



AUSTRALIAN ARMY APPRENTICES ASSOCIATION INC.
MINUTES OF THE COMMITTEE MEETING
HELD AT THE ROYAL MILITARY COLLEGE OFFICERS' MESS
ON
30 JULY 2009

Present:

Frank Poole
Craig Malcolm
Greg Mulcahy
Frank Maloney
Geoff Martin
Ian Morris
Ray Wilson
Jeff Heron

Apologies:

Jack Westernhagen
Barry Teal

Opening

1. The President opened the meeting at 1430 hrs and welcomed Geoff Martin as the new Heritage Officer.

Confirmation of the Minutes of the previous meeting

2. Frank Maloney proposed that the minutes of the last meeting be accepted as read.

Moved: Frank Maloney

Seconded: Craig Malcolm

Carried

Matters arising from the Minutes

3. To be discussed in general business.

Reports

3. **Correspondence.** Incoming and outgoing correspondence was tabled and discussed, including a letter from the 12th Intake regarding insurance for their reunion on 2-4 Oct 09 – to be discussed later.

4. **Treasurer's Report.** The treasurer's report (attached), comprising financial statements, statement of income and expenditure, outstanding accounts receivable and payable, and bank balance was tabled, discussed and accepted. Cheques no 112 – 122 were presented for payment and agreed.

Moved: Ian Morris
Seconded: Craig Malcolm
Carried

5. **Draft budget.** The treasurer tabled a draft budget, which was discussed. A revised version is to be developed by the President and the Treasurer and presented to the next AGM. The following summarises the draft as it stands:

Income: (Based on membership fees estimate)	\$ 11,800
Expenditure:	
President – stationery/postage	\$ 155
Membership Secretary – stationery/postage	\$ 2,306
Vice President – Memorabilia-related costs	\$ 300
Public Officer – Incorporation/Statutory costs	\$ 128
Welfare Officer – stationery/postage	\$ 40
Treasurer – credit card facility/bank fees/PO box hire	264
Insurance	\$ 2,500
Web site	\$ 150
Herb Ellerbock – travel for membership program development	\$ 150

	Total: \$ 5,993

Additional expenditure may be required for SPAASSM and the membership program being developed by Herb Ellerbock.

Event costs will always be covered by income raised for the event. Memorial costs will require additional fund raising.

Moved: Frank Poole
Seconded: Jeff Heron
Carried

Association business

6. **Webmaster.** The resignation of Webmaster Rod Eagleton was discussed. The casual vacancy is to be filled by Ian Morris, to be ratified at the next AGM.

Moved: Frank Poole
Seconded: Craig Malcolm
Carried

Frank moved a motion of thanks to Rod for the invaluable work he has done during the formulative years of the Association and to Ian for stepping up when needed to fill the position.

7. **Insurance.** The subject of insurance for intake reunions was discussed, as presented by the Secretary's paper (attached). The position is that the Association's insurance generally covers 3 x intake reunions and 2 x special functions per year. Additional functions, eg the 60th Anniversary Reunion, are to be covered separately. For the covered reunions and other functions to be covered, there needs to be a coordinator appointed (as an Association extra committee member) and recorded in the Minutes of a committee or other meeting.

The format for this appointment is as follows:

"Name" be appointed as Intake reunion coordinator for "no" Intake reunion on "date".

The following were been appointed as coordinators for the three reunions currently approved, as at 11 Feb 2009. These appointments were omitted from the Minutes on that date. Those Minutes are hereby amended:

- a. 10th Intake – Colin Fogarty.
- b. 12th Intake – Dennis Anspach
- c. 27th Intake – Phil Edwards

The format for the appointment process is to be further developed by the Secretary and he is to report back to the Office Bearers for out-of-session action.

Moved: Frank Maloney

Seconded: Frank Poole

Carried

The Secretary is to investigate renewal of the insurance policy due in Oct 09. The secretary should also investigate the option of a new insurer seeking the advise of the Patrons suggestion Ken Kipping.

Moved: Frank Poole

Seconded: Greg Mulcahy

Carried

8. **Rationalisation of changes to the Committee and appointment of new Committee members.** The following changes to the Committee are required, to be ratified at the next AGM:

- a. Geoff Martin's appointment as Heritage Officer
- b. Ian Morris as Webmaster
- c. Stand-down of some Committee Members
- d. Delete Promotions and PR Member and insert Events Coordinator
- e. Add the Membership Secretary to the list of Office Bearers
- f. Add the Chaplains as Appointments to the Committee

9. **Attendance at Committee meetings by interstate members.** The cost of travel for interstate Committee members was discussed. It was proposed and agreed that the Committee should make maximum use of technology to reduce the need for travel and to conduct business out-of-session using emails (and telephone/Internet conferences where possible). There are 3 x Committee meetings required per year and Committee meetings only require the Office Bearers to attend, most of whom live in

Canberra. If other members are required, then travel expenses will be paid as determined by the Office Bearers.

Moved: Frank Poole
Seconded: Frank Maloney
Carried

10. **Meeting with Patron, LTGEN Gillespie.** The President reported on his meeting with the Patron on 16th Jul 09. LTGEN Gillespie has recently written letters to some Apprentices who are not well at the moment: Butch Baker, Jack Westernhagen and Barry Teal, wishing them the best and sending the Association's encouragement. They discussed SPAASSM, the upcoming AGM (the Patron is available on 24th Oct), the 2011 event (Deputy Chief of Army is providing support for the "military day" – use of Duntroon, identifying and approaching speakers, etc, the static display).

11. **Army Museum.** The Army Museum at Bandiana has requested assistance to identify Apprentice memorabilia for the new cabinet. Ian Morris advised that SPAASSM can supply much of the needed material. Jim Hislop will contact the Committee at a later stage.

12. **AGM.** Planning for the AGM is in progress as follows:

- a. Date and venue – Sat 24th Oct at Bandiana
- b. Time – 1430 hrs
- c. Agenda and program – as per the constitution plus extra agenda items as required by the membership
- d. Retiring officers and potential replacements (as above) – need to call for nominations – Secretary to organise
- e. Notifications/motions etc – Secretary to organise
- f. Audit – Auditor to liaise with Treasurer
- g. Social program – proposed at this stage: BYO BBQ/picnic lunch and meet at the Memorial Park prior to the meeting; AGM, follow-up Committee meeting, and then dinner at a venue in Albury (eg the Commercial Club). Frank Maloney to propose a more detailed program

13. **Memorial Sub-committee report:**

- a. The flag pole is still not installed. Information from SME is that it should be ready in the next few weeks.
- b. Additional named pavers for the Memorial are problematic. The cost is high due to the cost of having to engage a contractor. An approach was proposed to offer to Apprentices the ability to purchase pavers which will be laid on an annual basis. Expressions of interest and money will be sought, leading up to a program of laying a large number of pavers at the one time, thus reducing the per-paver cost. If the program does not go ahead in a particular year, monies would be refunded.

Moved: Jeff Heron
Seconded: Frank Maloney
Carried

- c. A donors' plaque is still planned for the Memorial. Frank Poole is seeking more ideas in the construction and will obtain quotes. There is insufficient funding at this stage.
- d. There is concern that the badge sculpture on the Memorial is partially hidden by the plaque at the front. The Committee is aware of this and will keep it in mind as we go forward and, if the opportunity arises to address this, an improved design may be considered.
- e. There is still a plan to construct a brick memorial wall behind the gates. This will provide both space for the interment of Apprentices' ashes, as well as improve the backdrop for the sculpture and the gates. It is also proposed to place the name "BALOMBE" and "BONAGILLA" with the dates of the two Schools on the wing walls on either side of the gates. These walls will hold memorial plaques.

14. **Events Coordinator's report.** Planning for the 2011 event is progressing including the following:

- a. Accommodation quotes are being sought.
- b. An application to the AWM has been submitted for a wreath laying ceremony.
- c. Venues for all functions have been identified and negotiations are in progress.
- d. The DCOA is to be consulted on the requirements for the Military Day

15. **Membership Secretary's report.** There are currently 310 financial members – 50 additional since the last Committee meeting, including 10 new members. This is from a list of only 600 from the original base of approximately 8,000 Apprentices. New membership and renewal application forms have been designed, including a credit card facility. Craig to produce new forms and distribute to Committee and post on the Web site. These will need to be ratified at the AGM as they form part of the Constitution.

Discussion was held on the benefits of being a member. What is the value to you? What do you get if you are financial? When do we stop trying to contact ex-members? Do we need a magazine? Funding can be obtained from advertising. Is there scope for a regular newsletter in lieu of the President's Update? How can we involve the Regional Representatives to a greater extent? Can members return their sense of belonging in ways other than participating in the Committee? How do we contact more potential members? Can we introduce incentives for introducing new members. Should there be a reduction in fees for paying for multiple years? Can we hold more smaller, more regular functions? Can we get speakers to functions, including the RSL, financial/retirement advice, etc. The President and Secretary will be contacting the Regional Representatives for more support and input. Craig can personalise renewal letters, emails etc using mail merge facilities.

It was proposed that two membership validity dates be set rather than the current one. This should assist in simplifying membership for some and the workload on the committee will be reduced to two medium intensity periods rather than one high intensity period. Dates proposed were March and October. This will require ratification at the next AGM.

Moved: Craig Malcolm
Seconded: Ray Wilson
Carried

16. **Heritage Officer's report.** Geoff Martin presented his report (copy attached).
Issues raised and discussed included:

- a. A number of trees have died in the Latchford Memorial Grove at Bonegilla. The President is to write to the Base Support Manager expressing the Association's interest in having them replaced. It is understood that the ongoing drought will affect the viability of new trees.
- b. There is still no indication of the whereabouts of the missing memorial plaque to the two 21st Intake Apprentices from Balcombe.
- c. The plaques at the Memorial Gates at Balcombe need some attention and perhaps there should be additional plaques commemorating all previous occupants of the Balcombe site. An approach is to be made to the Army History Unit to investigate the feasibility of this and also recognising the other Army units that have been located at Balcombe Camp over it's life. The President will write to the Mornington Council to remove the old Apprentices plaque base and advise them of this new initiative.

Moved: Geoff Martin
Seconded: Craig Malcolm
Carried

17. **Public Officer's report.** Nothing to report.

18. **SPAASSM report.** Ian Morris reported that 5,500 photos have been digitised, catalogued and stored, with about 2,000 to go. Fifty documents (books, pamphlets, newspaper cuttings, etc) have also been completed. Funding is almost expended, but there is not far to go. All items will be returned to the Museum at Bandiana after digitisation. A number of new items have been donated since the project started. A decision is required as to how to manage these.

18. **Regional Representatives' reports:**

- a. Northern Queensland – nil.
- b. Southern Queensland – nil.
- c. New South Wales – nil.
- d. Victoria – Northern – nil.
- e. Victoria - Southern – nil.
- f. Victoria – Metropolitan – nil.
- g. South Australia – nil.
- h. Western Australia – nil.
- i. Tasmania – nil.
- j. Australian Capital Territory. Frank Poole reported on the recent lunch held in Manuka. Fund raising included a raffle and sale of some Association merchandise.
- k. Northern Territory – nil.

Other business

19. Jeff Heron tabled a new draft of the Web site PowerPoint presentation for Committee comment. A final version will be placed on the Web site in the next few weeks. It will be further amended after the next AGM.

Next meeting

20. The next Committee meeting will be held immediately after the next AGM on 24 Oct 09.

Meeting closure

21. The President closed the meeting at 1800 hrs.

<i>Frank Poole</i>	<i>1 Aug 09</i>
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F. Poole	Date
President	

<i>Jeff Heron</i>	<i>2nd Aug 2009</i>
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J. Heron	Date
Acting Secretary	

Attachments:

1. Treasurer's report
2. Secretary's paper
3. Heritage Officer's report