



**MINUTES FOR THE ORDINARY MEETING OF THE COMMITTEE
OF THE AUSTRALIAN ARMY APPRENTICES ASSOCIATION
HELD AT KIRRIBILLI CLUB, 11 HARBOUR VIEW CRESENT,
LAVENDER BAY NSW ON TUESDAY 24TH FEBRUARY 2015**

1. The President opened the meeting at 1100hrs followed by the reciting of “The Ode”

2. Attendees:

Barry Minister- President

Harry Hoger- Vice President

Neil Bennett- Secretary

Richard Pike- Treasurer

Jeff Heron

Harry Cole

Otto Aberle

Gary Byard

Frank Poole

Frank Maloney

Norm Wells

3. Apologies:

Ian Morris

Bill Mertin

Jim Hislop

4. Proxies:

[name] Nil

5. Confirmation of Minutes of previous committee meeting:

Moved: Barry Minster

Seconded: Gary Byard

Carried

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

a. Apprentice Governor General’s Banner movement.

Acquiring the Banner for the march through Albury at the October Reunion was a proposal first put forward by Frank Maloney during his tenure as the Events Manager last year.

However, following further investigations by Otto Aberle as the current Events

Manager, due to Military Protocols the obtaining of the Banner for the march will not be happening.

- b.** COs/CIs/Comdts of Army Apprentice training establishments and RSMs honour boards ,(located at the Army Museum Bandiana) current status. \$400 authorised expenditure for the upgrading of missing person/s.

Pending Norm Wells

- c.** Website development progress.

Refer Webmaster Report

- d.** Next National event update.

Refer to the Events manager's Report

- e.** Recognition Committee Proposal update:

Harry Hoger presented a copy of the newsletter from the Humpty Dumpty Foundation that supports hospitals nationwide with donations towards equipment for their facilities.

Harry also showed examples of medallions and trophies that may be utilised for his idea of a Patron's Award that he has raised at earlier meetings for the Committee's consideration at a later date.

Further discussion on these items to be had during General Business time permitting.

- f.** Order of Service update: Frank Poole stated that this item was finalised at the previous meeting.

- g.** Condolence Card update: Frank Poole

Refer to the Welfare Report

- h.** Jack Westernhagen & Fred Millar Memorial Service update: Frank Poole

Refer to the Memorial Report

- i.** Public Liability Insurance Policy.

A copy of the current Public Liability Insurance Policy has been received and is with Secretary.

7. Correspondence In/Out:

- a.** Letter of authorisation for the Treasurer to open a local mail box.

- b.** Posted package including Membership Application and an Association flag to Ian Peut for a Class reunion at Howlong.

- c.** Vales:

- (1) Roger Parsons 18th Intake VM 10th Aug 2014
- (2) Gary Woods 9th Intake VM 15 Nov 2014
- (3) David Mapp 21st Intake Plm 28th Nov 2014
- (4) Ron “Scrubby” Dyne 17th VM 20th Feb 2015

d. Various emails, including:

- (1) From Kevin Forster re contact details for David Cooper
- (2) From Ian Peut re flag and membership forms for class reunion.
- (3) Barry Minster re his class reunion
- (4) Glenn Jones RE his resignation from the AAAA Committee
- (5) Email from Brian Daley accepting his elevation to being a Life Member of AAAA Inc. This was in recognition for his work in organising the Appy get togethers at Bulimba, QLD, on the Queen’s Birthday weekend in June for quite a number years. It is on again this year as has informed in a recent phone conversation that he has located another site in Bulimba were they can once again have a good time.

He also made a recommendation that Frank Maloney be elevated to being a Life Member of the Association in recognition for his work on the Committee over the years, especially in the area of the organisation of the past Reunions.

The decision on Brian’s recommendation of Frank’s elevation to Life Member be made an item for the next meeting.

Action by: NB Secretary

- (6) From Bob Fuller re fees and purchases.

These requests were forwarded onto both Gary and Richard to be attended to and now Bob is a happy Appy.

- (7) From Wayne Voss 24th Intake re intake photos of reunion held at Bunbury W.A. and surrounds. This was forwarded to Jeff Heron as possible fodder for TAA and or Website.

Norm Wells asked the question whether the photos were accompanied by appropriate names and or story line as they may be considered as a Heritage item.

Norm said it was standard Museum practice that all photos should have names and or story lines attached for them to acceptable to be considered for their particular collection.

8. Reports:

a. Treasurer’s Report.

Richard Pike as the Treasurer presented the following items for the Committee’s

approval;-

Auditors Report for the year 2013-2014

The Auditor reported that could find no fault with the past Treasurer's accounts other than that the presentation of reports for an Account such as the AAAA Inc. should be on a proper accounting programme such as MYOB or similar and not on the spreadsheet that was used.

The Treasurer is adopting these recommendations for the current accounts

Motion: That the Auditors Report be accepted.

Moved by: Richard Pike

Seconded by: Otto Aberle

Carried

Balance Sheet as of January 2015

Profit & Loss Statement for the Period October 2014 through January 2015

For copies of all these reports refer to the attachments

Motion: Moved that the Reports as presented be Accepted: Richard Pike

Seconded: Gary Byard

Carried

Richard presented the following accounts for the Committee's approval for payment.

Accounts for payment

458	\$363.00	Evans	Min flag	\$363.00		
459	\$143.30	Jeff Heron	News letter	\$105.00	Postage	\$38.30
461	\$287.80	Harry Cole	Accom	\$146.00	Travel	\$141.80
463	\$917.87	Aon	Insurance	\$917.87		
460	\$27.90	Neil Bennett	Seal	\$27.90		
464	\$210.42	Owen Reynolds	Travel	\$210.42		
424	\$26.70	Richard Pike	Postage	\$26.70		
444	\$122.20	Richard Pike	Postage	\$122.20		
462	\$95.00	Cary Corp	Min Flag	\$95.00		
465	\$548.22	Barry Minster	Accom	\$152.50	Fuel	\$27.95
			Meals	\$300.80	Fuel	\$66.97
470	\$1,017.47	Frank Maloney	Air fare	\$632.70	Car hire	\$116.70
			Accom	\$180.00	Parking	\$88.00
469	\$273.90	Ian Morris	Web site	\$273.90		

468	\$90.21	Jeff Heron	News letter	\$62.26	Postage	\$27.95
466	\$239.99	Gary Byard	Postage	\$70.00	Printing	\$169.99
467	\$433.70	Gary Byard	Accom	\$153.00	Meal	\$11.00
			Air Fare	\$231.70	Parking	\$38.00
471	\$960.00	Masprint	Caps	\$960.00		
476	\$500.00	Otto Aberle	Comm Club	\$500.00		
474	\$92.59	Jeff Heron	News letter	\$63.94	Postage	\$28.65
475	\$340.00	Gary Byard	Air fare	\$340.00		
477	\$821.61	Norm Wells	Air fare	\$602.00	Accom	\$219.60
478	\$363.63	Neil Bennett	Postage	\$9.05	Air fare	\$354.58
479	\$228.50	Otto Aberle	Accom Albury	\$228.50		
480	\$14.00	Frank Poole	Postage	\$14.00		
481	\$381.70	Frank Maloney	Air fare	\$381.70		

Motion: That the above accounts as presented to the meeting on the 24th February 2015 be approved for payment

*Moved by: Richard Pike
Seconded by: Gary Byard*

Carried

Frank Maloney floated the idea that the Treasurer create an operating budget for the remainder of the financial year bearing in mind that there is a major event coming up later on in the year with expenses to be incurred (e.g. Venue booking deposits.)

President Barry recorded his thanks for the work that Richard has done since taking over the task of Treasurer.

*Motion: That the Committee accept the Treasurer Report as presented.
Moved by: Barry Minster
Seconded by: Frank Maloney
Carried*

b. President's Report.

President Report Sydney 24 February 2015

Since our last meeting I am pleased to note we are definitely moving in a positive direction.

With the addition of Otto Aberle accepting the vacant position of events manager our reunion in October this year is looking in a better state.

I wish to put on record my personal thanks to Frank Maloney for his untiring efforts in the role and his willingness to assist Otto in any way possible.

In the last few weeks I have had the pleasure of presenting two certificates of recognition and thanks in that on February 11th, I was able to give immediate past patron Brig Dave Luhrs the miniature mounted AAS flag when he was a guest speaker at the 20th intake electrical company 50th reunion held

in Frankston.

Later in February I visited Wally Rotow and met his wife at their home in Olinda where I present him with a certificate of thanks for his many years as our go to contact at CARO.

Both members were extremely pleased to have me personally make these presentations.

It appears to have our bank accounts in hand and all appears on track with PO Box being relocated for correspondence.

Recently with the heavy rain in FNQ I am pleased to read our welfare officer Frank Poole is in action offer assistance and ensuring no apprentice is left wanting. Well done Frank.

Finally, I am amazed at the enthusiasm, which Jeff Heron puts into our association. His Apprentice About continues to rate highly among our members and the new "where are they now" section is also worthy of note.

BARRY MINSTER

President

AAAA

Motion: Moved that the Report be accepted.

Proposed by: Harry Hoger

Seconded by: Gary Byard

Carried

c. Vice President's Report.

VICE PRESIDENT REPORT FOR COMMITTEE MEETING KIRIBILLI RSL

24TH FEB 2015.

Since the last AGM, Oct 2014, some official paperwork needed to be changed.

This was mainly to update signatures for cheques, which I believe is now processing smoothly.

The constitution states clearly the responsibilities which go with this position, one off which is to support the President and help with administration. I am a team player and have little difficulty with these directions.

Whenever I have the opportunity to meet other Appys, I ask in simple terms why not come and support us with their presence.

From these surveys, I have gleaned the following. The best candidate is a financial independent retiree. Many are still working, changing jobs, financial problems.

The Balcombe Appy, because of sharing accommodation in huts, mine was hut Wells, are more likely to be team players.

Bonegilla members had their own independent accommodation, and in principle are independent and self absorbed.

Whether this actually matters or has merit, I am not sure. I am putting this out there for some thoughts.

Harry Hoyer 20th RM

Committee member, VP.

Motion: That the Report as presented be accepted.

Proposed by: Harry Hoyer

Seconded by: Richard Pike

Carried

Gary Byard referring to the lack of members from the younger Intakes (ex- Bonegilla) commented that one groups from there has up to 150 members and not one is a current member of AAAA.

Norm Wells asked the question are we relevant to them. One of his observations is that although there is a stream of emails between Committee members regarding Membership there is no communication to the Regional Representatives asking them to get out there and round up new members.

d. Secretary's Report.

Apart from correspondence as listed in the Correspondence Listing I propose that the following meetings this year be held on the following dates:-

An Ordinary Meeting be held on Tuesday May 26th

An Ordinary Meeting be held on Tuesday August 25th

The Annual General Meeting be held on Saturday October 24th

Following a general discussion on a suggestion by Otto Aberle that we should consider adopting modern technology and carry out the May 25th Meeting via Skype.

After further consideration by Committee Members this suggestion has not been has not been accepted at this time.

The venue and or means for the August 25th meeting has yet to be decided.

As for the AGM, in discussions on the Events Manager's Report it has been decided that the Meeting will be held at the Commercial Club Albury, pending on the availability of an appropriate venue beginning at 930hrs. This will be confirmed at a later date.

e. Heritage Officer's Report – Balcombe Sub-committee.

Norm did not have a written report as such, however as he had circulated several emails referring to various the topics on the email channel.

One of these topics being the Balcombe Gates. As there were 2 sets of gates, one set being located the highway entrance to the Parade Ground and the other set that located

at the metal Trades Wing.

As the gates were not identical in design, the centre piece of the Parade Ground gates was Circular in design (still located at the parade Ground which is now a car park) while the central design for the Metal Trade gates is a diamond shape and these gates are located at Latchford Barracks.

There is a plaque beside these gates at Latchford that commemorates the names of the 3 Apprentice Blacksmiths responsible for the manufacture of the gates during their time at Metal Trades Wing at Balcombe. They were:-

Cook 8th Intake

John Mitchell 10th Intake

Jock McWhinney 10th Intake

Norm recommended for those who have an interest in all things the Army Apprentice Program should obtain a copy of Sid Cheeseman's Book (Boys to Men) which covers the program from 1939 until the final Parade out of Bonegilla. The book is available from the Museum at Bandiana.

As the nominated Secretary of the Memorial-sub Committee, in his capacity as Heritage Officer, he has yet to be involved in creating minutes of any meeting of this Committee during his time in office. With the Memorial's construction completed, the major ongoing concerns for this project appears be any maintenance that may be required periodically and the placement of personal Memorial pavers.

He questioned the need for the future existence of this Committee in its present form and that duties for overseeing this area be given to a designated Committee Member thereby doing away with the need for a committee similar in size to the General Committee. Norm believes that the Constitution requires some revision in this Section so that operational under current and future circumstances.

Motion: That the Heritage Report as presented be accepted.

Moved by: Harry Hoger

Seconded by: Harry Cole

f. Welfare Officer's Report.

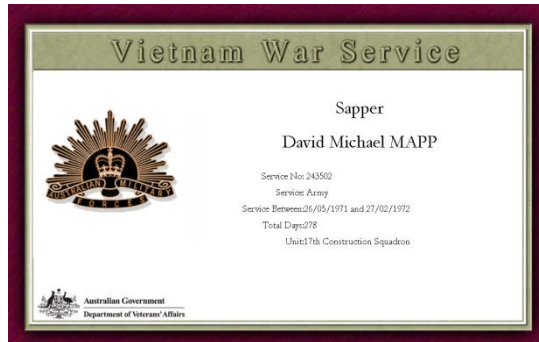
Welfare Report

The welfare officer seldom has good news to report but fulfils an important role within the Association and hopefully to members. It is a job that relies heavily on being made aware of bereavements and hospitalisations or of the need for welfare advice by a member or spouse.

When a reportable incident is advised to the Association, the Welfare officer endeavours to ensure that effected intake members are made aware and the Regional Representative asked, if appropriate, to attend the hospital or a funeral representing the Association. Appropriate letters may be written from the Welfare Officer and at times the President. In the event of a death, the Welfare Officer seeks collateral to confirm the information and then notifies the Web Master for inclusion in the RIP lists. He also ensures the intake is aware. If considered appropriate, the Welfare Officer may contact the NOK to see there is a need for a Welfare Officer from the local RSL to visit to assist. Limited advice may be provided by the Welfare Officer.

All this depends upon being advised of sickness or deaths so please, if you know of such a situation, let the Association Welfare Officer know.

This reporting period we have been notified of one member who has left us, Sapper David Michael Mapp, RAE, a 21st intake plumber. David served in SVN with 17 Construction Sqn. David left us on 28th November 2014 but remains in the memory of his wife Sonia. LEST WE FORGET.



I have taken on this role until a member steps up to join the Committee as our Welfare Officer.

My hope is that I am not kept too busy in the coming months.

Frank Poole

Frank also gave the following RAP report on the following on Appys who are having a few health issues.

Mal Campbell

Rob Playford

Harry Cole added Sid Cheeseman to this list.

Motion: That the Welfare Report as presented be accepted.

Moved: Frank Poole

Seconded by: Jeff Heron

Carried

Frank Poole showed the Meeting a mock up example for a condolence card with two verse options for the Committee Members consideration.

The both verses were written by Bob Ludlow (13th) of which the Committee selected one for Frank to proceed with in creating the final version of the card. Also the decision was taken by the Committee that the card should be printed to include the Apprentice's name giving the card a personal touch.

Frank Maloney commented that we do not appear to have a system/programme in place to record and notify the Membership of those Apprentices who are suffering with a serious ailment. At present the only means of knowing that someone is suffering is via the gossip channels.

As there have been severe floods up in Qld, Frank Poole mentioned that he had contacted several

Members in the area to see how they had fared and offered assistance if required.

Frank Maloney enquired what sort of assistance was offered, was it material and or financial assistance as we as an association are in no position to make such offers.

Harry Hoger commented that any assistance offered under these or other situations (e.g. Bushfires etc.) would be to check on their wellbeing with a kind word while Jeff Heron made the comment that the any offer of assistance should be restricted to putting them in contact with the nearest chaplain if they require such fellowship.

Jeff also commented that when the new Website is up and running that a RAP Parade section may be a possibility however Otto made the observation up until recently when Gary sent him an email he had not been to the Website in 3 years and suggested that the social media may be a more appropriate means of communicating this type of information.

Membership Report JANUARY 2015

The current membership state is:

457 financial/Life members, consisting of:

Ordinary	219
Retired	236
Life Members	2
Total	457

Whilst the membership has grown by seven and renewals have improved, we have a long way to achieve a 10% of total possible members (at 720).

The outstanding renewals from 2012 remain quite high, with three ex members formally advising of their non- participation following the recent reminder Email posting.

Due:

Sep-12	21
Mar-13	34
Sep-13	23
Mar-14	62
Sep-14	39
Total	179

The report for the period is not varied in the numbers, however a complete mail out to ALL non-renewals for the past three years (i.e.) 2012 onwards has been sent. The mail out included a fully populated renewal form for those who may have been put off by a standard renewal form.

The number in the mail out was 162. To date (17/2/2015) three notices have been returned as not known/moved on/not interested.

As recommended at the last meeting I will provide an attending committee members from each state with a nominal role of those contacted and yet to respond (as at the 21st Feb) with a view of having

those persons provided a follow up contact by phone.

Gary Byard (21st VM)

Membership Secretary

membership@austarmyapprentice.org

Motion: That the Membership Report as presented be accepted.

Moved by: Gary Byard

Seconded by: Frank Maloney

Carried

Gary informed the meeting that he is the process of generating lists, state by state, of outstanding non-financial members that he will forward to all of the Committee to assist in the roundup of these members by making a few phone calls.

Frank Maloney offered his assistance to Gary to be his Assistant Membership Secretary in the pursuit of these Members through his various intake contacts.

Barry Minster suggested that there should be provision on the upcoming Event Registration Form for the Renewal of Membership to which Frank Maloney confirmed that this was the usual practice at past Reunions.

g. Events Manager's Report.

Introduction

1. The AAAA is proposing to hold a Reunion in the Albury / Wodonga/Bandiana area in the period 23 – 25 October 2015. The previous Event Manager, Frank Maloney, did some initial work in 2014 on the basic concept for the Reunion, which has previously been publicized in the AAAA Newsletter. At the outset, my initial concept was to follow the format as proposed by Frank. A reconnaissance of the venues proposed by Frank was undertaken by the Event Manager, Otto Aberle, accompanied by both Jim Hislop and Dave Miller, two local AAAA members, in the period 2 – 3 February 2015. My thanks are extended to Jim for arranging meetings with the various local entities, and to both him and Dave for their wise counsel during the reconnaissance.

Aim

2. The aim of this Report is to detail the findings of the reconnaissance and to recommend a format for the October 2015 Reunion to Committee.

Wodonga City Council

3. A visit was made to the Wodonga City Council (WCC) where we met with Kellie Miller, the Events Coordinator. The purpose of the visit was to explore the potential for conducting a short march in the streets of Wodonga during the Reunion. During this meeting, it occurred to me that a Saturday afternoon march, as originally proposed by Frank, would have increased risks associated with it, as some of our members might potentially undertake elbow associated exercises during networking sessions over lunch and might therefore not make it to the march, preferring to continue

the networking. Both Jim and Dave concurred with this thought. Accordingly, I reverted to any march being conducted on the Saturday morning.

4. Kellie advised that a Saturday morning march, commencing at about 10am, would be possible, but require Council approval. The route that was discussed was the same as used for Anzac Day marches in Wodonga. That is, form up northern end of High St, March down High St, saluting dais somewhere near the Post Office in High St, then swing left into Hovell St at the water tower. Speeches and dispersal somewhere in the vicinity of the WCC offices in Hovell St, exact location TBA.

5. Kellie advised that some local traders might not be happy with a march on the Saturday morning, as it would require car parking restrictions in High St and a blocking off of High St during the march. Saturday morning is a busy trading time for these traders. WCC has a process in place for managing and approving events such as the proposed march. A formal application would naturally be required. Kellie advised that the local Chamber of Commerce could be approached to help get the local traders more on side with the proposed march. It would be unlikely that any WCC costs associated with the proposed march would be charged to the AAAA.

6. I advised Kellie, as I advised all subsequent people we met, that I had no authority to commit the AAAA to anything, and that the Committee would decide on the format for the Reunion at its meeting on 24th February 2015.

The Cube, Wodonga

7. A visit was made to The Cube where we met Rebecca Bennett the Team Leader. The Cube is located adjacent to the WCC offices in Hovell St, and it is not hard to see how it got its name. The Cube is a modern multi-purpose facility that Frank proposed using for the Reunion registration and Meet & Greet (M&G) function on the Friday afternoon/early evening. The Cube is certainly large enough to cater for the M&G function. The foyer area has a suitable area for a registration table and a bar is also located in the foyer. For the M&G function, we would need both the foyer and main auditorium. Finger food could easily be served during the M&G function. There are two entrances to the foyer from outside, with one leading to an outside area where drinks can be consumed. As it is in a public area, security staff might be required to ensure no gate crashers disrupt the M&G. Overall, it was assessed as a suitable venue for Reunion registration and the M&G function.

Albury Commercial Club

8. A visit was made to the Albury Commercial Club (ACC), located in Dean St where we met Jackie Kelly the Events and Marketing Manager. The Commercial Club is a licensed club, has a very large and modern facility with numerous different attractions, ranging from sporting activities through relaxation to full formal function activities. It has a number of function rooms, the largest of which, the Auditorium can seat 550 people in a theatre style seating arrangement. I subsequently found out that some Corps formal dinners have been held at the Commercial Club, rather than on-base at Bandiana. The ambience of the Club facilities is excellent. For a sit-down dinner, rectangular tables of 10 are used, and 400 can easily be accommodated in the Auditorium. Based on my inspection of the Auditorium and the seating plans provided so far, I believe we could get up to 450 seated, but it could become a bit of a squeeze. My planning figure is to seat 400, including a "top table" of 10.

9. Being a licensed club, all non-members would need to sign in by producing photographic ID. Signing in is easy, your driver's license is scanned and you are issued your temporary membership

card which has a 7 day validity period. Therefore, once you have that, you can access the full facilities of the club for the 7 day period.

10. Security at the Club is provided at each entrance, and therefore we would not require any additional security for our dinner. We would need to check people's entitlement (i.e., have they paid) to attend the dinner, at the entrance to the room.

11. There would be no venue hire costs nor any staff costs. A three course dinner (soup, main and dessert) would cost \$37 pp. A three course dinner (entrée, main and dessert) would cost \$42. Both choices are for alternating plates. We can choose two dishes for each course, from a very large range, for the alternating menu. Waiter food service would be on the basis of 1 waiter per 3 tables. Whilst there is no bar inside the room at the present time, the Club is planning to "knock a wall out" and install a bar. This should be completed by October. There is a bar just outside the main entrance to this room. Drinks would be by waiter service, again 1 per 3 tables. Drinks costs are:

- a. Beer – both heavy and light - \$17.00 per jug,
- b. Soft Drinks - \$13.00 per jug,
- c. House wine – both red and white - \$22.00 per bottle

12. Overall, I assessed this venue as excellent for the purposes of our Reunion dinner. I would opt for the soup, main and dessert option for our dinner at a cost of \$37 pp. That way, we should be able to easily limit our charges to dinner attendees to \$50 pp, to cover cost of official guests and have a small profit margin for the Association. Drinks would be at normal Club prices paid for by the individual as they ordered them. As dinner attendees are temporary members of the Club, they could slip out at any time and partake of the Club's other facilities. So, we'll need to ensure our activities provide sufficient interest for them so as to mitigate this risk. The dinner attendees will be able to avail themselves of the Club's facilities once our function winds up. So, there is a risk that if people become "bored" at our function, they might gravitate elsewhere within the Club at an early point in time on the evening.

Albury Entertainment Centre

13. A visit was made to the Albury Entertainment Centre (AEC) where we met Chelsea McGrath the Events Co-Ordinator. The AEC is the venue where the AAAA held its 2008 Reunion dinner, and so should be familiar to those who attended that dinner. The AEC main room is larger than the Auditorium at the ACC, and can seat up to 792 guests at tables of 10 in the full banquet style layout. As such it has a significantly larger capacity than the ACC Auditorium. There is a bar at the back of the main room. The décor of the AEC main room is not of the same standard as the ACC Auditorium.

14. For activities with more than 250 guests, there is no venue hire fee, but we would be required to provide security staff at the rate of 1 per 100 guests. Costs for security staff are currently not available. Meal costs are as follows.

- a. Entrée & Main Course - \$43.30 per person, or
- b. Main and Dessert - \$42.30 per person, or
- c. Entrée, Main and Dessert - \$50.50 per person.

As such, meal costs are higher than at the ACC and we would need to charge at least \$60 per person to attend the dinner. On the basis of a three course meal, at \$60 per person, the mark-up is less than at the ACC at \$50 per person, and therefore the risks to the AAAA are greater.

Drinks costs are as follows:

- d. Beer – Carlton Draught - \$14.20 per jug,

- e. Beer – Cascade Light - \$12.60 per jug,
- f. Soft Drink - \$8.50 per jug,
- g. House Wines – both red and white - \$16.00 per bottle.

15. Overall, I assessed this venue as suitable for our proposed Reunion dinner, but requiring a higher charge per person as compared to the ACC, and therefore not providing the same value for money as the ACC. However, drinks costs are lower cost.

Albury City Council

16. A visit was made to the Albury City Council where we met Ros Walls, the Events Team Leader. The concept of a march through the streets of Albury along the same route as used in 2008 and commencing at about 1030 am was discussed. Ros could see no difficulty with this proposal, and there would be no difficulty with local traders, as there are none along the left hand side of the road along the route. The saluting dais would be in Dean St in the same location as used in 2008 and the post-march speeches etc. also in the same location as in 2008. A march would require the usual Council approvals, but Ros could see no difficulty with this.

17. The Albury City Council is currently building a new Art Gallery in Dean St in about the location where the 2008 march turned left just past the saluting dais. Ros was enthusiastic about the new Art Gallery which is expected to be completed well before October. She suggested that we consider using this facility for our registration venue and our Meet & Greet function on the Friday afternoon. A catering contract is in the process of being established, but, as the successful tenderer has not yet been announced, costings are not available. Venue hire fee is also currently not available. The venue would be too small to accommodate 400 people inside in the café/restaurant simultaneously. It will have an adjoining outside café/restaurant and Ros suggested that if these two areas were still too small for our needs, then additional tables etc. could be set up in the area immediately beyond the outdoors café/restaurant. A major detractor for this venue is that it is easily accessible to others, and so the risk of gate-crashers (particularly due to alcohol being available) is considered to be moderate.

Army Logistic Training Centre

18. A visit was made to the Army Logistic Training Centre (ALTC) where I met with Col Polich, the Comdt ALTC at very short notice. This meeting was arranged at such short notice that I was unable to arrange both Jim and Dave to accompany me. Col Polich appeared pleased that the AAAA was planning its 2015 Reunion for the Albury/Wodonga area and indicated that he couldn't see any reason why we couldn't access the Apprentice Memorial and the Museum on the Sunday under the current base security arrangements. Unfortunately, if the security requirements were increased at the time of the Reunion, access would not be possible. He requested I liaise with the RSM ASEME regarding the details.

19. I subsequently met with WO1 Craig Webb, RSM ASEME, who is a 45th intake apprentice. He confirmed the access to both Latchford Barracks to tour the trade wings and to visit the chapel to view the Apprentice Banner on the Saturday and to Gaza Ridge Barracks for a service at the Apprentice Memorial followed by lunch at the Museum would be possible for us under the current Safe Base Charlie security requirements. If the security requirements increased, then access would not be possible. Access to both localities would be under the following requirements:

- a. A list of all people requiring access be provided at least 48 hours before the event. Not on list = no access for that individual. As we will have people registering for each activity over the weekend, anyone that might even remotely want to go an activity on either base will need to indicate that desire in their registration.

- b. Photographic ID be provided at the point of entry for all persons over 16 years of age. Could be a problem for anyone without a driver's license. I asked whether a photo ID based on a membership card (with photo) of say the Commercial Club, would be acceptable, to which the response was: we'll need to consider that.
- c. Cars would be allowed onto both bases, provided people parked in designated car parking areas for our visit on the day.
- d. People would not be able to wander around the bases at will exploring the base. They would be confined to the areas designated for the visit.
- e. The RSM would organize escorts for us, and because of the close proximity of the Memorial/Museum to the front gate at Gaza Ridge Bks, the 'escorts' would be posted at the front gate, at the Memorial, the car park behind the Memorial and at the entrance/exit to the BBQ area adjacent to the Museum. These 'escorts' would basically ensure that no one 'strayed' from the intended destination. We will need to clearly advise people beforehand that straying from the authorized areas will not be acceptable. Probably won't stop someone trying.
- f. A formal request for access to both bases for our purposes should be made to the Comdt ALTC.

Overall, I consider these requirements reasonable and not too onerous for us to comply with. As they are entirely dependent upon the security requirements at the time of the Reunion, a Plan B will need to be in place.

Administrative Aspects

20. **Formation of Sub-Committee.** As the AAAA Committee meets only once every three months, I consider it imperative that a sub-committee be formed to plan and co-ordinate the Reunion within the bounds approved by Committee. Whilst I am open to suggestions in regards the sub-committee, I envisage its composition to be something like:

- a. Chief Coordinator – Otto Aberle
- b. Treasurer – Richard Pike,
- c. Registrations Officer – TBA,
- d. Two other members – TBA,
- e. Local Representatives – Jim Hislop and Dave Miller.

In order for the sub-committee to meet, it would be helpful if some of the members were Canberra based, but this is not essential as communications can easily be undertaken by email.

21. **Registrations.** Having previously used an on-line registration process for another major activity, I believe the best way of having an effective and efficient registration process that minimizes the workload for the administrators, is to use this on-line registration process. Accordingly, I intend to use this on-line registration process, which is based on Google Drive, for our October Reunion. An electronic form is developed by the administrator and an electronic link is provided to all potential participants. Participants then follow this electronic link and fill out the on-line form and submit it. At the administrator's end, the individual participant's responses are automatically recorded in a Microsoft Excel-like spreadsheet, which can be manipulated in similar ways to a normal excel spreadsheet. The great benefit of this system is that there is only one input, and that is by the original participant. There is no chance of an operator inputting incorrect data. For our Reunion, I intend to have all those members receiving our Newsletter electronically register for the Reunion using this on-line system. Those members receiving the Newsletter manually in hard copy will be provided a hard copy printed form to fill out and return in the normal mail system. When this form is

received by the Reunion administrator, the data shall be transcribed into the on-line registration system, by effectively, the administrator doing the on-line registration for the non-IT literate individual. All Committee members will be invited to do a trial registration for the Reunion using the on-line system prior to the February 24th Committee meeting. In this way, by the time of the committee meeting, all attendees will have some experience of the on-line registration process. I plan to open registrations 6 months before the Reunion, i.e., late April 2015.

22. **Payments.** In order to minimize the workload of manually receipting cash and cheques and then banking these monies, I intend to use electronic funds transfers (EFT) and direct deposits (DD) into the Association bank account. Those members who normally use EFT to pay their accounts will be requested to pay their Reunion costs by EFT into the Associations bank account. Reunion attendees unable to, or not wishing to, use EFT to pay their Reunion costs will be invited to pay by direct deposit into the Associations bank account, at their local bank branch. Use of cheques will be a last resort and cash will not be accepted for payment of the Reunion costs. For EFT and DD, I propose that the individual states his surname and "AAREGO", so that the treasurer will be able to identify the source of the funds, and the purpose from the bank statement. Hence the treasurer will see "*Surname AAREGO*" in the bank statement and be able to identify the source and purpose. For each Reunion payment, the treasurer will be required to write out a receipt with a unique receipt number. Once this has been done, the treasurer will access the on-line registration spreadsheet and enter the receipt number against the applicable individual who made the payment. In this way, those that have paid their Reunion costs will be readily identifiable in the Reunion data base. Registrations will not be confirmed as accepted until such time as the Reunion costs have been paid. Confirmation will be by email to the person registering.

23. **Financial Management.** In order to be able to easily manage the finances for the Reunion, it is proposed that the treasurer use a separate cash book for the Reunion, with individual columns for each event. In this way, both income and expenditure will be separately recorded for each event, and therefore the final resultant profit/loss for each event will be able to be determined.

The Apprentice Banner

24. Prior to my reconnaissance of the Albury/Wodonga/Bandiana areas, I made enquiries with the RSM Ceremonial – ADF regarding the prospects of being able to get the Banner out of where it has been laid up at the Latchford Barracks Chapel, to head up any potential march we might undertake during our Reunion in October. I was advised that Colours/Banners are not normally taken out once they are laid up. The only exception to this being if the respective unit was reformed. Accordingly, I concluded that as the Banner was the Army Apprentice School Banner and not the Australian Army Apprentices Association Banner, our prospects of being able to get it out for any reunion march would be very, very minimal. Accordingly, I will not pursue this idea any further.

25. Whilst I am aware that there has been some effort to relocate the Banner, I have not, and will not, seek to relocate the Banner to another venue as part of the Reunion activities. This is not an Events Manager responsibility.

26. During my discussions with the Army representatives at ALTC, it came to my attention that once a Colour or Banner is laid up in a civilian church or museum, the Colour or Banner becomes the property of the venue where it is laid up, and that venue is under no obligation to keep it on display or not further relocate it elsewhere without reference to the original Army unit, or its representatives. I believe this should be taken into account in any attempt to relocate the Apprentice Banner.

Accommodation

27. At Jim Hislop's suggestion, we canvassed a number of local accommodation venues for corporate rates for AAAA members attending the Reunion. The venues approached provided varying degrees of responses, which it is intended to publish with the other Reunion notices. In looking at some of these offers, one could get a similar price by booking accommodation at the same venue through WOTIF. Unfortunately, WOTIF only has a percentage of any venue's rooms available for sale, after which the venue would need to be approached direct. It is intended, that like at previous Reunions, accommodation arrangements are entirely an individual member's responsibility to arrange.

Official Guests

28. I am aware there has been some consideration of inviting the Governor General as the Official Guest to the Reunion, reviewing the march in the morning and speaking at the dinner in the evening. I am not aware whether any actual attempt has been made to invite the Governor General to the Reunion. Inviting the Governor General to the Reunion will escalate the administrative aspects significantly, but would provide significant exposure in the community for the AAAA. Accordingly, I recommend we invite the Governor General as our official guest to review the march in the morning and also to attend the dinner in the evening.

Discussion

29. **Centralized Location for Activities.** Whilst my initial concept was to follow the format previously proposed by Frank, as my reconnaissance progressed, I felt that some revisions to the original proposal would be prudent. The first was to relocate the March to the Saturday morning, as already discussed. The second was to adopt the principle that all the Friday and Saturday events should be held in a relatively centralized location so as to avoid the need for driving anywhere from one's accommodation, especially across the border. In this way, those people opting to use the accommodation venues in relatively close proximity to the Friday and Saturday event activities could walk between their accommodation and the event activities, thereby avoiding the risk of being caught DUI. There is ample accommodation available within easy walking distance of the center of Albury. Both Jim and Dave concurred with this concept.

30. **The March.** In considering the advice provided by both Wodonga and Albury City Council representatives, it would appear that a march in Albury along the route used in 2008 would be less of an inconvenience to the local population than any march in Wodonga. Therefore, it is proposed the march be conducted in Albury.

31. **The Dinner.** Both the Albury Commercial Club (ACC) and the Albury Entertainment Centre (AEC) have venues large enough to accommodate our dinner attendees. Whilst the ACC venue is smaller than the AEC, it can still accommodate 400 guests at a site down dinner and the ambience of the room is far superior to that of the AEC. I am advised that previous Reunion dinners had between 350 and 400 dinner participants. Therefore, I consider 400 a safe planning figure for the Reunion dinner. The actual meal costs at the ACC are cheaper than at the AEC and therefore it will be possible to charge guests less than if the dinner was held at the AEC. However, drinks at the ACC are more expensive than at the AEC. For an average beer price differential of \$3.40 between the two venues, a table of 10 people at the ACC would need to buy 28 jugs of beer before they reached the cost effectiveness tipping point between the two venues. As I consider it unlikely that any table of 10 would consume 28 jugs of beer between them at the Reunion dinner, I conclude that the ACC provides the overall better value-for-money venue for our dinner. Accordingly, I strongly recommend the Reunion dinner be held at the ACC.

32. The ACC warned us that they could not hold the room available for us indefinitely, as they were receiving inquiries on a regular basis. Accordingly, I made a tentative booking for the ACC Auditorium for our Reunion dinner on 24 October 2015, which provided a 7 day “hold” on the room for us. I sought committee member agreement to hold the Reunion dinner at the ACC and received no negative feedback. The President authorized me to confirm the ACC booking for our Reunion dinner. Accordingly, I have confirmed the booking and paid the \$500 deposit required.

33. **Army Base Access.** My meetings with the Comdt ALTC and RSM ASEME confirmed that access to both Latchford Barracks on the Saturday afternoon and Gaza Ridge Barracks on the Sunday would be possible under the current Safe Base Charlie security provisions. However, if the security requirements were increased at the time of our Reunion, access to either base would not be possible. Accordingly, if the security requirements at the time of the Reunion prevented our access to either base, the visits to Latchford Barracks would be cancelled with no alternative activity provided, whilst the Sunday activities would simply be held outside the main gate to Gaza Ridge Barracks at the Vietnam War memorial and the adjacent picnic/BBQ area. This is the Plan B I mentioned earlier.

34. **Registrations and Meet & Greet Function.** For simplicity, the registrations on the Friday afternoon and the Meet & Greet (M&G) function should be held in the same location. In adhering to the principle that our Friday and Saturday functions should be within easy walking distance of people’s accommodation, the need to relocate the registrations and M&G function from Wodonga to Albury became self-apparent. Whilst Ros Walls of the Albury City Council encouraged us to use the new Arts Centre, and I have previously promulgated this venue for our Friday activities, the more I think about it, the more I consider this venue as unsuitable for our M&G function. The major area of concern is that the Arts Centre café/restaurant (indoors and outdoors areas combined), whilst having a nice ambience, would be too small to cater for the likely numbers our M&G function would entail. Add to this the fact that the outdoors area is easily accessible to the general public, and the presence of alcohol, I consider the risk of gate-crashers to be real and increasing the risk to the AAAA. Accordingly, I believe that relocating the registration and M&G function to the Albury Entertainment Centre (AEC), which is about 100 metres away, would be prudent. At the AEC, we could have our registrations in the foyer and the M&G in the main hall, simply with chairs spread around the room for people to gather in small groups. A bar is readily available. Consumption of alcohol would not be visible to the general public and so the risk of gate-crashers is reduced markedly. Whilst I have sought costings for this activity from the AEC, I have not yet received them.

Reunion Format Proposal

35. In considering the evidence collected during my reconnaissance, I propose the following format for the Reunion to the Committee for approval:

Friday 23rd October

1500 to 2000 hrs. Registration and Meet and Greet function at the Albury Entertainment Centre in Swift St. Bar to be open 1500 – 2000 hrs. Finger food or buffet style meal to be served 1700 – 1900 hrs. Cost is not available at the present time as quote has not yet been received.

Saturday 24th October

1030 – 1130 hrs. A march in Albury following the same route as was used at the 2008 Reunion. Speeches etc. in the same location as in 2008. Band needs to be organized. Medals and Association caps to be worn.

1300 – 1600 hrs. Visit to Latchford Barracks to view trade wings at ASEME and Banner at the Chapel.

TBA Pm hrs. Annual General Meeting (if required)

Pm hrs. Time available for individual intake groups networking.

1830 – 2300. Sit-down dinner in the Auditorium at the Commercial Club in Dean St, Albury. Dinner participants limited to 400 – first in, best dressed. Dinner cost not expected to exceed \$50pp. Drinks at Club prices to be purchased by individuals themselves. Waiter service for both food and drinks. All dinner participants would need to sign-in under normal Club rules. Normal Club facilities would be available to dinner participants as required.

Sunday 25th October

1030 – 1130 hrs. Memorial Service at the Apprentice Memorial, Gaza Ridge Barracks, Bandiana.

1130 – 1400 hrs. Final BBQ and refreshments in the BBQ area adjacent to the Museum. This will include admission to the Museum. Catering organization yet to be confirmed and costed.

1400hrs. Official conclusion of Reunion.

Conclusion

36. A number of higher-level principles emerged during the reconnaissance of the venues previously proposed by Frank Maloney which resulted in some changes from his original proposal. The revised format for the Reunion should provide interest for all attendees and the opportunity to undertake side activities during the Reunion. The greatest risk to the Reunion is that the security arrangements for the on-base visits might change by the time of the Reunion thereby preventing access to the on-base places of interest to the AAAA membership. This eventuality is beyond the control of the local area commander and the AAAA. However, planning can reasonably proceed on the assumption that on-base access will be available. A Plan B has been developed in case access is denied at the last minute.

Recommendation

37. It is recommended the Committee approve the Reunion format as proposed in this submission.

Otto Aberle

Otto Aberle
Events Manager
02 6254 8221
0417 199 845

Motion: That the Events Manager's Report as presented be accepted.

Proposed by: Otto Aberle
Seconded by: Barry Minster

Carried

Following some general discussion on Otto's Report, Barry Minster informed the meeting that during a telephone conversation with Otto they made the decision to pay a deposit of \$500 for securing the Albury Commercial Club (ACC) as the venue for the Reunion dinner.

As this deposit came out of Otto's pocket the following motion was put.

Motion: That the Association reimburse Otto the sum of \$500 being for the deposit for the ACC.

Proposed by: Barry Minster

Seconded by: Gary Byard

Carried

Accommodation

Harry Hoger queried the availability of accommodation for the weekend of the Reunion, however Otto did some ground work and there appears to no other major activity in the Albury / Wodonga area that

The March

Due to street closures that will be required for this activity there will be a cost involved as this function used to be carried out by the Council at their expense but these functions have now been contracted out at an approx. cost of \$3000.

The route for the March be the same as the 2008 Reunion.

Discussions are currently in progress with Council to see whether they will assist us in covering this expense and depending on their generosity the cost to us may be between \$1500 and \$2000.

Step off time for the march has been move back from 1030hrs to 1100hrs so that the AGM can fitted into the weekend's program with the meeting starting at 930hrs with the possible venue being the ACC.

Music for the March was discussed with a local band being discarded with the band based at Kapooka being the first option over the Melbourne based band because of the difference in the time and distance.

It has been suggested that Kevin Moon, being an ex Muso, be contacted to assist in the procuring the services of a Military Band for the March.

Financial Management

As Otto has already had to put his hand in his pocket both Frank Maloney and Gary Byard proposed that a Financial Float be set up to cover any expenses that may occur during the organizing and running of the Reunion.

Otto suggested that may be handled by setting up a separate cash book operating within the same account.

Meet & Greet

The Committee was in agreement that this function should held at another venue to share the various events about town with the SSA Club being the preferred venue.

Reviewing Officer and Guest Speaker

First choice to fill these functions would be the G.G. Sir Peter Cosgrove with our Patron Brig. Andrew Mathewson being the go to man in the event that Sir Peter is unavailable at this time.

In the event that Andrew is unavailable then our backup for these duties should be our Immediate Past Patron Brig. David Luhrs.

The invitation to the G.G. should and will be formulated and processed by the President and the Patron as a joint venture. Barry is to proceed with this a.s.a.p. so as to have the Invitation inserted into the G.G.'s diary to give a chance of securing his services for that day's events.

In the event that the G.G. attends it is most probable that the Mayor of Albury will put on a reception after the march in which case the President will have to attend as the official representative the AAAA.

Annual General Meeting

The preferred venue for the AGM is the ACC starting at 930hrs to be completed by 1030hrs to allow time for the troops to leave the meeting and form up for the 1100hrs step off for the march.

Dinner

Venue for pre-dinner drinks Function. The ACC has offered the use of the boardroom to the AAAA should be required.

The question was asked do we need a theme and if so what would it be. Otto commented that it is the 20th anniversary of closing down of the Apprentice Scheme. Frank M added that this was the reason for this time was selected for the reunion to be held.

Sponsorship

Gary Bard made the suggestion that we look for a sponsor to assist with the cost of running the Reunion. As an enticement they would be able to put up poster displays around the venue as well as offering some seats at the main table.

Master of Ceremonies

An M.C. for the functions will have to be volunteered from somewhere as Otto is not offering his services for this duty.

Frank Maloney suggested that John Ross could be approached as he did a fine job back in 2008.

Sunday Service at Bandiana

At this stage the Base CO and RSM do not see any problem with being able to gain access to the Memorial and Museum for that day providing that a list of names of all those who will be attending is available for the Gate Security 48hrs before the Event.

Visitors will be required to present photo ID prior to gaining access to the Facility.

Seating for the Service at the Memorial should be a consideration during the final plans for this Event.

Harry Cole enquired about the availability of transport from Albury to Bandiana for those visitors who arrive for the weekend activities via public transport and or air.

The opinion on this matter is that everybody is responsible for their own means of transport and accommodation.

Event Finances

Otto stated that he will be using an electronic process for all bookings and banking of all monies associated with Weekend Events.

Public Officer's Report.

No Report

h. SPAASSM Report.

No Report

i. Webmaster Report

Webmaster's Report

1. The release of the new website continues to be a very frustrating affair. When the website was handed over to us from AusWebDesign in November last year, there were a number of problems and we were given very limited ability rectify these problems. It meant that we could make only the most minor changes. Anything more substantial could only be done by AusWebDesign at their commercial rate. This was clearly not a good situation for the future maintenance of the site. So I decided to move the site back to our current web host where we would have full control of changes. I only made this decision after repeated requests for help from AusWebDesign were virtually ignored. I have since successfully moved the website, and after considerable effort I have been able to rectify most of the problems. However, two further issues complicate matters:

a. We were given no technical documentation and while WordPress is easy to use at a superficial level, it is a very powerful development package and therefore very complex once you look under the bonnet.

b. There are a number of licenced software products that are included in the site. Unfortunately we were not given the licence codes for these software products and are unable to get technical support from the manufacturers without them. This means that we may need to buy licences.

2. I plan to change over to the new website over the next few weeks. In order to maintain the site satisfactorily from then on, I require the following support,

a. Consultancy services from a WordPress expert to explain the more complex parts of the website. Typical rates are between \$100 and \$200 per hour. Four to eight hours would probably be enough. This would be a one off cost.

b. Some advanced, online WordPress training. There are a lot of free tutorials available so this may not be an expensive item. In the event that training had to be purchased, probably about \$250 would cover it and it would remain the property of the Association.

c. Software licences for the licenced products. I'm not sure how many there are or the cost. Probably about \$50 each for about 5 and again they would remain the property of the Association.

. In order to proceed, I request approval to spend up to \$1200 for some of the above items. I trust that I would not have to spend all of that amount. It is possible however that I would require more than that amount.

Ian Morris

Webmaster

13/2/15

Motion: That the report as presented be accepted.

Moved by: Jeff Heron

Seconded by: Gary Byard

Following discussion on the Report the following motion was put.

Motion: That the Committee authorise the Webmaster to spend up to \$1200 on items mentioned in his Report that are required for the completion of the Website Update Project.

Moved by: Gary Byard

Seconded by: Frank Maloney

Carried

j. Forum Moderator's Report.

AAAA WEBSITE FORUM MODERATOR'S REPORT FOR ANNUAL GENERAL MEETING 24TH FEBRUARY 2015

This report notes that the Website Forum has had some but not a lot of action since the October 2014 report. The Christmas break reduced the number of job advertisements.

The Forum does continue to receive numerous hits every week, and we continue to provide a reunion service to numerous people.

With the impending renewal of the AAAA Website, it has been decided in the short term to retain the Forum as it stands with a link from the main Website.

Jeff Heron
AAAA Website Moderator
21st Radio Mechanic

Motion: That the report as presented be accepted.

Moved by: Jeff Heron

Seconded by: Harry Cole

Carried

k. Memorial Sub-committee's Report.

Memorial Report

With the restriction on entry to Gaza Ridge Barracks at Bandiana it has not been possible to visit either the Apprentice Memorial or the Apprentice displays at the Army Museum. Hopefully the concern about terrorism interference will be reviewed and normality returns.

Since the last Apprentice About the dedication plaque on the RAE donated flag pole has been replaced and now better describes Apprentice involvement in the Corps.

The plans to hold a memorial service have had to be abandoned as a result of the security restricted access mentioned above. The Remembrance Plaques for the two have now been mounted on the Memorial Walls and framed photos of the plaques sent to Mary Westernhagen and Linda Millar.

The process has started to produce a plaque recognising the contribution of ex-Apprentice staff at ATTC Bonegilla in fabricating the Memorial gates and of the RAEME Association in contributing the material. There is already a plaque but it was suggested, quite correctly, that it does not satisfactorily recognise this very significant contribution to the Memorial. A suggested appropriate form of words is with the Memorial Sub-committee for comment before seeking agreement from the Association Committee at the next meeting..

The photo of the Memorial below is the latest and will feature on the Association bereavement cards that will shortly be put to the Committee. Bob Ludlow has been asked to come up with some suitable lines for inclusion in the card.

Again, thank you for those members who include a donation for the memorial in their renewals, they are greatly appreciated.

Frank Poole

Chair, Memorial Sub-Committee

Motion: The Memorial Sub-Committee Report as presented be accepted.

Moved by: Frank Poole

Seconded by: Jeff Heron

Carried

Discussion on what reference should be used when describing the Gates that are located at Latchford Barracks and consensus was that they shall be referred to as the Balcombe Gates.

l. Merchandising Report.

Value of sales since last meeting. \$300

Value of stock on hand. \$4500

100 caps have been purchased

Items are advertised on the Website. Caps are currently not on the Website

With the upcoming event in October Barry suggested that Otto should liaise with Jim

Hislop and Richard re of purchasing additional merchandise for sale at the Reunion.

m. Regional Reports

Canberra Region Report

We held our quarterly regional luncheon on 17th December as a Chinese Christmas lunch with complete with bon-bons, hats, and 10 lucky prizes. Food was excellent and so much that a number took home “doggy” bags. The lunch was attended by 16 Canberra region Apprentices and 2 from Sydney. Apologies were received from a further 24.

I still have problems contacting Apprentices in the region and have only the Association membership list to obtain email addresses and phone numbers for those without email. Added to this are a number of Sydney members who come down and I extend the lunch notice down as far as Albury, southern NSW and the south coast. I have tried to contact RAN and RAAF Apprentices but at this stage have not had any luck. All Apprentices are welcome to attend our lunches and you need only contact me on frank.poole@grapevine.com.au so that I can add you to my list.

The next luncheon will be on Wednesday 18th March, venue to be advised.

I have not been advised of any local hospitalisations for this period, but if any member becomes aware of an Apprentice in hospital or in need, please let me know.

I wish all Apprentices and their loved ones the very best for 2015.

Frank Poole

Canberra Regional Representative

Motion: That the Canberra Regional Report as presented be accepted:

Moved by: Frank Poole

Seconded by: Jeff Heron

Carried

9. General business: Due to time constraints some of the following items have been deferred to the next Committee meeting.

a. Patron Award update.

Harry Hoger put forward his thoughts on the idea that there should be some sort of recognition of the Army Apprentice Scheme. He suggested that this may be in the form of a medallion and or trophy presented to the top apprentice from a TAFE college or the top trade student passing out of Latchford Barracks.

Approximate cost \$50.

The concept was accepted by the Committee with Harry H to develop the idea further.

b. Humpty Dumpty Proposal. HH

This proposal is aimed at gaining increased public awareness of the AAAA as a good public citizen by way of assistance in the purchase of specific medical equipment for local medical centres.

The idea is that any such purchase would done in conjunction with the Humpty Dumpty Foundation which is nationwide organisation with knowledge of suppliers and medical centres.

The concept has been accepted for further consideration.

c. Use of Association Badge. RP

Discussion on this item centred on who has the copyright for the Association badge.

Frank Poole to contact Barry Teal about the copyright.

d. The Year Ahead. : **This item has been deferred as a subject for discussion at the next Committee meeting.**

The Year Ahead

1. Review of our Objectives, Services and Activities.
 - a. Are they still current and relevant?
 - b. What could be deleted?
 - c. What could be added?
 - d. What could be changed?
2. An Old Fashioned SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis
 - a. What are we good at?
 - b. What are we not so good at?
 - c. What possibilities are there that we could exploit?
 - d. What risks are we facing?
3. Goals for the Year Ahead
 - a. Following on from items 1 and 2, we should be able to develop some goals for 2015.
4. An action Plan
 - a. If we can complete item 3 we should be able to put some names to some tasks.

If we complete 1 and 2 before the meeting, we should be able to make some progress with 3 and 4.

The "OBJECTIVES" are listed in the constitution.

"SERVICES and ACTIVITIES" are not in the constitution.

Any comments?

e. Confirmation of Michael Farrar's appointment as AAAA Auditor.

The appointment is for 2 years.

Moved by: Richard Pike

Seconded by: Harry Cole

Carried

f. Confirmation of Otto Aberle's appointment as Events Manager.

Moved by: Barry Minster

Seconded by: Frank Maloney

Carried

g. Vigil Cross. HH. Concept has been noted

Harry came across the idea in a British Craftsman Magazine and has commissioned one to be made for himself.

It has been suggested that once he has it in his possession that an article be written for the TAA in which the concept can be promoted.

Another suggestion was that the concept be developed as a future memorabilia item.

10. Confirmation of next meeting date and venue:

Next meeting to be held at 1100hrs, Tuesday 26th of May, at Kirribilli Services Club,

11 Harbourview Cres, Lavender Bay, NSW 2015

11. Meeting closed at 1530hrs