



**MINUTES FOR THE 2012 ANNUAL GENERAL MEETING OF THE
AUSTRALIAN ARMY APPRENTICES ASSOCIATION
HELD AT CAULFIELD RSL CLUB, 4 ST GEORGES RD
ELSTERNWICK VIC ON SATURDAY 27TH OCTOBER 2012**

1. The President opened the meeting at 1210 hrs and welcomed all attendees.
2. Attendees:
Lucas McGann - President
Barry Minster, Ian Laurie, Ross King, Peter Muir, Bruce Keevers, Craig Malcolm, Jeff Ward, Dave Hooper, Ed Zielinski, Pat Marley, Jack Westernhagen, Ken Ord, Dave Work, Dennis Edwards, Kim Aramini, Peter Tarrant, Roy Vincent, Bill Van Ree, Noel Cooper, Jack Wilson
Neil Bennett - Secretary
3. Apologies:
Harry Cole, Frank Poole, Owen Reynolds, Jim Hislop, Jeff Heron, Ian Morris, Jock McWhinney, Gary Byard
4. Proxies:
Jeff Heron
5. Confirmation of Minutes of the 2011 AGM. Moved that the minutes of the 2011 AGM as posted on AAAA Inc. Website be accepted:
Moved: Craig Malcolm
Seconded: Peter Muir
Carried
6. Reports:
 - a. President's Report.

The last 12 months have been busy keeping up with work, family and Association commitments and it is fair to say that the Association has at times run a distant third in priority stakes. There are a number of Committee Members who selflessly took up the slack and as a result made my short comings less evident - I hope - to those men I sincerely thank you for your efforts. As mentioned in my last letter to the membership, the Balcombe

Commemoration event and celebrations have moved into top gear. Wording for the commemorative plaques for each School is just about finalized and Peter Muir has sourced a manufacturer of quality plaques with the added bonus of falling comfortably within our budget. The Balcombe Grammar School, which now resides adjacent to Mace Oval, have offered some logistic support, the Mornington Peninsula Shire Council are willing participants and the kindred Associations are active. Frank Maloney has done a mountain of work liaising with all the Associations, the Council, Balcombe Grammar School and the USMC Association.

As the event gets closer we are going to require some volunteers to help out with some aspects in the weeks leading up to event and the event itself, so if you have some time on your hands or skills that you think might be necessary don't be shy, let us know and we will gladly accept your help.

We have had 2 successful regional get togethers this year- Perth and Brisbane. Both were well attended and well organized Congratulations to Brian Daly, Brian Cooper and Norm Wells and thank you for your efforts. Sydney along with Adelaide remains a problem with no Regional re for these cities. This has resulted in no regional functions being held in these areas and the Association missing out on the opportunity to promote ourselves, get more people active and bring old mates back together.

Craig Malcolm has produced a membership breakdown in his report which exposes a weakness in the make up of the Association. The very thin membership numbers of intakes from the early 30's through to the final Intake, except for the 35th Intake. The Association has gone down the Facebook path partly with the view to get ourselves in the 'social network' that a lot of members of these later intakes participate in and partly as another means of promoting the Association.

It is with sadness that I note the inevitable increase in the number of Apprentices being added to the Vale page. A sobering reminder of our mortality, but also a timely reminder for us all to make the most of our time.

Finally I ask that the vacant positions on our Committee are filled. The positions are not so onerous that life will take a back seat to the Association, rather your time helping out will be a source of satisfaction. So don't be afraid, put up your hand and you will be welcomed aboard.

Sincerely
Lucas McGann
President

- b.** Vice President's Report. No Report submitted as position was vacant.
- c.** Secretary's Report. The majority of correspondence to out side organization was carried out by the Memorial Sub- committee for on going R&M at Bandiana and the installation of the seat donated by Jock McWhinney, also the Balcombe Gates Project with both Peter Muir and Frank Maloney doing the leg work for the events for May 2013. Other enquiries that came in merchandise or website were passed on to Frank M or Ian Morris as the case maybe as well as keeping a file on the internal correspondence.

d. Treasurer's Report.

**Australian Army Apprentices Association (Inc)
Financial Report for FY 2011/2012**

<u>Income</u>		<u>Expenditure</u>	
Membership subscriptions	\$ 10,845.00	Membership expenses	\$ 4,664.53
Memorial donations	\$ 2,685.00	Admin expenditure	\$ 3,427.59
Memorabilia sales	\$ 1,997.00	Memorial expenditure	\$ 1,846.55
Plaque	\$ 1,045.00	Memorabilia purchases	\$ 3,093.04
Reunion	\$ 40,147.60	Reunion expenditure	\$ 38,672.83
Not allocated	\$ 566.71	Balcombe Gates	\$ 306.33
interest	\$ 107.45	Bank fees	\$ 602.71
	<u>\$57,393.76</u>		<u>\$52,613.58</u>

Financial Position as at 30 June 2012

Closing balance 30 June 2011	\$ 35,374.82
Income	\$ 57,393.76
Expenditure	<u>\$ 52,613.58</u>
Less term deposit	\$ 10,000.00
Balance at Bank (Operating funds available)	<u>\$ 30,155.00</u>



Treasurer
22 October 2012



Auditor
22 October 2012

- e. Heritage Officer's Report. Jim is stepping down from the Committee after many years of service to the Association; however all is not lost as he will be happy to continue to look after our collection at the Museum and the Memorial. He is currently casting around for replacements for his Area Rep duties and to sound out couple of ex-Apps who currently work on other projects at the Museum to see if one of them will take on the Heritage Officer's duties. Ideally this is a position for someone located in the Albury-Wodonga area.
- f. Welfare Officer's Report. No report submitted.
- g. Membership Secretary's Report.
- (1) Member Attraction and Retention. 2012 has not seen the membership growth and

retention as previous years with the number of new members and the number of members renewing their memberships being down on previous years. It is critical, for the long term success of the Association, that the Association continues to provide value to members. Value can be perceived through many ways and the Association is not going to be everything to everyone, however the Association will need to provide a set of core values that are attractive to as wide an audience as possible. To achieve this, the Association will need to continue to address areas such as:

- (a) Information to members- via the website and newsletter
- (b) Links with Apprentice history – the Memorial and Balcombe gates project
- (c) Comradeship- local and national reunions and events

All three areas need to be addressed.

- (2) Information to Members. The website is to be updated with moves underway to identify some to update and refresh the website. The Association now has a FaceBook page with 49 members. This number will grow as the number of members who are FaceBook users migrate to the site. There were two Newsletters this year-this was due to the editor (me) changing jobs (and moving interstate) 3 times in the last 12 months which significantly reduced the amount of time available. See below for more information about the Newsletter.
- (3) Links with Apprentice History. The Balcombe 2013 project and event will go along way to reconnecting with many apprentices who went through Balcombe. The Museum in Bandiana is always well attended and also provides a link to all Apprentices from Balcombe and Bonegilla.
- (4) Comradeship. This is an area that needs a lot of work. Throughout 2012 there has been very very few regional activities (WA, Brisbane, ACT only) with a number of Regional Reps being inactive. Regional Reps need to be able to commit to at least one (preferably 2) activities in their region each year.
- (5) Newsletter- The Apprentice About. Only two editions of the Newsletter were sent over the last year. The feedback continues to be very positive, however the number of articles being submitted for the newsletters has reduced considerably. A number of contributors have been regularly submitting (very good) material covering a number subjects and new material articles will be gratefully received. The new “Looking For” section, where members can submit names of apprentices they are seeking has been well received.
- (6) E-Mail Addresses. Of the 552 members, we have the e-mail addresses of 488 members. It is important that the Association has up to date e-mail address as this significantly reduces the mail out costs to the Association as most correspondence is suitable for delivery by e-mail.

Craig Malcolm (31st ET)
Membership Secretary

For further analysis of the membership refer to the attachment.

- h. Events Manager’s Report. Frank Maloney gave a verbal report to the meeting about the current state of affairs for the May 2013 event following the meeting of the previous day with MPSC, BGS and the AAAA Sub-committee consisting of himself and Peter Muir.

Items discussed during the meeting were mainly for the activities at Balcombe on Saturday 4 May 2013 and included the following in no particular order:

- (1) Traffic plan-Signage- Parking-Role of BGS-Guide-First Aid/St Johns- Event timing & Duration-
- (2) PA System- Media/Recording of Event-Promotion of Event- Historical aspects/Mornington Museum-
- (3) Dress- Programme booklet- Service format- Band- Disabled needs- Seating-Marquee-Guests- Dignitaries- Story boards- Afternoon tea- Wet weather plan (same as going to the footy).

The Committee came away from the meeting with a very positive feeling about the Event due in part to the enthusiasm shown by BGS wanting to assist us in the running of the event by providing parking facilities on the School grounds, the use of the assembly halls in case of inclement weather but being Balcombe the weather should be O.K.!!!!

They also indicated that they are willing to provide refreshments after the Event which will provide us with a great opportunity to do some PR with the School community as they have shown an interest in the history of the area.

Also the meeting resulted in the arrangements for the march through the streets on Mornington to the War Memorial on Sunday 5th May 2013 having been put in place by the MPSC.

With the Mornington Racing Club venue for the Friday meet and greet and the Saturday evening sit down dinner locked in things seem to be falling into place for a great weekend.

All that is left to do is to get out there and promote it for all that we are worth and be ready to help Peter Muir should the need for assistance occur for some hands on activities in the lead up to the weekend

- i. Public Officer's Report. No report submitted.
- j. SPAASSM Report. No Report as project is temporarily suspended.
- k. Webmaster's Report.
 - (1) Introduction. During the year the Committee decided to establish a Payment Gateway on the Website to enable online payments for membership subscriptions, events, sales etc. A Payment Gateway is an online facility provided by a bank or other financial institution to allow a website to collect payments for goods and services. Pay pal was selected as the most cost effective solution for the Association. It was also decided to seek outside assistance for the redevelopment of the website. Because of the effort involved in these two tasks the development of the historical collection (the former project SPAASSM) would be temporarily suspended.
 - (2) Payment Gateway. The first Candidate for development was the Membership Application Form. The plan involved creating a PayPal account, creating an online form and then integrating the form with the PayPal payment gateway (not a trivial task). Functional testing of the form commenced in March 2012. This involved the test team (Craig Malcolm, Frank Maloney, Owen Reynolds, and Ian Morris) in verifying the general usability of the form. Integration testing is about

to start. This involves testing all links between the form, the PayPal payment Gateway and our bank account. Obviously because of the financial and personal data involved security and privacy are very important. To ensure our transactions are secure we need to obtain a security certificate (it provides a little “lock” pictured on the address bar for secure sites).

- (3) Website Redevelopment. We had a very promising offer from a website developer in Queensland who offered to take on the task at no charge. Some outline specifications were provided in March this year but unfortunately there has been no response and other avenues are now being investigated.
- (4) Website Routine Maintenance. Vale notices, new events, records updates, system changes and fault correction continue to be time consuming (but necessary) activities.

Ian Morris (12th Intake)
Webmaster
20/10/2012

1. Website Forum Moderator’s Report. I continue to perform the role of Forum Moderator, in support of Ian Morris, the Web Master. In the last 12 months I have:
 - (1) continuing reconstruction of the Forum to minimize clutter and to concentrate on news reunions, and
 - (2) delete/archived old posts.

I also continue to provide a service to users who need assistance with the Forum; e.g.: supporting Edward Zielinski to place MTU Detroit Diesel Australia (MTUDDA) job opportunities. Since 27 Oct 2011, 135 ads have been posted. There continue to be only a few “hits” on those ads but Edward’s happy. We’re not aware if any of our Forum visitors have won jobs in this way or even applied for them.

The Forum is still not heavily used, but it does provide a small service, so we should leave it “up” at least for now.

Some effort has been spent examining Facebook and Barry Minster’s page has been used for some initial postings.

Jeff Heron
AAAA Website Forum Moderator
21st Radio Mechanic

- m. Memorial Sub-committee Report. Since the last AGM the following work has been conducted at the Army Apprentices Memorial:
 - (1) The tree that was threatening to undermine the Memorial pavement has been removed. This required approval being sort from the Environmental Officer and the local Works personal.
 - (2) The gates were removed and treated for rust, powder coated, painted and reinstalled.
 - (3) Following numerous submissions and requests for approval, the Memorial Wall has been completed and the gates are now a visible feature of the Memorial and with the glazed black brick cross in the centre of the wall, the Memorial becomes

more visibly a memorial.

- (4) The KIA rock has now been properly mounted at the front of the Memorial on a concrete plinth.
- (5) We were fortunate to received a substantial donation from Peter McWhinney on behalf of his father Jock (10th Intake). Following his wishes this was put towards the purchase and installation of an Apprentices Reflection seat, we are waiting it's imminent delivery from Furphy Foundry – for installation on the already poured base.
- (6) Inscribed pavers are still available but we have to wait for sufficient applications before placing orders.
- (7) Two intake bronze plaques have been procured and two more are on order.
- (8) Remembrance plaques are not being ordered but we will be promoting them over the next year.

Apart from promoting pavers, bronze and remembrance plaques, the following ongoing work will be followed up.

- (1) Obtain and install an engraved plate for the reflection seat.
- (2) Negotiate for the release of the KIA plates from the avenue of trees at Latchford and for their installation on the Memorial Wall.
- (3) Obtain and install “LEST WE FORGET” on the Memorial Wall.
- (4) Compose and have printed a bi-fold brochure on the Memorial and the significance of the various elements of the Memorial.
- (5) Continue to seek funding for ongoing maintenance and development of the Memorial.

I wish to thank Greg Mulcahy, Mark Ryan and in particular Jim Hislop for their invaluable help through the year.

Frank Poole (10th Intake)
Chair, Memorial Sub-committee

- n. Balcombe Sub-committee's Report. Prior to presenting his report, Peter Muir gave the meeting a brief description of the work involved in dealing with the Mornington Peninsula Shire Council and its various Departments that are involved in the development and maintaining of the Balcombe Gates site.

Balcombe Camp Commemoration 2013 Project Report AGM 2012. Progress Summary:

- (1) The project has gained increased momentum with significant progress being made over the past few months. All efforts of the Sub-committee are now focused on the commemoration event, the date for which has now been accepted by all project stakeholders as the weekend of 4-5 may 2013. aside from the works program, there will be a number of commemorative events that will take place over that weekend, most notably, the Commemoration Ceremony on Saturday, the dinner on Saturday night, followed by the March and Wreath Ceremony in Mornington on Sunday morning.

- (2) Significant milestones that have been achieved to date on the project include:
- (a) Securing of a Grant from the Victorian Government towards cost of the works program.
 - (b) Securing of a Grant from Mornington Peninsula Shire Council (MPSC) towards the works program.
 - (c) Ongoing support from Mornington Peninsula Shire Council was confirmed by Cr Ann Shaw in a meeting with the AAAA Sub-committee representatives (Lucas McGann, Frank Maloney & Peter Muir).
 - (d) Scope for the commemorative works at the Balcombe site has been confirmed and all workshare arrangements with MPSC are being managed through regular face to face meetings and correspondence.
 - (e) Continued commitment from the respective RA Signal Corps Association, RA Survey Corps association and RA Band Corps Association project sub-committee representatives has been confirmed, and they are working closely with the AAAA representatives in their efforts on the project.
 - (f) Advertising for the commemorative events has started, and registrations are now being received. Information is being disseminated through several ex-service forums and Associations' websites.
 - (g) Liaison with the 1st Division USMC Association President has culminated in confirmation that he will be attending the commemoration events.
 - (h) Liaison with the Principal of Balcombe Grammar School, which currently occupies part of the former Metal Trades Wing site, has resulted in a commitment from the school to support Saturdays' commemoration Ceremony and use of their facilities on the day.

Over the coming months the tempo of the Sub-committee's efforts will increase as final planning for the works and events, ongoing liaison with MPSC and our kindred Associations' and other stakeholders, further event advertising through various media outlets, before finally bringing it all together to make the weekend a success.

Peter Muir
AAAA Committee Member (Balcombe Gates Project)

7. Stand Down of Retiring Officers. The following officers stood down:

- a. Vice-President
- b. Treasurer
- c. Welfare Officer
- d. Public Officer
- e. Membership Secretary
- f. Chair Memorial Sub
- g. Committee & 3 Committee Members

8. Vote of Thanks to Outgoing Committee Members.

- a. Lucas as President moved a vote of thanks to those Office Bearers standing down for their efforts and contributions to AAAA during their time on the Committee.

Moved: Lucas McGann

Seconded: Neil Bennett

Carried

9. Election of Office Bearers of the Association for the Next Two Years

- a. Vice President. There being no nomination forms received nominations were called from the floor. Barry Minster volunteered his services.

Proposed: Lucas McGann

Seconded: Peter Muir

There being no further nominations therefore Peter was elected as Vice-President.

- b. Treasurer. There being no nomination forms received nominations were called from the floor. Owen Reynolds nominated.

Proposed: Frank Maloney

Seconded: Kim Aramini

There being no further nominations therefore Owen was re-elected as Treasurer.

10. Welfare Officer. There being no nomination forms received nominations were called from the floor. No nominations were received from the floor. The President to contact Russell Evans in view of him continuing in this position. Should Russell decline, the position shall be declared vacant and to be filled at a later date.

Action by: President

11. Public Officer. There being no nomination forms received nominations were called from the floor. No nominations were received from the floor. The President to contact Ray Wilson in view of him continuing in this position. Should Ray decline, the position shall be declared vacant and to be filled at later date.

Action by: President

12. Membership Secretary. There being no nomination forms received nominations were called from the floor. Craig Malcolm nominated.

Proposed: Lucas McGann

Seconded: Pat Marley

There being no further nominations Craig was re-elected as Membership Secretary.

13. Chair Memorial Sub- Committee. There being no nomination forms received nominations were called from the floor. Frank Poole indicated in his apology for non attendance at this AGM Meeting that he would like to continue as the Chair of this sub-committee.

Proposed: Neil Bennett

Seconded: Lucas McGann

There being no further nominations Frank was re-elected as Chair of the Memorial Sub-committee.

14. Committee Members x 3. The following nomination forms were received:

- a. Jeff Heron

Proposed: Jeff Heron

Seconded: Ian Morris

b. Peter Muir

Proposed: Peter Muir

Seconded: Neil Bennett

c. Nominations were called from the floor to fill the third Committee position. Bill Van Ree nominated.

Proposed: Frank Maloney

Seconded: Craig Malcolm

As the number of nominations equalled the number of Committee vacancies, Jeff, Peter and Bill were elected to the Committee of the AAAA Inc.

15. Appointments. Nil.

16. General business: Nil.

17. Next AGM date and venue: Saturday 19th October 2013 at Chatswood RSL Club, Chatswood NSW.

18. Meeting closed at 1400 hrs.

