



**MINUTES FOR THE ORDINARY MEETING OF THE AUSTRALIAN
ARMY APPRENTICES ASSOCIATION HELD AT THE HARMONIE
GERMAN CLUB, 49 JERRABOMBERRA AVENUE, NARRABUNDAH,
ACT 2604 ON WEDNESDAY 23RD JULY 2014**

1. The President opened the meeting at 1100hrs
2. Attendees:
 - Barry Minster - President
 - Owen Reynolds
 - Frank Maloney
 - Jeff Heron
 - Harry Cole
 - Harry Hoger
 - Richard Pike
 - Frank Poole
 - Gary Byard RFD
 - Bill Mertin
 - Neil Bennett - Secretary
3. Apologies:
 - Norm Wells
 - Ian Morris
 - Russell Evans
 - Ray Wilson
4. Confirmation of Minutes of previous committee meeting:
 - Moved: Frank Maloney*
 - Seconded: Harry Cole*
 - Carried*
5. Business arising from the Minutes of previous meeting:
 - a. Accounts and audit. Refer General Business and Report.
 - b. Apprentice Governor General's Banner movement update: - Frank Maloney reported that this item is still a work in progress, however, some recent positive conversations have taken place.
 - c. COs/CIs/Comdts of Army Apprentice training establishments and RSMs honour boards current status: - No action has been taken on this project to date. Following Committee discussions, it was decided that the President shall contact Jim Hislop in view of Jim obtaining the costs involved to update the honour boards with names of the personnel missing from these boards in conjunction with Norm Wells (Heritage Officer).

Action by: Barry Minster

- d.** Website development progress: - Refer Webmaster's Report.
- e.** Recruitment of new members update: - Refer Membership Member's Report.
- f.** Next National event update: - Ongoing work in progress with dates in place along with the format for the weekend.
- g.** Committee List confirmation: - Secretary suffered from a temporary lapse of coordination between eye, hand and keyboard. Corrected version on its way.
- h.** Cloud storage: - Gary Byard is currently using Drop Box on a restricted basis only.
- i.** Constitutional Changes: - Jeff Heron working on these for the AGM in October.
- j.** Status of Apprentices who Died while on Active Service (Costings): - Refer Memorial Report.

6. Correspondence In/Out:

- a.** From Lucas McGann re: - Insurance Cover for the 35th Intake 35th year reunion to be held in Sydney on Fri 11th and Sat 12th June 2015.
- b.** From Vanessa Parker (Aon Risk Services Australia Ltd.) with an estimated cost for renewal of the Association's Public Liability Insurance Policy due in October 2014.
- c.** From David Cooper and David Miller with their Contact Details.

d. VALES:

Bruce Eklom 20th Electrical Fitter 15/03/2014

Barry Greenberger 11th Bricklayer 26/03/2014

Sean Cartledge 39th Carpenter & Joiner 28/03/2014

Alex (Boris) Bourne 16th Vehicle Mechanic 21/04/2014

Russell Harris 13th Vehicle Mechanic 19/05/2014

Don Reid 7th Carpenter & Joiner 7/06/2014

Anthony (Curly) Curtain 7th Vehicle Mechanic 22/06/2014

Terry Milfull 14th Fitter & Turner 4/07/2014

John (Skeeta) Ryan 12th Fitter & Turner 9/07/2014

Brian Quinney 8th Carpenter & Joiner 19/07/2014

LEST WE FORGET

- e.** To Mrs Mary Westernhagen by Frank Poole in reference to a Memorial Plaque being created for Jack and placement of the plaque at the Apprentices Memorial at Bandiana.
- f.** To General Peter Cosgrove by Barry Minster congratulating him on behalf of all Apprentices on his appointment to the Office of Governor General.

7. Reports:

- a.** Treasurer's Report

A summary of the Association's financial position as at 30 June 2014 is as follows:

INVESTED FUNDS

The balance of the Association funds held on term deposit or investment on behalf of the Association is \$32,904.82

TRANSACTIONS

Income

YTD income from all sources is \$21,811.76

Un deposited held as cash on hand is \$Nil

Expenditure

YTD Expenditure for all is \$36,882.86

Accounts payable not yet included in the above total are \$Nil

CURRENT ACCOUNT BALANCE

Balance (Bank Statement Dated 31 March 2014) is \$19,566.33

The figures above agree exactly with the operating balance at the bank, June 30, 2014, and all documents are now available for the auditor to review at his/her convenience.

Owen Reynolds
 TREASURER
 July 13, 2014

Frank Maloney made reference to whether a payment of \$400 for repairs to a computer [PC] of Frank Poole's that suffered a malfunction had been made.

This [PC] was set up by Frank Poole for AAAA work.

Both the Treasurer and Frank Poole were unsure at the time of the meeting if this had been done and were to check their records and report back to the Committee.

Action by: Frank Poole/Owen Reynolds

- b.** President's Report. Committee Report from President, AAAA 16 July 2014

At this point in time I am becoming quite disillusioned with several of the committee members who appear to have lost their common sense.

Several weeks ago I asked that the ongoing "sniping" at each other cease, however, this has moved to a more subversive level in that I am no longer appearing on the email list when aggrieved members are throwing accusations around.

We are grown men and ought to behave as such.

If you have an issue with the behaviour of a fellow committee member then there is an appropriate forum for this to be aired. [Committee meetings]

As a direct result of this, I have also taken the opportunity of writing a "SOCIAL

MEDIA POLICY DOCUMENT' which will be tabled in this meeting for comment.

Finally I am pleased to report that the Facebook site continues to grow having reached more than 500 members, an increase of almost 100 in the past 3 months.

It continues to be a vital way of instant communication between members and former members of our Association and hopefully it can provide an avenue for growing our financial membership as well.

Barry Minster
President, AAAA

- c. Vice President's Report. Position Vacant—No Report.
- d. Secretary: - As per Correspondence.
- e. Heritage Officer's Report – No Report.
- f. Welfare Officer's Report. – No Report.
- g. Membership Secretary's Report:

Current financial members number 489, which is an increase of 82 on this time last year and includes 6 new members.

Members who have not as yet renewed their membership stands at 173 with the next lot of reminders to go out in September.

Gary Byard RFD
Membership Secretary

- h. Events Manager's Report. **Events Report for the Oct 2015 Reunion**

I have received the approval of the Australian Logistic Training Centre Commandant Colonel Polich who was delighted that we are once again returning to Bandiana/ Latchford for our celebrations.

1. Date is set for 23rd to 25th Oct 2015.
2. Friday 23rd:
 - a. We have booked our Meet & Greet function, with Registration etc., at The Cube in Hovell St, Wodonga from 1400 to 1800. Cost to be determined for catering and venue hire; hopefully will not exceed \$15.00.
3. Saturday 24th:
 - a. I am still confident that it will involve a visit to ASEME (RTC), to view the current Army Trade Training Structure, 10.00 to 11.30. I am still awaiting official confirmation from the CO Lt Col Phillips.
 - b. An activity in Albury, loosely based around the ANZAC Centenary and the AAS Freedom of the City of Albury, 14.00 to 15.30. This is still to be put together with Albury City Council Events, Ros Walls.
 - c. A Reunion Dinner at the Albury Civic Centre as in previous years, 1800 for 1830 start and concluding at 2300. This is the same location that we used in 2008 and

has been booked again with Chelsea McGrath, approx. \$50.00.

4. Sunday 25th:
 - a. A Memorial Service at the AAS Memorial, Gaza Ridge Barracks, Bandiana commencing at 0930.
 - b. Morning tea in the Bandiana Memorial Park followed by refreshments at 1100. Catering by the Vietnam Veterans to be costed and confirmed.
 - c. We will endeavour to arrange for the Army Museum to be open from 1100 (now confirmed).
 - d. The reunion will officially conclude at midday.

As is our custom we are confident of having a number of distinguished guests both civilian and military in attendance at the appropriate functions.

Our Trustee Jim Hislop has done all the legwork at this time and my sincere thanks go to him.

Frank Maloney
AAAA Events

- i. Public Officer's Report: - No Report.

**Webmaster & SPAASSM Report. AAAA Inc. Committee Meeting 23-7-14-
Webmaster's Report**

New Website

Progress has been disappointing and in June we were advised that the developer working on our website was leaving AusWebDesign. A replacement has been assigned to finish the project. All the photo galleries have been added and the main tasks outstanding are the data migration for the Intake Listings and the Vale pages. In the meantime any comments on the website would be helpful.

[\(http://aus-army-app.gowebdesign.com.au/\)](http://aus-army-app.gowebdesign.com.au/)

SPAASSM

We are still evaluating the implementation of the existing photos, before we can make a decision about the SPAASSM photos.

Ian Morris
Webmaster
17 July 2014

Memorial Sub-committee's Report. **Memorial Sub-Committee Report for Committee Meeting 23 July**

There have been a number of activities associated with memorial during this reporting period.

1. Progress with installation of remembrance plaques for Jack Westernhagen and Fred Millar:

- a. Jack's plaque has now been mounted on the Balcombe Wall and is now waiting official unveiling.
 - b. We have had difficulty with incorrect email address getting documentation to Fred's wife Linda who has been busy organising house sale and her movement to a retirement village. The address details issue has now been resolved and we are hopeful of ordering Fred's plaque and having an unveiling for both in late August.
 - c. When this date has been set I will notify the Committee and place on web and hope that we can have a reasonable attendance. It is expected that it will be the first occasion for the new Order of Service to be used.
2. New Order of Service
- a. With increasing numbers placing plaques and scattering ashes, I felt we had a need to provide a short service for those NOK who so wished. To that end I enlisted the services of our Chaplains who are members of the Memorial Sub-Committee to devise a suitable service that could be used by a lay person, rather than relying on the availability of one of our Chaplains.
 - b. The resulting wording was agreed by the Sub-Committee and is attached to this Report for agreement by the committee.
 - c. If agreed, I propose to produce the Order of Service as two booklets, one for ashes and one for plaques, that can be personalised to include a photo and a short summary of service which will include mention of his (or hers) Apprentice intake graduation details.
 - d. A motion accepting this Order of Service is on the agenda.
3. New plaque for flagpole.
- a. It was discovered by Jim Hislop that a date on the RAE flagpole was incorrect and we are having a new plaque to replace the old.
 - b. An order has been placed with A1 Plaques for \$410 plus GST and delivery.
 - c. A motion requesting expenditure is included on the agenda.
4. Recognition of Apprentices who have lost their life on overseas active service.
- a. The final list of Apprentices who have died on overseas operational service was agreed by the Sub-committee and has now been submitted to Bertazo Engineering for a quote on supply and mounting these names onto the Remembrance Wall.
 - b. I have attached a copy of the list and layout.
 - c. If this quote is not received prior to the meeting then agreement may have to be sought out of Committee. Discussion and motion is on the agenda.
5. Pavers
- a. Pavers are still coming in and at the moment with 5 waiting for additional orders so that an order on the manufacturer can be sent.

I would like to thank the Sub-committee for assistance during this period, although at times responses do not eventuate or are too late arriving thereby resulting time wasting

revisions or too late for their comments to be considered. I get rather upset when I receive criticism when my correspondence is not read and then not have the questions posed answered. I particularly would like to thank Greg Mulcahy, Jim Hislop and Brian Nichols for their help this period as always.

Frank Poole
Chair, Memorial Sub-committee

Attachments.

Layman Order of Service wording

Died on Overseas Active Service

Attachment 1 - A service to unveil a remembrance plaque and/or scatter ashes at the Army Apprentices Association Memorial.

Dedication

This resource material is dedicated
to the memory of all Army Apprentices
who were killed in action in various conflicts
or subsequently died as a result
of their war service.

Note: A complete service as outlined will require the use of suitable audio equipment and the two commemorative bugle calls.

(Family members, friends and service colleagues assemble at the Memorial.)

WELCOME AND INTRODUCTION

We have come together in the presence of our Eternal God in an act of memorial for the life and witness of our dear friend and colleague (*NAME*).

We honour his comradeship and courage and we remember with pride the high tradition of service which he maintained. We pray that this short service will inspire us to follow that tradition, in order that we will continue to serve God and humanity.

PRAYER

Let us pray

Loving God,

Today as we are confronted by death, the pain of losing (*NAME*) remains because you have given us tender hearts. May we not be overcome by our sorrow as those who have no hope. Rather, help us to face life without (*NAME*), with courage and compassion for one another, and honouring his memory. Hasten the time when the memories which distress us today, will be the very things that enrich our lives and deepen our love for others. In Jesus' name we pray. **Amen.**

Psalm 23 (may be read by a family member or friend)

The Lord is my shepherd. I shall not want.
He makes me lie down in green pastures.
He leads me beside still waters, he restores my soul.
He leads me in the paths of righteousness for his name's sake.
Yea, though I walk through the valley of the shadow of death,

I fear no evil; for you are with me;
your rod and your staff, they comfort me.
You prepare a table before me in the presence of my enemies;
you anoint my head with oil, my cup runs over.
Surely goodness and mercy shall follow me all the days of my life,
and I will dwell in the house of the Lord forever.

SCATTERING OF ASHES

(Prayer before the scattering)

Almighty God,

The earthly life (*NAME*) is ended. With gratitude for the life we shared with him and with confidence in your enduring love, we commit these ashes to this resting place knowing that all things work together for good. In Jesus name we pray. **Amen.**

(The ashes are scattered by those designated to do so.)

LAYING AND DEDICATION OF A MEMORIAL PLAQUE.

(Those who are designated to will place the memorial plaque in position or unveil if prior positioning has already taken place.)

We now dedicate this memorial plaque to the glory of God and in remembrance of (*NAME*), whom we entrust to God and to the peace of his presence. **Amen.**

THE LORD'S PRAYER.

(To follow either the scattering of ashes or memorial plaque dedication.)

We now say the family prayer together.

Our Father, who art in heaven,
Hallowed be thy name,
Thy kingdom come,
Thy will be done on earth as it is in heaven.
Give us this day our daily bread.
And forgive us our trespasses,
As we forgive those who trespass against us.
And lead us not into temptation,
But deliver us from evil.
For thine is the kingdom, the power and the glory,
For ever and ever. Amen

POEM – WE WILL REMEMBER YOU

(Which may be read by a family member or friend)

In the rising of the sun and its going down
We will remember you.

In the blowing of the wind in the chill of winter
We will remember you.

In the opening buds and the rebirth of spring
We will remember you.

In the blueness of the sky and the warmth of summer
We will remember you.

In the rustling of leaves and in the beauty of autumn
We will remember you.

In the beginning of each year and when it ends
We will remember you.

When we are weary and in need of strength
We will remember you

When we have joys we yearn to share
We will remember you.

For each occasion, for each holiday, for each birthday and for each moment of our lives
We will remember you.

(*NAME*), we love and miss you dearly. You will live on in our hearts and prayers always and we know God will take eternal care of you.

THE ODE

They shall not grow old,
As we that are left grow old.
Age shall not weary them nor the years condemn.
At the going down of the sun and in the morning
We will remember them.

We will remember them.

THE LAST POST

SILENCE

ROUSE

Lest We Forget

THE PRAYER OF THE AUSTRALIAN ARMY APPRENTICE

God of creation

We remember with pride the badge we wore at the Army Apprentice School. We call to mind that its basis as a cross which was to remind us that the development of character and virtue lay in the path of service and sacrifice.

Recall to our minds the blessing of skills learned, the mateship enjoyed at Balcombe and Bonegilla, and our unity and steadfastness lived in peace and war.

Keep us still today in these same values that laid the foundation of our adult lives that with all You endowed upon and grew in us, we may continue in the service of our nation and You. For the sake of Him who died for us. **Amen.**

CONCLUDING REMARKS.

Attachment 2

DIED ON OVERSEAS ACTIVE SERVICE

1959 Malaya - 242764 Cfn Bruce Dudley HENDERSON RAEME - 8th Intake Vehicle Mechanic

1959 Malaya - 342616 Sig Kevin Victor JONES RA Sigs - 8th Intake Telecommunications Mechanic

1965 Sabah - 58702 Spr Anthony John COLOHANN RAE - 13th Intake Electrical Mechanic

1966 Sarawak - Cpl Peter Joseph John WEST RA Inf - 6th Intake Bricklayer

1967 South Vietnam - 18665 Spr Donald Spence WRIDE RAE - 14th Intake Vehicle Mechanic/Plant Operator

1967 South Vietnam - 242811 WO2 Barry John MOORE RAE - 8th Intake Blacksmith

1969 South Vietnam - 342916 Pte Michael Damien POOLE RA Inf - 17th Intake Musician

1970 South Vietnam - 18797 Cpl Ronald John ENGSTROM RAE - 18th Intake Carpenter and Joiner, Combat Engineer

1970 South Vietnam - 1797 WO1 Raymond Kevin NICHOLS RAEME - 1st Intake Electrician

1970 South Vietnam - 243015 SSgt John HALL RAE - 11th Intake Clerk

j. Forum Moderator Report: - AAAA WEBSITE FORUM MODERATOR'S REPORT FOR COMMITTEE MEETING 23 JULY 2014

Since the last meeting in March 2014, the Forum continued to have some minor input, mainly MTU Detroit Diesel Australia (MTUDDA) job opportunities. This year, to date 51 MTUDDA ads, a couple from RAEME Qld, and a few opportunities with the Australian Defence Consultancy Group have been posted.

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

Examples are:

The "*DATE CLAIMER 23 OCT to 25 OCT 2015*" post, which has had 76 hits in two months.

The "*10th Intake Reunion – Albury /Wodonga 21-23 Oct 2015*" post, which has had 58 hits in three months.

The "*22nd AAS Intake-Fifty Year Reunion – JAN 2017*" post, which has had 989 hits in 14 months.

With the impending renewal of the AAAA Website, the Forum as we know it may be replaced by a Blog; however, it will serve the same basic function.

Jeff Heron
AAAA Website Moderator
21st Radio Mechanic

k. Merchandise Report:-

Merchandise sales for the period totalled \$701.50 and the current value of the stock on hand is \$5722.00. While the level of request fluctuates, with continued reminders on both the Website

and TAA and with the upcoming 2015 event should see an increase in activity for this area.

Richard Pike
AAAA Merchandiser

8. All reports be accepted?

Moved by: Harry Cole

Seconded by: Harry Hoger

Carried

9. General business:

a. **Social Media Policy**

President Barry tabled a draft of a Social Media Policy for discussion by the Committee. He has used elements from other organisations in developing this draft policy and it is his belief that AAAA Inc. should have a policy in place in relation to the various social media sites which exist.

PURPOSE

The AAAA recognises that social media provide new opportunities for dynamic and interactive two-way communications that can complement existing communication and further improve information, access and delivery of events and services to members and the general public.

The intent of this policy is to provide understanding and guidance for the appropriate use of social media platforms and tools by Association members, affiliates and guests for Association business and interests as well as use of media tools by all.

Simply, when using social media, be mindful that it is not a private communication. As a guide, only publish content that you would be comfortable sharing with family or have read out in a court of law.

SCOPE

This policy applies to all members, past and present of the AAAA, all its intake groups and guests of it of its social media platforms. It applies to:

- Use of social media on behalf of the AAAA and all affiliate sub groups.
- Personal use social media where that use may impact the AAAA or its sub brands.

It aims to:

- Inform appropriate use of social media tools for the AAAA.
- Promote effective and productive community engagement through social media.
- Minimize miscommunication or mischievous communication.

The policy applies to those digital spaces where people may comment, contribute, and create, forward, post, upload, communicate and share content [social media] including but not limited to:

- Blogs
- Bulletin Boards
- Forums and Discussion Boards
- Instant messaging facilities
- Microblogging sites [e.g. Twitter]
- Online encyclopaedias [e.g. Wikipedia]
- Podcasts
- Social networking sites [e.g. Facebook, Bebo, Friendster, LinkedIn]
- Video and photo sharing sites [e.g. Flickr, YouTube]
- Video podcasts
- Wikis
- Any other tool, websites or emerging technology that allows individuals to publish or communicate in the digital environment.

APPLICATION

When using social media, it is expected, unless previously approved by the current Committee, that no individual or group shall attempt to represent themselves as either a spokesman of the AAAA or in case of its acknowledged sub groups {Intake sections}.

It is expected that the people covered by this policy:

- Behave with caution, courtesy, honesty and respect.
- Comply with relevant laws and regulations.
- Reinforce the integrity, reputation of the AAAA and its members.

The following content is not acceptable under any circumstances:

- Abusive or inappropriate content, including but not limited to:
 - Profanity or material that would offend contemporary standards of taste and decency.
 - Inappropriate sexual language.
 - Discriminatory material in relation to a person or group based upon the Equal Opportunities Act of the State in which you reside.
 - Statements that breach human rights.
- Materials that would breach applicable laws [defamation, privacy, trade practices, financial rules and regulations, trademarks] including but not limited to:

- O Content that is false or misleading.
- O Copyright of trademark protected materials.
- O Illegal material.
- O Personal details of Association members that may breach privacy or defamation laws.
- O Statements that may be considered to be bullying or harassment.
- Confidential information about members or third parties.
- Materials that would compromise the AAAA, its members or its systems safety.
- Spam, meaning the distribution of unsolicited bulk electronic messages.
- Material that could bring the AAAA into disrepute.
- Commit the AAAA to actions or understandings.

If you have any doubt about applying the provisions of this policy, check with the committee before using social media.

president@austarmyapprentice.org
secretary@austarmyapprentice.org
membership@austapostedrmyapprentice.org

DISCLOSURE

Only discuss publicly available information. Do not disclose confidential information including publishing personal or private information without that person's expressed approval.

ACCURACY

Be accurate, constructive and helpful. Correct any errors as soon as practicable.

PRIVACY/PHOTOGRAPHS

Be sensitive to the privacy of others. Seek written permission from anyone who appears in photographs, videos or other footage before sharing these on any form of social media. If asked to remove materials, do so as soon as practicable.

If you post a photo on programs such as Facebook you may know all your friends and be comfortable in that, however if one of your friends 'tags' themselves in your photo, that means all of their friends can also see it. People you may or may not know, so that a private photo is no longer posted privately.

DEFAMATION

Do not comment, create, forward, post, upload or share content that is malicious or defamatory. This includes statements that may negatively impact the reputation of another.

RESPECT

Always be courteous, patient and respectful of others opinions, including detractors

Guidelines for use of social media at public events:

The development in mobile phone technology and social media means that everyone has a media voice. If you post to social media. it is in the public domain, no matter what your privacy settings are.

Suggestions for guidelines regarding public activities of the AAAA are:

- Mobile devices should not be used if you are officiating.
- While you are on a break, you may if it is appropriate, and ok with the organisers, use mobile devices.
- You should not post any information of a sensitive nature
- You may post photos at the end of any event or, if they are of a non-sensitive nature, whilst you are on a break.
- Do not post disparaging remarks or comments about other members or event officials, intakes, which could bring the AAAA into disrespect. If you have an issue with any aspect of an event, speak to one of the organising committee members.
- Think before you act. If you think your post may be controversial, disrespectful or just wrong, it probably is – don't click the post button.

Following the Committee discussion with regards to a Social Media Policy, a resolution was put that the Policy be annexed to the AAAA Constitution. Jeff Heron has been given the duty to proceed with preparing the Policy for presentation to the AGM in October 2014.

Moved by: Barry Minster

Seconded by: Jeff Heron

Carried

Action by: Jeff Heron

b. Recognition Committee Proposal - [Harry Hoger]

The proposal is for a Recognition Committee to be formed:

To provide research, information and offer more scope for committee members like himself who find it difficult to contribute.

The main focus could be on how this Nation from a civilian perspective views the contribution the Army Apprentice program provided. Was it of any significance? Was it successful? How is this support incorporated into how we see ourselves?

How do we as a military association {ESO} allow more family members be accepted and recognized as being part of our family.

This research, knowledge base would be provided back to the member committee for evaluation and acceptance.

Some suggestions put forward were the planting of a trees in Avenues of Honour / Memorial Parks with the appropriate identification plaque. These would be placed alongside other Unit/ Corps Memorial sites.

At present, the only Recognition Sites for the Army Apprentice Scheme accessible to the general public are the story boards at the old Balcombe Camp Site and the Memorial at the Gaza Ridge Barracks, Bandiana.

Another area for recognition discussed was length of membership to the Association.

However, as the AAAA has not achieved its 10th anniversary this area can be considered at a later date.

Harry has been volunteered to develop this proposal further.

Action by: Harry Hoger

c. New Order of Service Proposal- Frank Poole

Motion 1

That the Committee takes note and agrees to the adoption of the Layman's order of Service for unveiling of remembrance plaques and scattering of ashes at the Apprentice Memorial as included in the Memorial Sub-Committee Report Attachment 1.

Moved by: Frank Poole

Seconded by: Gary Byard RFD

Carried

Motion 2

That the Committee takes note and agrees with the list of Apprentices who died overseas on active service as included in the Memorial Sub-Committee Report Attachment 2 and to the production of cast bronze name detail strips for mounting on the Memorial Wall of the Apprentice Memorial.

Moved by: Frank Poole

Seconded by: Gary Byard RFD

Carried

Motion 3

That the Committee agrees to the expenditure of \$415.00 plus GST and F&H for a replacement plaque for the flag pole as included in the Memorial Sub-Committee Report.

Moved by: Frank Poole

Seconded by: Gary Byard RFD

Carried

It was proposed and accepted that the Association badge should be on the New Order of Service as well as on the New Condolence Card being developed by Frank Poole in conjunction with Russell Evans, [Welfare Officer].

Action by: Frank Poole/Russell Evans

d. Confirmation of appointments:- Jim Hislop [Honorary Trustee], David Cooper [NT Regional Representative], David Millar [SA Regional Representative].

Moved by: Neil Bennett

Seconded by: Barry Minster

Carried

10. Other business:

- a.** The Treasurer has requested the change of the AAAA PO Box location from its current location at Canberra City GPO Box 2072 to Kambah Village PO Box 2092. This will greatly reduce the travel time involved in clearing the mail box.

The AAAA postal address will stay the same with the mail being forwarded on from Canberra City PO to Kambah Village PO.

Moved by: Owen Reynolds

Seconded by: Richard Pike

Carried

Action by: Owen Reynolds

b. Life Membership:

Motion:

That Brian Daley be elevated at the next AGM to Life Member due to his continued work in organising of the June Queen's Birthday weekends for all Apprentices at Bulimba in Brisbane over many years and his willingness to volunteer his services at major AAAA functions.

Moved by: Frank Maloney

Seconded: Frank Poole

Carried

c. Incoming Patron:

Through communication between our President and Patron and, in typical Apprentice style, BRIG Dave Luhrs has volunteered the services of his fellow Intake classmate BRIG Andrew Mathewson (35th F&T) to take over as Patron of the Association at the completion of Dave's tenure at the October 2014 AGM.

Motion:

That the Committee approve the Nomination of BRIG Andrew Mathewson (35th F&T) as the incoming Patron of the AAAA at the October 25th AGM pending Andrew's acceptance of the position.

Moved by: Gary Byard RFD

Seconded by: Frank Maloney

Carried

d. Outgoing Patron:

With BRIG Dave Luhrs nominating [read as volunteering], one of his Intake classmates as our next Patron, discussion about an appropriate memento to be presented to the Brigadier in appreciation for his support to and for the AAAA. This led to the following motion.

Motion:

That our Merchandising Manager procure an appropriate gift for our outgoing Patron in recognition for his support and services to the AAAA.

Moved by: Gary Byard RFD

Seconded by: Bill Mertin

Carried

Action by: Richard Pike

e. Frank Maloney informed the Committee that he would be stepping down from his position as Events Manager at the AGM because of health issues.

f. Examination of the FY2012/2013 Financial Statement:

EXAMINATION OF THE FY2013-2014 FINANCIAL STATEMENT

1. I, GN Mulcahy (Member Number 349) as requested by the President, have examined the FY 2013-14 Financial Report and available records and report as follows.

Documents Examined

2. A schedule of documents received and examined is attached. As an audit had previously been conducted, initial documentation, i.e. forms, emails or correspondence from contributors and payee invoices were not available. Because of this, a full audit which would normally examine line items and cost centre distribution was not possible. Hence, the following is based only on the documentation listed in the attached.

Relevant Components of the Financial Report

3. For reference purposes, an extract from the Financial Report (FR) is shown below.

| <u>Income</u> | | <u>Expenditure</u> | |
|--|--------------------|----------------------|---------------------|
| Membership subscriptions | \$ 14,565.00 | Membership expenses | |
| Memorial donations | \$ 5,572.00 | Admin expenditure | \$ 3,861.03 |
| Memorabilia sales | \$ 1,994.00 | Memorial expenditure | \$ 10,808.81 |
| Plaque | \$ 615.00 | Merchandise | \$ 3,187.15 |
| Balcombe Gates | \$ 62,381.00 | Committee expenses | \$ 6,113.69 |
| | | Balcombe Gates | \$ 61,227.87 |
| Not allocated | \$ 6,160.00 | Bank fees | \$ 1,687.04 |
| interest | \$ 80.26 | | |
| | <u>\$91,367.26</u> | | <u>\$86,885.59</u> |
| Financial Position as at 30 June 2013 | | | |
| Closing balance 30 June 2012 | | | \$ 30,155.76 |
| Income | | | <u>\$ 91,367.26</u> |
| Expenditure | | | <u>\$ 86,885.59</u> |
| | | | \$ 34,637.43 |
| Balance at Bank (Operating funds available) | | | <u>\$ 34,637.43</u> |

Major Components of the FR

4. The major components of the FR were:
- 30 June 2012 Closing Balance Confirmed
 - Income The income for the year was \$91,367.26 as per the FR.
 - Expenditure The expenditure for the year was \$86,885.59 as per the FR.
 - 30 June 2013 Balance at Bank Confirmed at \$34,637.43 as per bank statement and FR.

Income Cost Centres

5. Other than for the Bank Interest of \$80.26, initial doubts were raised about the income totals for cost centres. This was because income in each could possibly increase subject to distribution of the funds shown as "Not allocated" which amount to \$6,160 or 6.7% of receipts. During discussion the Treasurer stipulated that these funds were either Membership subscriptions or Memorial donations.

Expenditure Cost Centres

6. The expenditure totals in each cost centre may only be considered as the best case. This is because they could possibly increase, subject to distribution of funds in the order of \$1095 or 7% of expenditure which was incorrectly costed to "Bank Fees". The Treasurer has advised that these postings are data entry errors.

Income Distribution

7. Unfortunately many of the problems in this category are caused by Members who:

- deposit funds directly into the Association account without either proper identification on the deposit or failing to submit follow up paperwork (in one case, a significant sum of \$250 was deposited without any identification);
- write credit card details illegibly or incorrectly; and
- fail to notify their distribution requirements for the sum to be debited from their account.

8. It was noted that direct payments to the bank account involved fewer errors than credit card payments.

Expenditure Distribution

9. Rectification of incorrect postings is not aided by the nature and format of information provided in bank documentation. Nevertheless a result closer to actual could be achieved with additional time, research and possibly with some additional bank costs.

Accounting Structure Anomalies

10. For effective and efficient financial reporting and in particular to assist members responsible for specific activities, where possible there should be similarity in the cost centres of income and expenditure. This did not occur in some preceding FR's nor in the FY12/13 reporting period. For example:

- Membership subscriptions were not matched by Membership expenses, the latter being included in Admin expenses.
- Memorial Donations and Plaque in Income and Memorial Expenditure in Expenditure.
- Similarly with Memorabilia and Merchandise.

11. Another matter of concern is the accounting for specific cost centres in the financial structure which admittedly has been a process of evolution but now appears to be in need of reconfiguration. While this and previous Reports account for income and receipts as single line items, cost centres such as the Balcombe Gates function with a turnover of \$178,253 or 70% of annual turnover should require a separate categorised Report. This would ensure that the Committee and Members would be aware of what was contributed and where it was spent. While cognizant of the fact that no two functions are the same, such detail would also serve as a guide on which to plan both funding and staging of future events. That 70% of an annual turnover is not subject to detailed accounting and subsequently audit is contrary to standard accounting practice.

12. The same should apply to the Membership, Memorial and the Memorabilia cost centres. In regard to the latter, it is noted that expenditure exceeded the income which suggests that assets are still held. Again these have not been accounted for in the past FR's but as they do represent future income, they should be costed at purchase price and included in future FR's.

13. At the end of the 12/13 financial year, \$21,849.76 was held in a term deposit. Although the investment has been reported at Committee meetings and to the AGM, it is a significant asset and should have been included in the Summary in the FR.

Other Matters

14. There is a significant workload involved in modern accounting which has increased with the uptake of credit card and direct payment provisions. While the demand each month varies, it is noticeable and understandable that it increases significantly as an event approaches or membership renewals are advised. While this in the past the financial as distinct from administrative aspect have been handled solely by the Treasurer, it may be appropriate to consider the appointment of an assistant or obtain support during periods of high accounting activity. All the eggs in the one basket...!

15. The physical handling of Association financial matters is another item of concern. At present with input by both normal mail service and electronic banking, there is in the interests of continuity a need for at least two members to be able obtain gain access to not only the Post Office box but also the Association's bank accounts.

Conclusions

16. Other than for identified cost centre distribution anomalies and the term deposit, the income and expenditure as detailed in the FR has been found to be accurate. There is clearly a need for the Treasurer to place more emphasis on precise income and expenditure distribution.

17. Any amount held in term investments and the value of stock held for resale should be shown as an asset in the FR.

18. Members need to be reminded of the need to provide clear and concise instructions when making any payments to the Association.

19. A review of cost centres and nomenclature is required to ensure that:

- where possible, like and identical cost centres are comparable;
- sub components of cost centres should be introduced to facilitate effective accounting and review, particularly of large transaction cost centres;

20. Consideration should be given to providing additional support to the Treasurer during periods of high activity, but in particular in the lead up to and at functions.

21. Whether an appointee or otherwise, arrangements should be made for a second member and possibly a third to have access to the Association's post box and working access to bank records.

Recommendations

22. That the Committee note the findings and consider if any further action is required or warranted in regard to the FY202/13 Financial Report. As it has been forwarded to and accepted by the ACT Government, it together with matters included in this Report provide a base for the yet to be completed FY13/14 Financial Report. Accordingly, further action which could involve additional bank charges is not recommended.

23. Existing documentation for payments to the Association should be reviewed with the aim of emphasising the need for clarity of manual entries. Any new documents should be drafted accordingly.

24. Payment options on documentation should show Direct Debit as the preferred method.

25. Cost centres with large and frequent turnover (Membership, Memorial, Memorabilia and Functions/Events) should have sufficient income and expenditure sections established to facilitate ongoing review by the responsible member and the Committee. These should also structure in the form of a sub-account which should be reported and audited at least annually or more frequent if required by the Committee. This would assist the management of Membership, Memorial, Memorabilia and Functions/Events. Budgets for Cost Centres should also be provided to the Committee to assist with planning

26. Provision should be made for support for the Treasurer and Event Organizer during periods of high financial activity and as a permanent appointment if the recommendation in paragraph 20 is implemented.

27. A schedule of appointees or others who are signatories for bank documents, or have to have electronic access to bank accounts or keys for the Association Post Office Box should be produced and promulgated to Committee Members, with follow up notifications when changes are made.

GN Mulcahy
7 July 2014

Attachment: Documentation Provided for Examination

DOCUMENTATION PROVIDED FOR EXAMINATION

Financial Report for FY2012-2013

FY12-13 Income and Distribution Spreadsheet (Electronic format and hard copy)

FY12-13 Expenditure and Distribution Spreadsheet (Electronic format and hard copy)

Merchant Statements for months ending 2 July 2012 to 31 May 2013

St George Bank Account Statements for the period 1 July 2012 to 30 June 2013

Bank Deposit Summaries 1 to 23 for the period 30 July 2102 to 27 May 2013(Electronic format and hard copy)

Moved: Neil Bennett

Seconded: Frank Maloney

Carried

11. Next meeting date and venue: The AGM of AAAA Inc. will be held on Sat 25th Oct 2014 at Blazing Stump Hotel, 4315 Anzac Parade, Wodonga, beginning at 1100hrs.

A Committee meeting will be held directly following the AGM.

12. Meeting closed at: 1445hrs.