Moved Frank Poole, Seconded Ian Morris that Kevin Noon be appointed to fill the Committee vacancy until the Association's next AGM. Carried

10. Ratification of Kevin Forster as a Regional Representative for the Northern Territory. Moved Harry Cole, Seconded Greg Haggett that Kevin Forster be appointed as the NT Regional Representative. Carried

11. Confirmation of Minutes of previous committee meeting. Moved Neil Bennett, Seconded Richard Pike that the Minutes of the previous Ordinary Meeting (1st March 2016) be confirmed and accepted. Carried

12. Business arising from the Minutes of the previous meeting:

- a. There was no business arising from the Minutes of the previous meeting.

13. Correspondence In/Out:

- a. Australia Day Award for Brigadier Andrew Freeman 40th EF.
- b. Correspondence re key ring and quote Richard Pike.
- c. 101 Field Workshop RAEME SVN 1966-67 50th Anniversary missing person's list.
- d. Various emails to & fro to Balcombe Grammar School (BGS) re Anzac Day commemoration.
- e. ESO Mapping Project- Aspen Foundation Survey of Support Services Reminder Damien Tyrrell.
- f. Invitations to Mornington Peninsula ex Appies to BGS Anzac Commemoration.
- g. Bob Thompson re Press Release from Vietnam Veterans of America.
- h. Various correspondence re Phil Edwards and Dave McGahey walk across England for "Soldier On".
- i. From Vince Manno VicPol re info about Billy Cook 8th F&T.
- j. Invitation for Appies' informal gathering at Sunshine RSL Sat 2nd April 2016 at 1400hrs.
- k. SMS from Mal Campbell via Harry Cole.
- l. From Ross Grant via Harry Cole re Formation of 102 Field Workshop SVN 1966/7.
- m. Via Jeff Heron correspondence with British Army Apprentices organisations.
- n. From Barry Shipway RAEME Association Qld re Robert Hyde 39th VM passing away.
- o. From Carl Bray apology for not being able to attend BGS Anzac Commemoration.
- p. From Ian Keenan notifying his intention to attend BGS Anzac Commemoration.
- q. From ADSO Media Statement re Disabled Veterans' issues.
- r. From ADSO Policy Objectives & ADSO Leaders Contact List.

- s. From ADSO ESO Mapping Project update.
- t. From Dave Phillips re locating David Horgan (Rackyl).
- u. From Brad Tanner re removal of personal details from records due to identity fraud, own request.
- v. From Kevin Forster volunteering his services as NT Regional Representative.
- w. From Paddy English re 24th Intake in Cairns over the weekend of 12th/14th August 2016.
- x. From Matt Bouma notifying leave of absence.
- y. Mal Campbell's passing and funeral arrangements.
- z. From David Miller re change of phone no.
- aa. From Mark Ryan re change of contact details.
- bb. From Katrine Kelly re Photos of her brother a 48th Intake ET.
- cc. From Yong Yi at ASEME re name for a Boozer with service history.
- dd. Various emails from Frank O'Neill doubling up ADSO & DFWA transmissions.
- ee. From DFWA ADSO Media statement Federal Budget Veterans Health key outcome.
- ff. From ADSO Dept of Vet Affairs Federal Budget Comment.
- gg. From Brad Tanner 34th Intake a note of thanks for attending to his situation.
- hh. From DFWA ASDO Media Statement 'It's Time' - Are the ADT & vets in a policy free zone?
- ii. From Leonardo Abbadini re WO2 Jack (Bull) Aberdene.
- jj. From DFWA ASDO Media Release Hearing Aid statement.
- kk. DFWA ADSO Media Statement re non-attendance of our political leaders at the Repatriation Ceremony at RAAF Base Richmond.
- ll. From Lucas on behalf of 25th Sparky re an Apprentice Medal for Services.
- mm. From Tim Dean re his father's (Brig. John Dean) passing on 7th June 2016.
- nn. From DFWA ADSO Media statement Will Veterans be a forgotten force for the election?
- oo. From Brian Daley re change of email address.
- pp. From DFWA ADSO Media Statement Vets may not be forgotten but not headline in election.
- qq. From Leonardo Abbadini thank you note.
- rr. From Len Avery 161 Recce Flt re passing of David Harding 11th VM, DNG re-enlisted in ARA.

- ss. From Army Apprentice Freemasons Association closing up shop.
- tt. From DFWA ADSO Media Statement Veterans Policies - How the Parties Compare.
- uu. From DFWA ADSO Election Update June 2016.

Moved Richard Pike, Seconded Frank Poole that the Correspondence as presented be accepted.
Carried

14. Reports:

a. Treasurer's Report.

The current financial position is:

At bank as of 31 May 2016	\$53,378.23
Term deposits	\$32,904.82

Income for the period Feb to May 2016 is \$14,451.12 whilst expenditure was \$6135.26 giving the Assoc. a profit of \$8,315.86.

Although we are in a strong financial position we must remember that, apart from membership, memorabilia, pavers and donations, we will need to get a much input into the key ring project to ensure a healthy outcome.

Regards

Richard Pike, 21st VM

Australian Army Apprentice Association

PO Box 2072
 Canberra
 ACT 2601

Balance Sheet

As of May 2016

4/07/2016
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Assets		
Current Assets		
Cash On Hand		
Cheque Account	\$53,378.23	
Total Cash On Hand	\$53,378.23	
Savings Funds		
Term deposit 0353694976	\$10,000.00	
Term deposit 0352506961	\$16,866.21	
Term deposit 0350539410	\$6,038.61	
Total Savings Funds	\$32,904.82	
Total Current Assets	\$86,283.05	
Trade Debtors	\$173.00	
Total Assets		\$86,456.05
Liabilities		
Current Liabilities		
Trade Creditors	\$680.14	
Total Current Liabilities	\$680.14	
Total Liabilities		\$680.14
Net Assets		\$85,775.91
Equity		
Retained Earnings	\$15,922.24	
Current Year Earnings	\$17,988.57	
Historical Balancing	\$51,865.10	
Total Equity		\$85,775.91

Australian Army Apprentice Association
 PO Box 2072
 Canberra
 ACT 2601

Profit & Loss Statement

January 2016 through May 2016

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Income	
Membership	\$10,795.00
Sales - Memorabilia	\$517.50
Postage Collected	\$55.00
Memorial	\$240.00
Miscellaneous Income	\$263.62
Donations	\$2,825.00
Reunion 2015	
Registrations	-\$245.00
Total Income	<u>\$14,451.12</u>
Cost of Sales	
Gross Profit	<u>\$14,451.12</u>
Expenses	
Merchant Fees	\$224.72
News Letter	\$239.91
Postage	\$604.20
Committee Expenses	
Travel	\$1,202.74
Food & Entertainment	\$300.00
Bank Fees	\$76.55
Insurance	\$963.79
Memorial Expenditure	\$296.60
Membership	\$432.99
Reunion Expenditure 2015	
Web site	\$823.76
Memorbilia	\$970.00
Total Expenses	<u>\$6,135.26</u>
Operating Profit	<u>\$8,315.86</u>
Other Income	
Other Expenses	
Net Profit / (Loss)	<u>\$8,315.86</u>

Accounts for payment July 2016

532	\$300.00	Kirribilli	Lunch			
533	\$88.48	Ian Morris	Web site			
534	\$498.70	Neil Bennett	Travel			
535	\$125.00	Jim Hislop	Pavers			
536	\$579.02	Craig Malcolm	Travel			
537	\$121.00	Aust Post	PO Box Syd			
538	\$191.00	Aust Post	PO Box ACT			
539	\$448.48	Ian Morris	Web site			
540	\$299.40	Ian Morris	Web site host			
541	\$380.74	Jeff Heron	Newsletters			
542	\$300.00	Kirribilli	Lunch			
543	\$90.24	OTTO ABDEL	TRAVEL			
544	\$171.60	EVERION	PLAQUE			

RP

Moved Richard Pike, Seconded Keith Lowe that the Treasurer’s Report, Balance Sheet, Profit & Loss as presented be accepted. Carried

Moved Richard Pike, Seconded Keith Lowe that the Accounts for payment as presented be approved. Carried

b. President's Report.

Since our last meeting, we have had Anzac day service at Balcombe Grammar School. This event has been well documented in our current newsletter. From all accounts our efforts were well received by the staff, parents and students. I would like to thank everyone who participated in support of our association. The 10th anniversary edition of our Newsletter, gives great credit to the editor Jeff Heron. I would like to thank you Jeff on behalf of this Association for your commitment to this role. In early May this year, our web site was upgraded with a visitor counter. To date the reading is 12000 visits and climbing. The results need to be analysed to give us correct meaning. There must be more going on than we realise or understand. Again our Webmaster, Ian Morris needs to be congratulated on this improvement, thank you on behalf of the association.

In addition, the committee gave authority to Joanne to initiate social media facilities. This is now a service to our membership to share information, events across Facebook and YouTube. The risk and reward side of this being a platform to expose our sensitive information will be a topic for conversation. How do we keep ourselves safe; what changes need to be done to our constitution. Frank Poole has provided a detailed draft on same point of concern.

We say thank you to Lucas McGann for his contribution to our committee. Business commitments have taken his time, as always we leave the door open for the future.

The committee looks forward to welcoming Kevin Noon and Keith Lowe to fill the current vacancies, which now gives us a full team. Keith has taken on the position of Assistant Secretary, to assist Neil Bennett with expediting the minutes to the committee in a practical and timely manner. Kevin is our Parade Marshal with many contacts which will reinforce what this association has in place. Thank you to you both for the support.

I thank everyone on the committee for their support and look forward to working with the new team.

Harry Hoger 20th Radio Mech

Moved Harry Hoger, Seconded Joanne Cornelius that the President's Report, as presented be accepted. Carried

c. Vice President's Report.

There has not been a lot of activity on the membership front since the last meeting although I remain active in pursuing as many ex-Apprentices that I have contact details for. I have attempted to contact Brig Andrew Freeman but, at this stage have not yet had a response. I will continue to source his contact details and advise of the progress.

The lunch in May for the NSW members held at the Kirribilli Club was attended by a dozen or so and it was a pleasure of mine to be introduced to these gentlemen and share a few old stories with them. Hopefully we can instigate more of these types of functions and increase attendance numbers in the future.

The YouTube channel has been launched by Joanne although there is only one related video which has been uploaded by Harry Hoger. Hopefully in the future more videos are received to be uploaded to increase the awareness of the Association. This may need to be publicised more in order to ensure members are aware of its existence and the process of sending videos to either Joanne or myself for upload.

Regards

Greg Haggett, 40th P&G

Moved Greg Haggett, Seconded Jeff Heron that the Vice-President's Report, as presented be accepted. Carried

d. Secretary's Report.

As per Correspondence file. Moved Neil Bennett, Seconded: Kevin Noon that the Secretary's Report, as presented be accepted. Carried

e. Heritage Officer's Report.

I do not wish to overshadow our President's Report on the proceedings of the Anzac Day event that was conducted at Balcombe Grammar School to remember the 100th anniversary of the Gallipoli campaign but I would like to add my own perspective to what I consider was a truly remarkable day.

The Balcombe Grammar School had encapsulated the history of that piece of earth that we all knew as the Army Apprentices School Balcombe, and before that the R and R area for the 1st US Marine Division after the battle of Guadalcanal in WW2, and had invited the President of the AAAA, and any other ex-Apprentices, to attend their special event.

I am led to understand there were over 700 students, some parents, the school staff and more importantly 38 ex Army Apprentices who were all assembled in the auditorium.

I felt privileged to be included in the ceremony being the son of an original Gallipoli veteran and was asked to assist two students in lighting the peace candle and reciting the second part of the Ode.

Our other involvements were the laying of wreaths by Neil Bennett and four students and the presentation of the US 1st Marine Division and the Army Apprentices Association flags to the school headmaster by Frank Maloney who flew down from Brisbane for the event. It was interesting to note that on our departure that afternoon both these flags were flying from both the school flagpoles.

Our President Harry Hoger gave a well presented speech regarding our commitment and association with the school and the history of the Army Apprentices School Balcombe.

My first project for this year was the story on the several attempts, and failures, to actually get a national association underway until it took root in Canberra 10 years ago and resulted in the present successful association we now have. At one point I thought I would be in conflict with Frank Poole who was the first President of the current association but as it turned out both his and my notes complemented the whole sequence. I sincerely thank Jeff Heron for merging both sections together to let the story show the history. This appeared in the May 2016 issue of TAA.

My current project is a result from a 7th Intake class mate who asked if I remembered how, we and even up to Jim Hislop's time at Balcombe, were actually able to do any washing. Up to 1954 there were NO washing machines (those Lightburn cement mixer look alike) or SAL's between the ends of the huts. All washing was done by boiling everything (except battle dress, blues and "poof" suit) in a Soya Stove. (Look this up on the internet if you don't know about this item). The main problem was you only got one chance at using a stove on a weekend so everything went in together ie. KD's, underwear, white shirts, socks etc. Wood for the fire was another problem. I am putting a brief story together for the next TAA.

Harry Cole, 7th VM

Moved Harry Cole, Seconded Craig Malcolm that the Heritage Officer's Report, as presented be accepted. Carried

f. Welfare Officer's Report.

RESPONSIBILITIES

- (1) Advise members on their welfare and other Commonwealth and State Government entitlements. NOTE: it is not the intention to duplicate the services offered by other service associations, but to supplement them by advising members of the best association to assist or provide primary advice when members are not members of other associations; and
- (2) Liaise with similar service bodies (eg. Returned Services League, Vietnam Veterans Federation, Vietnam Veterans Association of Australia, Totally and Permanently Incapacitated Association) on welfare matters; and
- (3) On the advice of the of the death of a member, ensure that information is correct, ensure that the NOK is being cared for and send condolences, and advise the Webmaster of updates required on the Website- Regional Representatives have a role to play here; and
- (4) On advice of a member in hospital, sick or otherwise indisposed, arrange a visit from a member to ensure his/her welfare. Again Regional Representatives may be used; and
- (5) Act as a member of the Memorial Sub-Committee.

WELFARE ENTITLEMENTS

Nothing to report

EX- SERVICE ORGANISATIONS

Totally and Permanently Incapacitated Federation
Australian Peacekeepers & Peacekeepers Veterans' Association
Australian Special Air Service Association (ASASA)
Defence Families Australia
Defence Force Welfare Association (DFWA)
Legacy Australia Council
Department of Veteran Affairs
Partners of Veterans
Soldier Limited
Returned & Services League of Australia (RSL)
Vietnam Veterans Association of Australia (VVAA)
Vietnam Veterans Federation of Australia (VVFA)
War Widows Guild of Australia
Australian Veterans and Defence Services Council Incorporated
RAEME Association
RAE Foundation
RASigs Association

AABC Association

The AAAA is a paid-up Group Member of the Defence Force Welfare Association(DWFA)

TRAINING

No longer applicable

VALE NOTIFICATIONS

Robert Hyde, 37th VM - 3rd April 2016

Mal Campbell, 22nd EF - 28th April 2016

Brian Stapleton, 1st F&T - 29th May 2016

David Harding, 11th VM - 25th June 2016

SICK PARADE

Nil

MEMORIAL

Nothing to report at this time

Damien Tyrrell, 40th ET

Moved Keith Lowe, Seconded Richard Pike that the Welfare Officer's Report, as presented be accepted. Carried

g. Membership Secretary's Report.

The current state of the membership (as at 18 June 2016) is 587 financial members, consisting of:

Table 1 - Members by Membership Type

Ordinary Memberships	283
Retired Memberships	292
Associate Memberships	9
Life Memberships	3

This is an increase of 33 members since the last committee meeting in March and an increase of 126 compared to this time last year.

1st March 2016 renewals have mostly been received. The good news is that the number of lapsed members has decreased considerably – 142, down from 178 in March (which didn't include the March renewals) – so this is a significant decrease.

The current lapsed member table is as follows:

Table 2 – Lapsed Members

Mar-12	6
Sep-12	14
Mar-13	10
Sep-13	14
01-March-2014	62

01-September-2104	8
Mar-15	15
Sep-15	13
01-March-2016	40
Total	142

There have been 18 new members sign up since March 2016 and 83 new members since this time last year.

The next renewal date is 1st Sep 2016 and renewals for 101 members will be sent out on 1 August. I will also be sending out renewal reminders to those lapsed members (currently 142) at the same time.

I will be travelling in the outback from 18th Sep – 23rd Oct so will most likely be unable to attend the AGM but will produce a report before I go.

Craig Malcolm, 31st ET

Moved Craig Malcolm, Seconded Greg Haggett that the Membership Secretary's Report, as presented be accepted. Carried

h. Events Manager's Report.

No report submitted.

i. Public Officer's Report.

No report submitted.

j. Webmaster's Report.

1. The following changes have been made to the website:
 - a. A "What's New?" button has been added.
 - b. A "Visitor Counter" has been added.
 - c. The website footer has been changed to remove the "Admin Logon" link.
2. These changes may appear trivial but are very time consuming due to the lack of documentation on the website. And yes I am documenting everything as I go.
3. A fault has appeared with the Forms software (used on the "Contact" form and the "Vale" form). Briefly, the problem is that both forms when submitted, are sent to "webmaster@austarmyapprentice.org". The address should be able to be changed but at present it can't be changed. Ideally we would like the "Vale" form be sent to "welfare@austarmyapprentice.org" and the contact form be directed to the area concerned. Eg "Memorial", "Membership" etc. I am working on a number of fixes.
4. The "To Do" list keeps getting longer including two requests for a "Site Last Updated" notice and an "Email this Site" link.

Ian Morris, 12th Radio Mech

Moved Ian Morris, Seconded Craig Malcolm that the Webmaster's Report as presented be accepted. Carried

k. Forum Moderator's Report.

The Website Forum continues to have light activity, mainly the Penske Power Systems job advertisements. Richard Pike and the Australian Defence Consultancy Group have also placed a couple of employment opportunity notices.

The direct link "Additionally, you may wish to participate in the Forum." on the AAAA Website may have resulted in an increase in visits to the Forum; however, without any way of identifying "hits", I can't quantify this. I would like to see a more obvious direct link.

Similarly, the front page should include more obvious direct links to the Facebook page and to the YouTube Channel.

Jeff Heron, 21st Radio Mech

Moved Jeff Heron, Seconded Greg Hagggett that the Forum Moderator's Report as presented be accepted. Carried

l. Memorial Sub-Committee Chair's Report.

Memorial Access

The access situation hasn't changed and it would appear there is little possibility of improving the situation. As it stands:

Hrs: Tues, Thurs and Sat 10.00AM - 2.00PM.

Bookings must be made 24 hours in advance, call Sharon on 02 6055 2525 to book.

Closed: Sundays, New Year's Day, Easter Fri and Easter Mon, ANZAC Day, Christmas Eve until New Year's Day

\$10 Family - 2 Adults, 3 Children under 16

\$5 Adult

\$2 Senior, Pensioner, Disabled

\$2 Each for Group of 10 or more

You need to notify Sharon that you would like to visit our Memorial and then not on Saturday. However, it has been reported that visitors wishing to visit the Memorial outside of these arrangements have been found an escort. At least one complaint on these restrictions have been lodged by a RAEME visitor.

With the help of Jim Hislop we will continue to monitor the position.

Intake Pathway

I have written to the Commandant of the ALTC requesting permission to construct the pathway which will be incorporated as a component of our Memorial. Outline specifications and significance have been explained and we are awaiting a reply.

If favourable, then we can proceed with planning, for which I envisage the following phases:

Detail design and specifications

Seek permission to removes the intake and KIA plaques from Bonegilla

Estimated costings for construction of path and refurbishment of plaques. Budget.

Fund raising

Tendering

Letting of contract

Construction

Dedication

Plaques and Pavers

A Remembrance Plaque has been ordered for Mal Campbell and will be mounted on receipt on the Balcombe wall. His family has declined an invitation to attend and for a service. A photo will be sent to them when the plaque has been mounted.

There have been no pavers ordered since my last report.

The cost of plaques to members (\$500.00) has always been a concern and is determined primarily by the cost of the plaque plus cartage and minor mounting costs and the cost of a photo, frame and postage. The Association has a minor profit built in to ensure unforeseen expenses are not borne by Association funds. I am pleased to announce that we have a new foundry provider for plaques and we can now reduce the cost to members of a Remembrance Plaque to \$400.00.

My thanks again go to Jim and Greg for their invaluable help.

Frank Poole, 10th Architectural Draughtsman

Moved Frank Poole, Seconded Ian Morris that the Memorial Sub-committee Chair's Report as presented be accepted. Carried

m. Merchandising Report.

The Treasurer advised it has been quiet in the sale of merchandise. Stock has been let run down & replenishments will need to be ordered. Plaques are currently on order & as we do not stock of flags a couple more should be ordered. There has been approximately \$500.00 turnover since last meeting.

Moved Richard Pike, Seconded Kevin Noon that the Merchandising Report as presented be accepted. Carried

n. Social Media Report.

Joanne Cornelius reported she had the YouTube Channel up and running and is now seeking further direction from the Committee. She also advised there is a move according to information on social media networks for a 70th Anniversary Tri-service medal to be struck acknowledging apprentices from the three services.

Following a discussion it was suggested that the "old Appy badge" be shown on the YouTube page, however, Jeff Heron commented that the badge shown is the Army Apprentices School which we the Association does not have authority to use. If the YouTube Channel is to called "Australian Army Apprentices Association", we should use the AAAA Badge.

Inclusion of videos showing Apprentices in service, of historical events and information etc. should be included. Joanne was asked to draft SOP for videos to be included.

Regarding the medal, Joanne to monitor media information to endeavour who is co-ordinating the push for the medal and to circulate the information to the Association Committee.

Moved Joanne Cornelius, Seconded Harry Cole that the Social Media Report as presented be accepted. Carried

Action by: Joanne Cornelius

o. Regional Representative Report - Canberra Region.

Canberra Luncheons

Since my last report we have held two lunches at our usual location at the Golden King Restaurant in Phillip. The first was on the 16th March attended by 18 Apprentices and one lady and the most recent on 22nd June attended by 20 Apprentices and two ladies, this being our 15th lunch. The lunches are preceded by a short briefing of Association and regional matters followed by a raffle. Small surpluses have been forwarded as Memorial donations. The presence of Sydney Apprentices is always welcome.

2018 Canberra ANZAC March

Following discussions with the President, I have written to the President of the RSL ACT Branch asking if it could be agreed for the Army Apprentices to lead the march. It will be 70 years since the first intake marched into Balcombe and will be the last 10-year celebration we could reasonably expect any 1st intake to be able to attend.

If approved, the Committee will need to decide if we organise a National Reunion around this event which will give the Association and Apprentices National exposure. We will also need to consider if we involve Navy and Airforce Apprentices.

Welfare

Although we have a couple of sickies I am monitoring, there have been no deaths or hospitalisation reported to me in the region.

Membership

At lunches and whenever the opportunity arises new memberships are encouraged. Canberra has relatively few retired Apprentices (they all seem to head for sunnier climes) and, although we have some serving Apprentices, there are others we have yet to convince to join.

Frank Poole, 10th Architectural Draughtsman

Moved Frank Poole. Seconded: Jeff Heron that the Canberra Region Report as presented be accepted. Carried

15. General business:

a. 2016 Annual General Meeting:

To be held in Bulimba as determined at the 2015 AGM. Meeting to be held on Saturday 22nd October 2016 with Brian Daley assisting with the co-ordination of the day's activities.

Action by: Brian Daley, Otto Aberle

b. Constitutional Changes:

1. **Amendments proposed.** Moved Frank Poole, Seconded Jeff Heron that the amendments to the Constitution contained in the draft Constitution sent by Jeff Heron to all Committee Members on 18th June 2016, but with the retention of the title Welfare Officer, be agreed by the Committee for recommendation to members at the next Annual General Meeting. Carried

2. **Life Membership.** Moved Jim Hislop, Seconded Frank Poole that the following procedures for the management of Life Membership nominations be agreed.

Introduction

a. *The Constitution determines Life membership as:*

“Life Member: Any Ordinary Member or Retired Member who has been a member of the Association for at least three (3) years and who, by virtue of their services to the Association, may be elevated to Life Member. The President shall accept a nomination for elevation, duly seconded, from a member of the Management Sub-committee. Voting shall be conducted by the President, calling all Management Sub-committee members to pass their secret ballots to the Trustee, who shall be the returning officer. If the nomination receives at least 80% acceptance votes, the Management Sub-committee shall bring the nomination to a general meeting for elevation to Life Member.”

- b. *This clause establishes the class of membership and its position in the Association, but requires expansion to ensure Life Membership is fairly and impartially awarded and to avoid embarrassment to a Member who may be nominated but then regarded by the voting Members as not meeting the criteria for elevation.*
- c. *Life Membership is awarded for “services to the Association” and this should be interpreted as “outstanding and consistent services to the Association at a National level for an extended period of time”, currently at least 3 years (this reflects the original Constitution when the Association was very young) but this 3-year period may be increased at times of review of the Constitution.*
- d. *Voting is restricted to the Management Sub-committee (President, Vice-President, Secretary, Treasurer, Welfare Officer, Memorial Sub-Committee Chairman, Public Officer, Events Manager and Membership Secretary), as the group in the best position to know the nominee’s contribution to the Association Nationally over an extended period without relying on personal relationships.*
- e. *Each member of the Management Sub-committee shall keep all correspondence and discussion on the nomination for elevation to Life Member in complete confidence. It is essential that the nominee is not aware or his or her nomination or the details of any discussion or consideration of the nomination. There should be no discussion between members of the Management Sub-committee.*

Nomination

- f. *Eligibility. To be eligible for nomination, the nominee will:*
 - (1) *have been a member of the Association for at least six years; and*
 - (2) *have served at least three full terms on the Committee; and*
 - (3) *have made a significant contribution to the aims and objectives of the Association at a National level.*
- g. *Nomination. Nomination in writing can be submitted by any member of the Association and seconded by a Management Sub-committee member, who may advise the nominee of the appropriateness or otherwise of the nomination. No supporting statement is necessary, as achievements of the nominee for Life Membership should be well known to voting members. The nominee must not be advised of this nomination. The nomination is to be forwarded to the President only by email or post.*

Voting Process

- h. *The President, on receipt, should check eligibility and, within seven days of receipt, forward the nomination to the Trustee who will act as returning officer for all further action. In the event that, in the view of the President, the nomination does not satisfy the eligibility criteria, it shall be returned to the nominator with a note of explanation.*
- i. *The Trustee, on receipt of the nomination, should refresh him/herself with the Constitution and these procedures. He/she should then, within 10 days of receipt of the nomination from the President, send to each member of the Management Sub-committee by registered post a voting slip that does not require identification of the person voting but just requires a YES or NO vote to be cast by marking a box with a cross. The voting envelope will also contain a stamped self-addressed envelope to return the voting slip to the Trustee. If more than one nomination is received at the same time, separate voting slips may be enclosed in the same envelope.*
- j. *No mark or identifying mark other than a cross in either the YES or NO box should be placed on the slip. If a member is unsure of how to vote, he/she should not mark the voting slip. All voting slips must be returned to the Trustee, who acts as the returning officer, in the provided stamped self-addressed envelope within 14 days of receipt of the slip.*
- k. *If all envelopes have not been returned within 20 days of the initial mail out, then an email reminding all members of the Management Sub-committee to send back voting slips with a direction that no reply is to be made to the email but that, after a further 10 days, those voting slips returned will be considered as a complete poll for voting purposes.*
- l. *If a nomination is successful, the Trustee will advise the Secretary to include elevation of a Member to Life Membership on the agenda of the next general meeting, but will not reveal the name. If the nomination is unsuccessful, the President will be advised and will contact the*

nominator and advise that the nomination was unsuccessful. No further discussion will be entered into.

Presentation

- m. *The Trustee will advise the Merchandising Officer that a Life Membership badge and an Association plaque will be required at the next general meeting. The inscription plate for the plaque will be forwarded to the Trustee for engraving and affixed by him/her or, in his/her absence, by the Secretary at the general meeting.*
- n. *The announcement of Life Membership will be made by the Trustee at the general meeting and the presentation conducted by the President.*

Following discussion the above procedure was amended by substituting three for the word six and number 3 with the number 6.

Para a. will now read:

“Life Member: Any Ordinary Member or Retired Member who has been a member of the Association for at least six (6) years and who, by virtue of their services to the Association, may be elevated to Life Member. The President shall accept a nomination for elevation, duly seconded, from a member of Management Sub-committee. Voting shall be conducted by the President, calling all Management Sub-committee members to pass their secret ballots to the Trustee, who shall be the returning officer. If the nomination receives at least 80% acceptance votes, the Management Sub-committee shall bring the nomination to a general meeting for elevation to Life Member.

Carried

- 3. **Wreaths.** Moved Frank Poole, Seconded Jeff Heron that the following procedures for provision of wreaths be agreed.

“INTRODUCTION

The laying of a wreath is an opportunity to demonstrate the respect that the Association holds for the person and group and show they are remembered. Ideally, the Association would like to place a wreath at funerals of all Apprentices but cost, problems of notification and delivery, fear of missing someone etc. make this impracticable and should not be considered.

OVERSEAS SERVICE

The Association may acknowledge those Apprentices who died on overseas service by presenting wreaths at the memorials of those Corps who held Apprentices who died on overseas service at the appropriate time each year and preferably laid by a representative of the Association.

LIFE MEMBERS

Life Members should also be recognised at either their funeral, at the placing of ashes at our Memorial, or the placement of their remembrance plaque at the Memorial as determined to be most appropriate.

VALUE

Wreaths will be valued at \$125.00.

Following discussion “at” was replaced with “up to” in the last sentence i.e. Wreaths will be valued up to \$125.00.

Carried

- 4. **Association Awards.** Moved Frank Poole, Seconded Jeff Heron that the following procedure for the provision of Association plaques, remembrance plaques and certificates of appreciation be agreed.

INTRODUCTION

There are a number of situations that deserve recognition by the Association and a consistent approach to the award is essential to avoid setting precedence that could lead to embarrassment by the recipient and the Association.

ASSOCIATION PLAQUES

Association plaques, suitably engraved, should be presented to Patrons on expiration of their appointment as an expression of appreciation from the Association for their service as Patron. In all cases, the Patron should be a member of the Association and any further award would be inappropriate in relation to the work carried out by other Committee members.

Plaques will be presented to Life Members on their elevation.

The Committee at any time may elect to present a plaque to any person or organisation who has provided an outstanding service to the Association.

All plaques presented will have an appropriately inscribed plate before being presented.

REMEMBRANCE PLAQUES

A Remembrance Plaque will be placed on the Apprentices Memorial upon the death of a Life Member. The inscription will record that the Plaque is for a Life Member and will be finalised with the involvement and agreement of the NOK.

CERTIFICATES OF APPRECIATION

With the agreement of the Committee, Certificates of Appreciation may be presented to a person or organisation who have provided a valuable service to the Association.

All Certificates will be framed before presentation.

Carried

5. **Army Apprentices Memorial.** Moved Frank Poole, Seconded Jeff Heron that the SOPs in the Constitution regulating the management of the Apprentice Memorial be recommended by the Committee to the next Annual General Meeting to be removed from the Constitution and agreed by the Committee as procedures for the management of the Apprentices Memorial. Carried

Action by: Jeff Heron

c. **SME Memorial Long Tan Day.** Moved Frank Poole, Seconded Richard Pike that approval be given to Frank Poole to purchase a wreath to a cost up to \$125.00 to commemorate the five RAE Apprentices who died on overseas service and for reimbursement of expenses to attend the service. Carried

Action by: Frank Poole

d. **Keyrings.** Following discussion, Moved Richard Pike, Seconded Craig Malcolm that the following be adopted for the purchase & sale of the keyrings.

Order 1000 pieces numbered 1 to 1000 at a cost to the Association of \$5.00 each. Selling price \$20.00 each plus postage.

All keyrings to be auctioned as some will have significant interest eg representing Intake/Class or 101 may appeal to former 101 Fd Wksp personnel. Auction to commence in August & finish at the AGM 22nd October 2016.

Treasurer be authorised to purchase the key rings to a total cost of \$5,000.00 plus freight.

Joanne Cornelius to manage the auction bids and assist with promotion through her Social Media function. The August Newsletter to also include details of the auction.

Carried

Action by: Richard Pike, Joanne Cornelius, Jeff Heron

e. **Membership 5 Year Option.** Moved Craig Malcolm, Seconded Richard Pike that the option of five (5) year membership be made available to new & existing Members upon renewal. The new five (5) year membership fee structure to be:

Ordinary Member	\$100.00
Retired Member	\$80.00
Associate	\$80.00.

Membership form to be changed to include 1, 3 & 5 years.

Carried

Action by: Jeff Heron, Ian Morris

- f. National Arboretum Canberra.** The President sought approval to approach the National Arboretum Canberra (NAC) organisation to investigate how the Association may obtain a memorial tree and plaque for the AAAA within the NAC. Moved Craig Malcolm, Seconded Richard Pike that approval be given. Carried

Action by: Harry Hoger

- g. Royal Commission – Abuse at Balcombe.** If contacted the Association has no comment on the matter. It is for the individuals concerned.
- h. Annual General Meeting:** As determined at the last Committee meeting, 1st March 2016, the AGM will be held at the Bulimba Bowls Club with all available Committee members to attend. Nomination forms for those due for election/re-election to be circulated. The President to ask Otto Aberle to prepare a brief for Joanne to include in publicity to generate more interest in the Association and its management. Encourage prospective new Committee members.

Note: Secretary has spoken with Brian Daley in reference to the hire of the meeting room at a cost of \$50.00/hr. Brian is also arranging for a BBQ and general get together following the meetings which will commence at 1100hrs.

Action by: Otto Aberle, Joanne Cornelius, Jeff Heron, Brian Daley

16. Confirmation of next meeting date and venue: The next Committee meeting will be Saturday 22nd October 2016 following the AGM.

17. Closure: There being no further business, the President thanked everyone for their participation and declared the meeting closed at 1435hrs.