



AUSTRALIAN ARMY APPRENTICES ASSOCIATION
MINUTES OF THE INAUGURAL COMMITTEE MEETING
HELD AT THE VIETNAM VETERANS ROOMS, PAGE, ACT
ON
22 JULY 2006

Present:

Frank Poole
Jack Westernhagen
Stephen Hladio
Ray Wilson
Les Sutton
Russell Evans
Greg Mulcahy
Chris Moon
Bill Mertin
Ian Morris
Jeff Heron
Frank Maloney

Apologies:

Glen Jones
Tim Wilde
Edward Carpenter
Jim Van Reyk
Shane Stevenson
Ian Pullen
Graeme Horne
Matt Bouma
Gary Deaton
Mick Koerber
Brian Cooper
Gib Owen

1. Meeting Opened 1015 hr by the President Frank Poole. A video of the plaque unveiling at Balcombe 2001 was watched to the enjoyment of all.

2. President called the roll and officially welcomed all present. He then gave a summary of the background for the formation of the Association. The President then explained the purpose behind the first meeting and the agenda requirements.

3. The President explained to the meeting that the members of this committee present be aware that they are temporary committee officers and that their positions must be ratified by and at Special Resolution of the Members in an Extraordinary General Meeting.

4. Motion: That the following motions be considered for submission to the EGM to be held following this meeting:

4.1 That the following additional offices of the Committee be created namely;

Vice-President:

Treasurer:

Membership Secretary:

Promotions & PR Officer:

Welfare Officer:

Heritage Officer:

Social Officer:

Webmaster:

Additional Member

Regional Representatives

4.2 That the following additional non-voting appointments be created namely:

Legal Adviser

Auditor

Patron

Trustee

4.3 That a Management Sub-Committee be constituted of the President, Vice President, Secretary, Treasurer, Public Officer, Membership Secretary and Welfare Officer who will recommend action for the day-to-day administration and running of the Association for approval by the Committee. Of principle concern will be the calling of meetings and ensuring the financial viability of the Association.

4.4 That the duties and responsibilities attaching to each of the Committee offices and appointments will be as follows:

4.4.i **President:**

To be responsible for all activities of the Association

To represent the Association.

To promote the Association and its objectives.

To call Executive, Committee and General Meetings.

To Chair Executive, Committee and General Meeting.

To ensure the efficient running of the Association through the responsible Committee Member

4.4.ii **Vice-President:**

To assist the President in his duties as required.

To chair meetings in the absence of the President.

To ensure the administration and support for meetings and that correct notices have been given to members.

Working with the Membership Secretary, approve applications for membership.

Maintain the Association shop with purchases and prices approved by the Management Sub-Committee.

- 4.4.iii **Secretary:** In addition to those duties listed in the Rules;
 To ensure all motions affecting the Rules are incorporated into the Master Rules of the Association.
 To ensure that the Master Rules are maintained and up-to-date in both hard and soft copies and are available to any member on request.
 Maintain files of correspondence effecting the Association, both inwards and outwards. These files will be kept in hard copy and all Committee members initiating or receiving correspondence effecting the Association as a whole will ensure copies are sent to the Secretary.
 To be the official point of contact and address for the Association.
 To forward correspondence concerning the responsibilities of other Committee Members to those members for action. The Secretary and all Committee members will maintain a register of correspondence showing date received/sent, gist of correspondence, who received from/sent to, and where the hard copy is filed.
 With input from other members of the Committee, prepare agenda and papers for meetings.
- 4.4.iv **Treasurer:** In addition to the duties listed in the Rules;
 Prepare budgets as required for AGMs
 Advise the Management Sub-committee monthly on the financial standing of the Association.
 Advise the Management Sub-committee immediately it becomes apparent that the bank balance has fallen below the figure determined by the Management Sub-committee.
 To advise the Management Sub-committee and negotiate for surplus funds to be invested. Prepare a report for the Committee seeking their approval to invest these funds.
- 4.4.v **Membership Secretary:**
 Receive all applications for membership and check to ensure eligibility.
 To receive all membership application fees and arrange with the Treasurer for their deposit in the Association bank account
 Receipt all fees and send receipt to member along with any membership items that may apply within 21 days.
 Record and maintain a membership list.
 The membership list will not be released to any person outside the Committee without approval of the Management Sub-committee.
 The Vice-President will assist when and where required in membership matters. When eligibility is in doubt, his decision will be sought.
 Maintain an up-to-date list of all apprentices.
- 4.1.vi **Promotions and PR Officer:**
 To promote membership of the Association.

To provide information on the Association when requested.
 To prepare PR releases as appropriate or directed by the Executive.
 To maintain a “scrap-book” on items published effecting the Association.

4.1.vi (cont) Warn the Executive when unfavourable or embarrassing situations arise.

Through the webmaster, post membership news on a regular basis to the Association web site.

To receive items of interest from members for inclusion in membership news.
 With input from Committee officers, produce the Annual Report for presentation to the AGM.

4.1.vii Welfare Officer:

To advise members on welfare and other Commonwealth and State Government entitlements. NOTE: it is not the intension to duplicate the services offered by other service associations, but to supplement them by advising the best association to assist or to provide primary advise when members are not a member of another association.

To liaise with similar service bodies (eg RSL, VVF, VVAA, TPIA) on welfare matters.

To organize welfare officer training for both him/her self and for Regional Representatives when required.

On the advice of the death of a member, ensure that the NOK is being cared for and send condolences and a wreath. Regional Representatives have a role to play here.

On advise 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.

4.1.viii Heritage Officer:

To identify structures and items of historical or emotive significance and submit their details to the Management Sub-committee.

On the approval of the Management Sub-committee, enter details of structures and items, the reason for their significance, photography and current condition onto an Association Heritage Record.

Organise through local members to have the structure or item maintained.

Organise for appropriate plaques to be provided explaining the significance of the site.

Maintain a History of the Army Apprentices and their schools.

4.1.ix Social Officer:

Assist intake groups with the organization of reunions when requested.

Organise catering and social activities when required for meetings and Association gatherings.

4.1.x Webmaster:

To maintain the Association web site.

To make adjustment as required by the Executive.

To assist the Committee with computer advice.

4.1.xi Regional Representatives:

When organized at the following Regional Level, to represent the Association in that area, particularly on welfare matters. WA, NT, North Qld, South Qld, NSW, ACT, Vic, Tas, SA..

Regional Representatives may be appointed by the Committee as casual vacancy or nominated by a representative membership group from that region.

4.1.xi (cont) Regional Representatives represent the Association within the Region and NOT the Region to the Association, although their local knowledge will be at times sought by the Committee.

4.1.xii Committee Members:

Committee Members will be allocated to assist other Committee Members as required, or sub-committees.

4.2. That the following Officers of the Association have their position voted upon on the basis that each officer has been the subject of a due nomination.

President	Frank Poole
Vice-President	Jack Westernhagen
Secretary:	Stephen Hladio, OAM
Treasurer:	Ray Wilson
Membership Secretary:	Les Sutton
Public Officer:	Greg Mulcahy
Promotions & PR Officer:	
Welfare Officer:	Russell Evans
Heritage Officer:	Chris Moon
Social Officer:	Bill Merton
Webmaster:	Glenn Jones
Committee Member:	Andrew Bishop
	Jeff Heron
	Ian Morris
	Tim Wilde

Regional Representatives:

Regional Representatives:	
Northern Territory	Edward 'Chips' Carpenter
North Queensland	Jim van Reyk
South Queensland	Frank Maloney
New South Wales	Shane Stevenson
Australian Capitol Territory	
Northern Victoria	Ian Pullen
South Eastern Victoria	Graeme Horne
Southern Victoria	Matt Bouma
Victorian Metropolitan Area	Jack Westernhagen
South Australia	Gary Deaton
Tasmania	Mick Koerber
Western Australia	Brian Cooper, OAM

Appointments: (Need not be members of the Association)

Legal Adviser: Gibson Owen

Auditor:

Patron:

Trustee:

4.3 That officers shall have a term of office of 2 years from the date of election. Nominations for each office will then be called for and the incumbent will remain in office until replaced. Each office bearer will be entitled to re-nominate for his position for as many times as he receives the voting support of the members in general meeting. Regional Representatives will reside from the regions from which they represent. Appointments will be for twelve months. The following offices will be subject to re-election at the first AGM:

President

Secretary

Promotions and PR Officer

Heritage Officer

Webmaster

Committee member x 2

4.4 That there be three classes of membership:

4.4.i **Ordinary Member:**

Any person who enlisted into the Australian Army, with the rank of Apprentice and allocated a class intake number, and attended the Army Apprentices School or the Army College of TAFE at Balcombe or Bonegilla for no less than 12 months.

4.4.ii **Retired Member:**

Any person satisfying the above requirement for member who is now no longer working full time or is drawing a DVA, Age or TPI pension. Special cases will be considered by the Vice-President.

4.4.iii **Life Member:**

Any Member or Retired Member, who has been a member of the Association for at least three years and who, by virtue of their services to the Association, is nominated by the Executive to a General Meeting for elevation to Life Member.

4.5 That the membership class Associate be created for any person who has been associated with a Service Apprentice Training Scheme. Associate members on payment of appropriate fees, may join the Association. An Associate member has no voting rights and may not hold office. Where the term Member appears in the rules of the Association it will be taken to include Associate member.

4.6	That the fees payable by each class be fixed at:	
	Joining Fee	\$10.00
	Member	\$25.00 per annum
	Retired Member	\$20.00 per annum
	Life member	Nil
	Associate	\$20.00 per annum

and the Rules regulating the Association are deemed to be amended accordingly.

4.7 That the joining fee be a once only payment on initial application to join the Association. A person resigning from, or failing to remain a financial member, upon renewal of their membership or financial status, shall not be subject to the joining fee.

4.8 That the Application Form forming part of the Model Rules governing the incorporation of the Association be replaced with the Application Form as per Attachment 1 to these minutes.

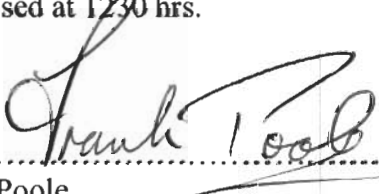
4.9 That Section 24, subsection (1) line 4 of the Rules of the Association be changed to read "...send by pre-paid post or notice provided by e-mail to those so connected to the address appearing in the Register of Members, a notice....".

4.10 That a Cheque account be opened at a bank agreed by the Committee to which all funds received by the Association will be deposited and all monies paid out from the Association will be paid by cheque from that account. Signatories will be the Treasurer and one of the President, Secretary or membership Secretary. At no time will the account be allowed to fall below a figure determined by the Committee without the approval of the Committee.

Moved: Frank Poole
Seconded: Russell Evans
Carried

5. The President thanked all attending for their input and support.

6. The next meeting would be held on 22 Jul 06 at 1250 hrs. The meeting was closed at 1230 hrs.


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F. Poole
President

.....
Date 11/10/06


.....
S. Hladio
Secretary

.....
Date 10/07/06

Attachment:

1. Australian Army Apprentices Association Application Form



THE AUSTRALIAN ARMY APPRENTICES ASSOCIATION INC.

ACT Incorporation No: A04404

907

APPLICATION

*Delete if not applicable #Compulsory Information (^Not required for Associates)
For *Ordinary Membership / *Retired Membership/ *Associate of The Australian Army Apprentices Association Inc. (AAAA Inc.)

I, *Title / Rank: _____ #Given Names: _____

#Surname: _____

Street: _____ Home: () _____

PO Box N^o: _____ Work: () _____

#Address: Suburb: _____ #Phone Numbers: _____ Mobile: _____

Post Code: _____

Country: _____

#Email: _____ #DOB: ____ / ____ / ____

Partner's Name: _____

^Intake No: _____ # ^Trade: _____ # ^Corps: _____

Decorations: _____

^Service No _____ Current Occupation/Posting/Fully Retired: _____

^ Year of Discharge/Still Serving: _____

*In Receipt of a Govt Age Pension / *Self Funded: Y /N

I, the above mentioned, hereby apply to join the Australian Army Apprentices Association Inc. and agree to be bound by the Rules and By-Laws of the Association.

Signature: _____ Date: ____ / ____ / ____

Joining Fee - \$10:00 (Applies to all)

Ordinary Members: Annual Subscription - \$25:00 **Associates:** Annual Subscription - \$20:00

Retired Members: Annual Subscription - \$20:00

OFFICIAL USE ONLY

(Verified by Membership Secretary)

Membership No: _____	Receipt No: _____	Remarks
Associate No: _____	Receipt No: _____	
Record on Membership Lists	Register: <input type="checkbox"/> Members: <input type="checkbox"/>	
	Mail: <input type="checkbox"/> Financial: <input type="checkbox"/>	

PLEASE FORWARD THE COMPLETED APPLICATION FORM PLUS CHEQUE/MONEY ORDER TO:

**The Membership Secretary
Australian Army Apprentices Association Inc.
42 Denny St,
LATHAM ACT. 2615**