



**AUSTRALIAN ARMY APPRENTICES ASSOCIATION
INCORPORATED**

ACT Incorporation No: A04404

GPO Box 2072, CANBERRA, ACT, 2601 www.austarmyapprentice.org

Patron: Brigadier David Luhrs, CSC

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**MINUTES FOR THE ORDINARY MEETING OF THE COMMITTEE
OF THE AUSTRALIAN ARMY APPRENTICES ASSOCIATION
HELD AT RMC, DUNTROON ON SATURDAY, 14 APRIL 2012**

1. The President opened the meeting at 1010 hrs.
2. Attendees:
 - a. Lucas McGann
 - b. Owen Reynolds
 - c. Frank Poole
 - d. Frank Maloney
 - e. Ian Morris
 - f. Jeff Heron
 - g. Craig Malcolm
 - h. Bill Mertin
 - i. Jock McWhinney
 - j. Neil Bennett
3. Apologies:
 - a. Russell Evans
 - b. Jim Hislop
 - c. Ray Wilson
4. Confirmation of minutes of previous committee meeting.
Moved: Frank Poole
Second: Owen Reynolds
Carried
5. Business arising from the Minutes of previous meeting:
 - a. Bob Ludlow's App Poem? Frank P. On the Website.
 - b. Committee Positions? Frank M. To be discussed in General Business.



6. Correspondence In/Out:

- a. Letter from Dennis Clark RAEME Vets, passing of Tom Newley, 20th Intake Fitter & Turner in late March.
- b. Vietnam Vets Coalition support for Superannuation reform.
- c. DFWA etc
- d. Various emails, including:
 - (i) DVA pension increase – put on the Web site? Yes. Neil to send a copy to Ian.
 - (ii) Various reunions.
 - (iii) Passing of Frank Maxwell.
 - (iv) Anzac Centenary.
 - (v) Request for plaque and car sticker in lieu of refund for not attending Canberra event.
 - (vi) From Brian Daley (Fred & Heather Smith) on the Canberra event.
 - (vii) Thomas Cavanagh on historical collections, request to purchase badge/card. No objections. Neil to send details to Frank M.
 - (viii) From Frank Poole, Chair of Memorial Sub-committee, to Manager Army Museum Bandiana thanks for assistance with the Memorial. Certificate – new version agreed, President to sign. President to find CAPT Craig’s location and arrange to present to him.

Moved: Frank Maloney

Seconded: Craig Malcolm

Carried.

7. Reports:

- a. Treasurers Report.

TREASURER’S QUARTERLY STATEMENT FROM 1 JANUARY 2012

A summary of the Association’s financial position as at the 31st March 2012 as follows:

INVESTED FUNDS

The balance of Association funds held on term deposit or investment on behalf of the Association is \$10,712.25

TRANSACTIONS

Income

YTD income from all sources is	\$52,846.10
Un- deposited funds held as cash on hand is	\$ 0.00

Expenditure

YTD Expenditure for all purposes is \$51,123.41

Accounts payable not yet included in the above total are \$ 0.00

CURRENT ACCOUNT BALANCE

Balance (Bank Statement dated 31st March 2012) is \$41,311.96

Owen Reynolds

Treasurer

3rd April 2012

Owen moved that the Financial Report be accepted.

Seconded: Frank Poole

Carried .

The Treasurer commented that the Committee should consider increasing the amount in the term deposit be increased by \$10,000 from the \$41,000 cash in the bank.

Following a discussion on possible expenditure in the next short term, it was agreed that the term deposit be increased by the suggested amount.

Moved: Owen Reynolds

Seconded: Frank Poole

Carried .

An auditor needs to be appointed so that the accounts of the Association can be audited prior to the next AGM. Frank M has asked Frank Kusternig if he would do it. TBA. Owen is to check with a local “not for profit organisation” auditor and advise the Committee on result of his enquiries. In the event of negative responses then the position is to be advertised in the Newsletter and Website.

Discussion on identifying a separate “Donations/Memorial” sub-account. Owen informed the committee that the information is available and all donations are recorded in the Chart of Accounts in a separate column. According to Owen expenditure on the construction of the Memorial exceeds that of the total of donations received to date.

Frank Pools wants the expenditure to be identified against donations. Refer to Memorial Sub-committee Report.

Moved: Ian Morris

Seconded: Craig Malcolm

Carried.

- b. President’s Report. Verbal report only. The job takes up time each day but is not too onerous. Visited Jack Westernhagen who is in relatively good spirits. He wants to remain on the

Balcombe Gates committee and as the Melbourne Metro Rep. Lucas will keep in touch with him.

- c. Heritage officer – The Museum Manager, Phil Craig, has resigned and contact with new Manager is to be made. It is anticipated that no problems will occur but as with each new manager some priorities may change. Our display at the Museum is about to be reworked and should a mannequin can be provided (from Museum funds) a set of blues, the old AAS ceremonial dress, will be put on display. A few donations that have been received will also go on display. Some time ago Jim was advised that a sign removed from Balcombe and currently located in WA was to be sent to the Museum but is still has not arrived. Although not true AAS Project we hope to build a Millar Bridge and mount a Land Rover on the cables using the original set of hub rims (donated by Fred Millar) and hopefully with the use of an electric motor the vehicle will cross a mock ravine. The photographic and other items held in storage have been checked for signs of deterioration. The possibility of the availability of improved storage is not apparent at this time and most other Corps with displays at the Museum has their material in similar storage. The requested official photo of our Patron Brigadier David Luhrs along with some AAS photos has been received so work will begin on mounting a display similar to that of our immediate past Patron Lt Gen Ken Gillespie (Rtd). A Certificate of Appreciation is currently being drafted for a presentation to Phil Craig in recognition for his support given to the association.

d. Balcombe sub committee:

Peter Muir has offered to be involved as Chair of the Balcombe Gates committee/working party. Lucas will have a meeting soon with Peter and the Mornington Council and a written report will be provided in the next fortnight. Frank Maloney questioned the date (Saturday 4 May 2013 is the official Coral Sea Remembrance Day). The Council may support a reception. Frank Poole reminded the meeting of the agreed Terms of Reference. Neil suggested waiting until after the previously mentioned meeting. Frank Maloney moved that Peter Muir fills the vacant committee position as Chair of the Balcombe Gates committee.

Moved: Frank Maloney

Seconded: Neil Bennett

Carried.

Frank Poole moved that the Terms of Reference be reviewed by Peter Muir as a priority and report to the next committee meeting.

Moved: Frank Poole

Seconded: Frank Maloney

Carried.

Frank Maloney to contact the Mornington Race Club to tentatively book the night of 4 May 2013. Lucas to circulate an email to all.

- d. Welfare officer. No report.

e. Membership secretary. Written report attached. 587 members (5 more than written report). Growth is greater than 10% per year. Renewals sent out in March and responses are trickling in. Next renewal in September – 152 memberships. Lucas – are ex-Balcombe staff entitled to be members? Yes, as Associates. Lucas – is the fee sufficient? There was general agreement that it is because the bank account is at a satisfactory level. Craig requested articles for the next Newsletter.

f. Events Manager's Report.

Written report attached. Balcombe Gates issue previously discussed but if the AAAA "flies the flag" for a "Back to Balcombe" reunion function (parade, memorial service and dinner), we will get big numbers. It is 65 years since the AAS was founded and 30 years since the school moved to Bonegilla. Looking at 2015 for another reunion at Bonegilla. We need to target graduates from Bonegilla for this.

g. Public Officer's Report. No report.

h. SPAASSM/Webmaster's Report. Written report provided for the Webmaster's report. The SPAASSM Project ended when the materials were handed to the Museum. The next stage is to get the materials up on the Website. This will require a lot of work to arrange a mechanism for the materials to be displayed. The intention is that people will be able to view them and provide comments which will assist in the "cataloguing" process. There is a small test system in progress. There has been no recent progress on this as the priority has been on the PayPal account for the membership fees and merchandising payment gateway on the Website. In the report is a Web link for the Committee to try the form. This is the highest priority at the moment. Treasurer to send an account statement to the Webmaster.

It was proposed that we approach Peter Thornton to develop a user requirement (not a technical solution) for redevelopment of the Website, including the SPAASSM materials. Jeff Heron discussed the Forum and the need to create a second site to allow one as a true Forum and one as a Notice Board. Jeff Heron to provide a requirement to the Webmaster.

i. Memorial Sub-committee Report.

The Memorial continues to attract visitors to Bandiana and along with the Apprentice display in the Museum ensures that the era of the Army Apprentice is remembered by current and future generations. Apprentices who visit the Memorial are reminded of mates current and past and of their experiences as Apprentices and the way those three years moulded their future lives.

We continue to grow the memorial, the latest addition is the construction of the memorial wall behind the gates that will have as its central feature a black glazed brick cross set into the wall and black glazed brick edges to the wall. The wall serves to silhouette the gates and will hold all plaques and other memorabilia commemorating the lives of Apprentices lost in action. At the moment we are waiting the glazing of the black bricks and all site protocols have been attended to and the appropriate permits issued by the Base Support people so that work can begin and by the next Committee Meeting, the wall should have been or be near completion.

The gates have now been re-hung after being sand blasted, powder coated and apited. My thanks to Jim and Charlie for all the work they have done to keep the costs down.

Greg Mulcahy has also been busy, again with Jim, in increasing our inventory of pavers, memorial plaques and commemorative plaques.

The KIA memorial plaque embedded in a boulder has been relocated from behind the RAEME memorial to in front of our memorial. Regrettably the plaque could not be removed from the boulder without damage to allow it to be placed on the memorial wall, but as it worked out, it is a striking feature to front the Memorial and will be finished off shortly by paving around its base.

Roots from the Claret Ash tree near the Memorial is causing concern as they may dislodge pavers around the Memorial as they have already entered the nearby pine garden. The tree's removal requires a letter from the Association to the Environmental Officer requesting its removal before disruption is caused to the Memorial pavers.

Motions:

- (i) Membership application form donation funding line to be identified using the old form notation.

Moved: Frank Poole

Seconded: Frank Maloney

Carried.

- (ii) Memorial Sub-committee Chair can spend up to \$200 per month for general maintenance and minor works without further referral to the Committee.

Moved: Frank Poole

Seconded: Bill Mertin

Carried.

8. General business:

- a. Balcombe Gates. See report above.
- b. Regional Representatives. SA and NSW positions are vacant. Ian Morris to contact Paul Martin-Jones for the NSW position. SA members to be contacted by Membership Secretary email to identify a possible rep. Norm Wells to be contacted by ?? regarding the WA position, currently held by Brian Cooper. The role of Regional Reps to be documented by Frank Poole, specifically luncheons, AAAA activities, merchandising etc.
- c. Association forms. Jeff Heron to finalise these and send out copies to the Committee. Thanks to Jeff Heron for the work on this.
- d. Storage of association files. Numerous thumb drives are used at the moment. There is a risk that a de-centralised system does not work and will not work into the future. Frank Poole has passed paper and electronic file copies to President and Secretary. Craig to provide a paper on "cloud computing" and present it at the next meeting.

- e. Merchandising. Refer Frank Maloney's report, recommending a stock of core items to be held at a cost of at least approximately \$3150. Currently there are two flags available for sale. It was decided to keep two available and to price new ones as and when these are sold. Suggested to increase qty of lapel badges held to 200 however this was revised as the Membership Secretary advised that he uses between 200 and 300 per year and suggested that quotes for quantities of 500 and 1000 be obtained including the costing for a new badge mould. Caps to be deleted from merchandise inventory. The Association tie to be dark blue. Is the Reunion DVD available for sale? Frank to discuss with Peter Thornton. Look at cork coasters as per some previously supplied by Geoff Martin. Plaques? Webmaster to remove the current merchandising page from the Website until the new merchandise is available.
- f. Relocation of the Army Apprentices Banner. The rules that govern these events are not clear. Information from various authorities is in conflict. We need a contingency plan if the Bonegilla Chapel is closed in the future.
- g. Motion: We instigate the necessary action to remove the Banner from the current location and place it in a location yet to be decided and that this project be initiated by Frank M on behalf of the Association.

Moved: Frank Maloney

Seconded: Owen Reynolds

Carried.

- h. Vale listings. Brian Nichols proposed that details of Apprentices killed WOAS and buried overseas (e.g. gravesites, photos, etc) could be placed on the Website. Perhaps a link on the Website to the War Graves Commission site. Ian Morris to investigate.
 - i. Secretarial procedures. Minutes to be provided within two-three weeks, reviewed by the Committee and then placed on the Website.
 - j. Appointment of Legal Advisor. Agreed that the position be declared vacant pending further resolution of the need for the position.
 - k. Possibility of "skype" or teleconference in lieu of people traveling for Committee meetings. Not supported at this stage.
9. Other business. Ian Morris away 14 May to end-June. Frank Poole away until mid-July to end-September.
10. Next meeting date and venue: Saturday 14 July at RMC, Duntroon.
11. Meeting closed: 1430 hrs