



## **MINUTES FOR THE GENERAL MEETING OF THE COMMITTEE OF THE AUSTRALIAN ARMY APPRENTICES ASSOCIATION HELD AT DUTROON ON SATURDAY 14<sup>TH</sup> JULY 2012**

1. The President opened the meeting at 10.00 am
2. Attendees:
  - Lucas McGann - President
  - Owen Reynolds- Treasurer
  - Craig Malcolm- Membership
  - Ian Morris- Webmaster
  - Frank Maloney- Events
  - Peter Muir- Balcombe Gates
  - Neil Bennett - Secretary
3. Apologies:
  - Frank Poole- Memorial
  - Jim Hislop- Heritage
  - Jeff Heron- Committee
  - Gary Byard- Committee
  - Glenn Jones- Committee
  - Bill Merton- Committee
  - Jock McWhinney- Committee
4. Confirmation of Minutes of previous committee meeting:
  - Moved: Ian Morris*
  - Seconded: Craig Malcolm*
  - Carried*
  - Action by: [name]*
5. Business arising from the Minutes of previous meeting:
  - a. Balcombe Gates revised committee will be Lucas McGann(President) contacting the other Schools to get their support and keep them in the loop, Peter Muir( Balcombe Gates Co-ord) primary contact for MPSC and Frank Maloney in charge of the weekends activities.
    - Action by: LMG/PM/FM*
  - b. Regional Reps. NSW and SA are still with out reps. LMG attended gathering in Perth organized by Brian Cooper with about 60 attendees while the Queens Birthday weekend saw a good rollup to the event overseen by Brian Daley. LMG to continue the quest to find some volunteers to fill the NSW and SA vacancies.

- c. Storage of Association files: CM gave the Meeting further information re Cloud storage and will set up a test site for committee members to review and comment.

**Action by:CM**

- d. Relocation of AAS Banner is still a work in progress with FM following up on the procedures and protocols involved in such an event.

**Correspondence In/Out:**

- a. From Ted Hawkins RASIGS Association[News letter, Contact list & Balcombe Gates Event. Replied to by Lucas]
- b. Various emails, including: from David Jamison DFWA Invo Care sponsorship: ADSO update via Jeff Heron
- c. Re Jocks' Seat-Frank Poole/Jim Hislop/Matt Ryan/ Premier Building & Construction (Duane Schliebs)/Cecil Harmer-Bandiana Area
- d. Re Claret Ash- Frank Poole/Jim Hislop/ Vicki Frank, Ann Martin, Helen Brindley from Bandiana Area
- e. 16<sup>th</sup> Intake Reunion- Re film/doco availability-Ian Johnson/ Frank Maloney
- f. RAEME National Association- Re Face book page-Ray Norman / Frank Maloney
- g. Jason Ballard(42<sup>nd</sup>)- Re AAS Badge
- h. John Grace (4<sup>th</sup>) Re short payment of fees. ( joining fee & memorial donation)

**Reports:**

**Treasurers Report.**

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

<u>Income</u>		<u>Expenditure</u>	
Membership subscription	9,085.00	Membership expenses	4,664.57
		Admin expenditure	3,427.49
Memorial donation	2110.00	Memorial expenditure	2,164.49
Memorabilia sales	1,883.50	Memorabilia purchases	3,093.13
Plaque	1045.00	Reunion expenditure	38,672.03
Reunion	39,617.00	Balcombe Gates	306.36
		Bank fees	488.58
Not allocated	485.00		

<b>Totals</b>	<b>\$54,226.10</b>	<b>\$52,816.65</b>
<b>Financial position as at 30<sup>th</sup> June 2012</b>		
<b>Closing balance as at 30<sup>th</sup> June 2011</b>		<b>35,374.82</b>
<b>Income</b>		<b>54,226.10</b>
<b>Expenditure</b>		<b>52,816.65</b>
<b>Less term deposit</b>		<b>21,353.35</b>
<b>Balance at Bank (Operating funds available)</b>		<b>\$30,155.00</b>

Owen Reynolds

Treasurer

July 2012

*Moved: Lucas McGann*

*Second: Ian Morris*

- b. President's Report.** [report]
- c. Heritage Officer's Report – Nil**
- d. Balcombe Sub-committee Report.**

**Summary Recent Events**

On 16<sup>th</sup> April Lucas and I met with MPSC staff Nicole Fitzpatrick and Simon Lloyd at the Balcombe Gates car park. Key points arising in the discussions are:

- a. Lucas informed Nicole and Simon on the current situation regarding of AAAA members involved in the project.
- b. We received confirmation from Nicole that \$12,000 received through grants (Vic Govt and MPSC) is being held in trust for the project.
- c. Lucas reassured them both that interest within the AAAA Committee is still focused on the completion of the project, though now it looks like the planned date will be May 2013.
- d. The sketched plan drawn by Nicole that included pathways, bench seats, and storyboards was looked at cognisant of the current available funding. I suggested that we look at the works program in manageable stages. The first consideration being the instillation of storyboards displaying the military heritage aspects of the area, along with placement of plaques commemorating the Army schools that were resident at the site. This could then be followed by 'park enhancements' as more funding becomes available.

- e. Nicole advised us that the commemorative event will need to be coordinated and approved through MPSC Events (Kelly McQueen ). We were also made aware of the severe limitations with regard to parking at the site, and in the vicinity of the site. Nicole passed on to us by email the contact details for Kelly, who subsequently provided us with all the applicable MPSC paperwork. This was then passed on to Frank Maloney.
- f. During the wrap-up of the discussions, it was agreed that a meeting with Council to formalise the planning and MPSC involvement will need to happen sooner rather than later in order to achieve the May 2013 date.

On the 21<sup>st</sup> June Lucas, Frank (M) and I met with Kelly McQueen (MPSC Events) at the Shire Office in Hastings. Key points arising in the discussions are:

- a. Lucas briefed Kelly on AAAA and Balcombe Gates Sub Committee activities to date.
- b. Discussion on concept of ceremony and gathering by AAAA and kindred associations' members for the event, as well as the likelihood that 1<sup>st</sup> US Marine Div interested persons (ex-members and family) and many locals will attend. Numbers in the order of 500-700 is plausible.
- c. I gave a quick brief on the proposed works at the site.
- d. Lucas sought from Kelly what she saw as Council's involvement in the planning and conduct of the event, as well as financing elements of the commemorative work. Kelly advised that she vaguely recall some details of proposed, but not the complete plan. She also advised that she would need to talk to a number of other MPSC members as she was not in a position to make decisions on behalf of Council. She was, however, keen, to take the relevant people and organize an internal Council meeting with them- this included Parks, Events, Historical Planning, Media/PR and the Councillors.
- e. Frank then explained what he had in mind by way of the events, including the Wreath Laying at the Mornington war memorial on the Sunday. Some discussion then ensued about traffic warden planning and permission requirements- side roads under MPSC, main streets under Vicroads. Kelly advised Frank that he look through the event forms and she will be happy to answer any questions relating to filling in the forms.
- f. During the wrap-up of the discussions, Kelly informed Lucas that she will keep him posted on the planned meeting with the Council. Lucas asked also for a follow-up meeting with MPSC so that we can progress the planning. This is crucial to the development of "informed budget/cost estimates" for both the re-commemoration event and the works.

The planned meeting on 9<sup>th</sup> July, as mooted in various email exchanges, did not eventuate. Since then, Kelly has advised Lucas by email that the internal Council meeting is scheduled for 19<sup>th</sup> July.

### **Review of Terms of Reference**

The minutes of the April Committee Meeting record a carried motion (ref serial 7d) that I review the ToR and report to the next Committee meeting.

This I have done over the course of the past week, noting the observations/comments hereunder.

Objectives: In consideration of the focus of each objective, I believe that the statements remain valid and should be retained in the ToR, with the exception of the wording of two sub paragraphs.

- a. Sub para d. This should perhaps be a collaborative activity with MPSC, who is the key stakeholder for all Council Property and ultimately the Approval Authority.

- b. Sub para g. I suggest that the role of organising construction of the area will be ratified during the planning meeting with MPSC. It is conceivable that there may be some work for which we take the lead, eg. Production of plaques, while MPSC may take the lead on producing and installing the storyboards, refurbishing the gates, procuring and installing the bezels for the USWMC plaques. In all cases, our Planning Officer *will liaise closely with the MPSC representatives to ensure work progresses to the planned works schedule.*

Ongoing maintenance responsibilities will be ratified also during the planning meeting.

Governance: After considering the sections on Management of the Sub-Committee, Officers and Duties, I would like to raise during General Business about restructuring the Sub-Committee, for reasons that will be that will be raised during the discussion.

### **Sub Committee Meetings**

From the information available in all the paperwork passed on to me by Lucas and Barry, the last recorded meeting of a full Sub Committee to place 9<sup>th</sup> august 2010.

### **Future Fundraising**

I suggest that, without delay, we as the AAAA prepare a submission to DVA for a \$3,000 grant to add to the project funds. Once the Sub Committee is reconvened, there may be an opportunity to discuss the prospect of the other schools' associations to likewise put in a submission for the grant, which would go towards their contribution to the works.

Peter Muir

July 2012

- e. Welfare officer's Report. Nil Report**
- f. Membership Secretary's Report.**

The current state of the membership (as at 30<sup>th</sup> June 2012) is **604 financial members**, consisting of;

**Ordinary Memberships 329**  
**Retired Memberships 268**  
**Associate Membership 5**  
**Life Memberships 2**

This is an increase of 20 members since the last meeting in April and an increase of 36 compared to this time last year.

March 2012 was the last renewal date with renewals sent out as well as reminders sent to those lapsed members whose details we have but have not yet renewed and have let their membership lapse. At this stage 25 members whose renewals were due in March 2012 have not yet renewed, which is the highest number of non renewals to date.

The next Membership renewal date is the 1<sup>st</sup> September 2012 where 152 memberships are due for renewal.

Craig Malcolm (31stET)

Membership Secretary



**g. Events Manager's Report.**

Work is on going in development of the program for the weekend functions in conjunction with Balcombe Gates Project Committee. Final details and costs are yet to be determined and will be posted on the website when completed..

A problem has arisen prior to this meeting when the RAEME Association NSW newsletter posted details of an internal email by FM on its website. The item has since been removed from their site.

**h. Public Officer's Report. Nil Report]**

**i. SPAASSM Report.** As per previous report the project ended with the handing over of the material gathered to the Museum. Work is required to develop a system so that the material may be viewed on the Website when it has been up graded.

**j. Webmaster's Report.** Due to time availability, progress on the Website upgrade has slowed. Webmaster is in consultation with others including Trevor Dixon of the Mogill-Kenmore RSL as suggest by FM. Webmaster is concentrating efforts on the Payment Gateway and routine maintenance of the Website. Any website upgrade must allow for inclusion of the Payment gateway (being developed by the Webmaster). It is desirable that it also should include access to SPAASSM material

Ian Morris

Webmaster

**k. Memorial Sub-committee Report.**

Due to inclement weather condition at the Memorial work on site has been restricted, however, Jim Hislop report prior to the meeting that footings and the slab for Jocks' seat had been poured.

**Action by: [name]**

**l. Website Forum Moderator's Report**

I continue to perform the role of Forum Moderator, in support of IM, the Webmaster. In the last 12 months, I have:

1. reconstructed the Forum to minimize clutter and to concentrate on news and reunions, and
2. deleted/archived old posts.

I also continue to provide a service to users who need assistance with Forum; eg ; supporting Edward Zielinski to place MTU Detroit Diesel Australia(MTDDA) job opportunities. Since July 2011, 150 ads have been posted. There continue to be only a few "hits" on these ads but Edward's happy. We're not sure 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.

We are looking at creating a Facebook page and the implications of that. A major concern is the potential effort required to manage an Association Facebook page'

Jeff Heron  
AAAA Website Moderator  
21<sup>st</sup> Radio Mechanic

30 June 2012

6. General business:

- a. Auditing of AAAA accounts to be carried out by a private contractor at the direction of the Treasurer and the Association will pay any fees that may be incurred.

**Action by: O R**

- b. Facebook/Forum --Following general discussion, a decision was taken to put a notice on the DAN Website.

- c. Committee travel expenses were discussed and it was been decided that members should be reimbursed for interstate travel to meetings.

**Other business.**

Cooking up a Storm/ Sunday Herald-Sun June 24

Members of the Army Catering Corp who were stationed at AAS Balcolmbe from 1968-1970

To contact Joe Visalli on 03 9318 2541 or Pat Lawson 08 8723 2779 for details of a Reunion

**Action by: [name]**

7. Next meeting date and venue: Annual General Meeting 13<sup>th</sup> October 2012 Venue TBA

8. Meeting closed at 1430 hrs

