



**AUSTRALIAN ARMY APPRENTICES ASSOCIATION  
INCORPORATED**

ACT Incorporation No: A04404

GPO Box 2072, CANBERRA, ACT, 2601 [www.austarmyapprentice.org](http://www.austarmyapprentice.org)

Patron: Brigadier David Luhrs, CSC

**907**

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**MINUTES FOR THE ORDINARY MEETING OF THE COMMITTEE  
OF THE AUSTRALIAN ARMY APPRENTICES ASSOCIATION  
TO BE HELD AT 1100 HRS AT CANBERRA SERVICES CLUB ROOM,  
CANBERRA BOWLING CLUB, 25 HOBART AVE, FORREST ACT 2603  
ON SATURDAY 1<sup>ST</sup> MARCH 2014**

- 1.** The President opened the meeting at 1102 hrs.
- 2. Attendees:**

Barry Minster - President  
Harry Cole, Jeff Heron, Frank Maloney, Bill Mertin, Ian Morris, Frank Poole, Richard Pike,  
Owen Reynolds and Norm Wells  
Observers: Dennis Chivers and Bob Ludlow  
Neil Bennett - Secretary
- 3. Apologies:**

Gary Byard, Harry Hoger, Lucas McGann, Ray Wilson
- 4. Confirmation of Minutes of the previous Committee meeting:**

*Moved: Neil Bennett*  
*Seconded: Jeff Heron*  
*Carried*
- 5. Business arising from the Minutes of the previous Committee meeting:**
  - a.** The Apprentice About Newsletter – clearance by the Committee – Jeff Heron.  
The Committee recognised Jeff’s efforts in preparing the last TAA. There was agreement that the review process is suitable. Question as to whether or not the hard copies were distributed. Jeff Heron to check with Gary Byard.  
*Action: Jeff Heron*
  - b.** Financial statement and auditor’s report:  
The financial report tabled at the last Committee meeting was not complete as at the end of June 2013 due to unavailability of the bank statements and a number of accounts not finalised at the time. There is currently no identified auditor available.  
**Motion:** “That an external auditor be engaged as soon as possible to audit the books in accordance with the requirements of the Associations Incorporation Act.  
The President requested the Canberra Committee members to locate a suitable auditor and to liaise with Owen Reynolds to have an audit conducted.”  
*Moved: Frank Maloney*  
*Seconded: Harry Cole*  
*Carried*  
*Action: Owen Reynolds, Canberra Committee members*
  - c.** Website development – refer to the Webmaster’s Report.

- d.** Moving of the Apprentice Governor-General's Banner – Frank Maloney.  
**Background.** An Association objective is to have the Banner moved from its current location at Latchford Barracks to a suitable location that allows greater access to Members and the public than is currently the case. Preliminary enquiries led to the possibility of a church in Albury. Frank Maloney wrote to the Chief of Army and the Association Patron and the initial response was not supportive. Everyone Frank has spoken to have been in favour of the idea and he is keen that the relocation be a focus of the next major Association event (to be confirmed as a reunion in Albury/Wodonga in mid-late October 2015). He spoke with BRIG Andrew Mathewson (35<sup>th</sup> Intake), RAEME Head of Corps, who was supportive, and is waiting for a written response from him.  
**Motion:** “That the Committee continue to pursue relocation of the Apprentice Governor-General's Banner from Bonegilla to a place with more suitable public access. We need to decide, by about June this year, if this is to be pursued to ensure sufficient time to plan the 2015 reunion.”

*Moved: Norm Wells*

*Seconded: Frank Poole*

*Carried*

**Action: Frank Maloney, Committee**

- e.** Display of names on the missing COs/CIs/Comdts of Army Apprentices training establishments in the Army Apprentices' corner of the Army Museum Bandiana – Frank Poole. Some entries are blank, but details are available to complete the board. It was also identified that the RSMs' board needs to be checked for completeness and, if necessary, completed. Norm Wells to check and advise for the next Committee meeting.  
**Motion:** “That the Association offer the Army Museum funding to complete the COs/CIs/Commandants' Board up to \$400.”

*Moved: Frank Poole*

*Seconded: Ian Morris*

*Carried*

**Action: Frank Poole, Norm Wells**

- f.** SPAASSM project completion – refer to the Webmaster's Report.
- g.** Next national event in 2015 – refer to the Events Manager's Report.
- h.** Reconciliation of the receipts and expenditure from the Balcombe Barracks Commemoration – Frank Maloney. The event made about \$8,000, including all funds paid by the other Associations.
- i.** Recruiting of members – refer to Membership Secretary's Report.
- j.** Sale of Balcombe Barracks Commemoration DVD – Frank Maloney. The DVD is included in the Reunion merchandise but sales have been slow.
- k.** Memorial brochure. Copies have been produced and distributed to the Membership Secretary for distribution with memberships. Jeff Heron to provide a copy to the President for placing on Facebook. Refer also to Memorial Sub-committee Report.

**Action: Jeff Heron, Barry Minster**

- l.** Committee list confirmation – Neil Bennett. The Committee list continues to be updated. The current list on the Website is correct.
- m.** Cloud storage of Association files. Gary Byard to advise Committee members as to the current Cloud storage method, to ensure all have appropriate access.

**Action: Gary Byard**

- n. Constitution changes. Jeff Heron reminded the Committee that the changes to the Constitution proposed for the last AGM were omitted from the Notice of Meeting and, hence, could not be agreed by the AGM. The revisions will be raised for the next AGM. See later for discussion on other Constitution changes.
- o. Summary of the Balcombe Barracks Commemoration for the Website – Ian Morris. Provided by Frank Maloney and on the website.

**6. Correspondence In/Out:**

- a. Frank Maloney advised of the letter to BRIG Mathewson.
- b. Owen Reynolds tabled the renewed Associations Incorporation Certificate.

**7. Reports:**

- a. **President.** See attached report. Norm Wells also spoke of his concern about the number of attendees at the recent AGM in Sydney. This was noted.
- b. **Vice President.** Nil.
- c. **Treasurer.** Owen Reynolds tabled the statement of accounts. There is a total of about \$50,000 available: \$20,000 in the bank and \$30,000 invested.  
**Motion:** “That the Treasurer’s Report as presented be accepted.”

*Moved: Owen Reynolds*

*Seconded: Frank Poole*

*Carried*

- d. **Secretary.** Nothing to report.
- e. **Heritage Officer.** Nothing to report.
- f. **Welfare Officer.** Nil.
- g. **Membership Secretary.** See attached report. Frank Maloney gave a “well done” on the apparent improvement in membership renewals since the last AGM.
- h. **Events Manager.** No detailed report was supplied. The last Newsletter contains the wrap-up from the Balcombe Commemoration. We need a strong focal point for the next major event, currently proposed for mid-late October 2015 in Albury/Wodonga. This is hoped to be the Banner (see earlier discussion) and the fully developed Australian Army Apprentices Memorial. Other thoughts include: a visit to the Army School of Electrical and Mechanical Engineering, a lunch and church service on the Sunday. Rickard Pike reminded members that 2015 represents the 20<sup>th</sup> Anniversary of the last graduation from the AAS.  
**Motion:** “That the Committee endorse the proposal to hold the next major Association event in Albury/Wodonga in mid-late October 2015, on a date to be confirmed.”

*Moved: Frank Maloney*

*Seconded: Richard Pike*

*Carried*

**Action: Frank Maloney**

- i. **Public Officer.** See attached report. The annual incorporation renewal was received and

tabled by Owen Reynolds. Jeff Heron tabled the current proposed changes to the Constitution, including the need to reflect control of the common seal. Secretary to arrange for a stamp ("common seal") to be made.

**Motion:** "That the Public Officer's Report be accepted."

*Moved: Frank Poole*

*Seconded: Owen Reynolds*

*Carried*

**Action: Neil Bennett**

**j. Webmaster**, including SPAASSM, and Forum Moderator. See attached reports.

**Motion:** "That the Webmaster's Report be accepted."

*Moved: Ian Morris*

*Seconded: Harry Cole*

*Carried*

**k. Memorial Sub-committee.** See attached report.

- (1) Discussion on the placing of names of Apprentices who died whilst on active service on the Memorial Wall. Wording and costing to be confirmed by Frank Poole and Norm Wells.

**Motion:** "That the names of Apprentices who died whilst on active service be mounted on the Memorial Wall under the respective theatre of operations. The anticipated cost is TBA."

*Moved: Frank Poole*

*Seconded: Norm Wells*

*Carried*

**Action: Frank Poole, Norm Wells**

- (2) Norm Wells questioned the lack of Sub-committee meetings. Frank Poole advised that these had not been conducted because the previous Sub-committee had not "met" and conducted its business by email. He took Norm's comment on board and apologised that he had omitted to include the new Sub-committee members. It was agreed that the Sub-committee terms of reference and Constitution be reviewed to address this. This discussion then expanded to the whole Constitution and it was agreed that the Constitution be changed to remove "administrative" details; eg: forms, prices, etc.

**Motion:** "That the Constitution undergo a significant review, led by Jeff Heron, and with input by all Committee members, for resolution at the next AGM."

*Moved: Frank Maloney*

*Seconded: Norm Wells*

*Carried*

**Action: Jeff Heron**

## **8. General business:**

**a. Merchandise:**

- (1) SPAASSM DVD copying quote. Jeff Heron advised that no bulk copying costs have yet been obtained, due to low numbers of the DVD being ordered. He is currently providing individual copies to the Merchandise member as the need arises.

**Action: Jeff Heron**

- (2) Merchandise range and quantity of items in particular flags. It was agreed that 10 flags, featuring the AAS badge be purchased at a cost of \$85 each. Some will be needed as requested by Frank Poole below.

**Action: Richard Pike**

**b. New Motions:**

- (1) The association is accumulating considerable funds and leaving itself open for criticism of hoarding. At the moment the principal expenditure area is the Memorial and that will continue to be the case, but most expenditure here is covered by donations. We have always recognised the need to promote membership:

- (a) **Motion:** “That intake reunions be assisted with a grant of \$10 per member attending (paid following event including new memberships collected by organiser), the loan of an Association flag, copies of the Memorial brochure, copies of the Association brochure, latest copy of The Apprentice About, car stickers, a membership list and membership application forms.”

*Moved: Frank Poole*

*Seconded: Nil*

*Not agreed*

- (b) **Motion:** “That regional lunches be subsidised by \$6 per member attending (paid following event including new memberships collected by organiser), the loan of an Association flag, copies of the Memorial brochure, copies of the Association brochure, latest copy of The Apprentice About, car stickers, a membership list and membership application forms.”

*Moved: Frank Poole*

*Seconded: Nil*

*Not agreed*

- (2) **Motion:** “That the Association pay for a Remembrance Plaque for Jack Westernhagen in recognition of his Life Membership and service to the Association. If agreed, the President to approach Mary Westernhagen to obtain her agreement and offer to fund her attendance at the mounting of the plaque.” To be placed on the Balcombe School Wall.

*Moved: Frank Poole*

*Seconded: Jeff Heron*

*Carried*

- (3) **Motion:** “That the Association purchase five Association flags. These to be held by the Army Museum (1), Chair Memorial Sub-committee (1), Events Manager (1), person appointed to administer Motion 1 above (1), and Welfare Officer (1) (for issue to Association Representative at Apprentice funerals for draping of coffin, if appropriate).” Australian flags should be procured for similar distribution.”

*Moved: Frank Poole*

*Seconded: Nil*

*Not necessary due to previous resolution to purchase 10 AAS flags.*

- (4) Ten-year membership certificates. Harry Cole reminded the Committee of the suggestion by Harry Hoger at the recent AGM that the Association present framed certificates of appreciation (or similar) to members who have completed 10 years' membership. Jeff Heron had provided a sample to Harry and others to

consider.

**Motion:** “That the Association present framed certificates of appreciation (or similar) to members who have completed 10 years’ membership, as suggested by Harry Hoger at the last AGM.”

*Moved: Harry Cole*

*Seconded: Frank Maloney*

*Carried*

**Action: Membership Secretary (to advise when members achieve 10 years service)**

- c. Frank Maloney requested a Committee meeting programme for the remainder of 2014, including dates, location, timings, attendees and members’ reports. It was agreed that future Committee meeting will be scheduled mid-week, being Wed 23<sup>rd</sup> July in Canberra for the next meeting. The next AGM will be Saturday 25<sup>th</sup> October 2014 at Bandiana. President and Secretary to identify other dates for the rest of the year.

**Action: Barry Minster, Neil Bennett**

- d. Frank Maloney questioned the current situation and progress on promotion, recruiting, and increasing Association membership. Evidence from the Membership Secretary’s report is that some improvement has occurred recently.
- e. Jeff Heron passed on the suggestion on lifetime subscriptions (not Life Membership) as suggested by Les Edis, as per RAEME Association QLD, which provides for lifetime membership at \$100. This was not supported because of the need to keep in contact with members and a three year option already exists. Additionally, it was reported that the RAEME Association NSW had to go to its members for donations, partially due to the large number of lifetime subscriptions and less money coming in than was needed.
- f. Frank Maloney discussed the need for the Vice President vacancy to be filled as soon as possible. All Committee members are to discuss with members and maximum promotion of this is to occur; ie:, including the Website, The Apprentice About and Facebook.
- g. Frank Maloney requested a review of the Association’s senior management positions. It was noted that the Constitution currently provides no definition of tenure for the following non-voting Appointments at Annex A para 6: Legal Adviser, Auditor, Chaplains, Patron, and Trustee. Jeff Heron to include the concept of a maximum of three years’ tenure for all non-voting Appointments in the revision of the Constitution. Committee to submit names for consideration as Patron to the President.  
**Motion:** “That the non-voting Appointments be limited to a maximum tenure of three years, with incumbents able to be re-nominated.”

*Moved: Frank Maloney*

*Seconded: Richard Pike*

*Carried*

**Action: Barry Minster, Committee, Jeff Heron**

Our Trustee, Fred Millar passed away on 26<sup>th</sup> February 2014. The President and Secretary will represent the Association at his funeral service on 3<sup>rd</sup> March.

**Motion:** “That the President approach Jim Hislop to agree to fill the vacant Trustee’s Appointment.”

*Moved: Frank Poole*

*Seconded: Frank Maloney*

*Carried*

**Action: Barry Minster**

- h.** Frank Maloney questioned compliance with the Associations Incorporation Act (ACT). This was covered earlier under Business Arising (audit) and Public Officer's report (common seal).
- 9.** The President reported that he may be selected to represent the Melbourne Cricket Club as a Veteran at the 2015 Anzac Day Commemoration at Gallipoli. He requested Committee agreement that, if successful, he also represent the AAAA. Agreed.
- 10.** Frank Poole advised that the next ACT Regional lunch is scheduled for 2<sup>nd</sup> April 2014.
- 11.** Richard Pike advised that he attended the Sydney presentation of "The Long Way Home", (from the Website) "Created from first-hand accounts, The Long Way Home reflects the Australian Defence Force's recent experiences on operations in Iraq, Afghanistan and East Timor as well as humanitarian and disaster relief." He highly recommended it.
- 12.** The placement of a eulogy for the late Fred Millar, Trustee on the Website was discussed. The Vale page allows anyone to submit a eulogy. It was agreed that eulogies for Fred and Jack Westernhagen be placed on the Website. Jeff Heron to provide a copy of the details from the latest The Apprentice About for Jack.
- Action: Jeff Heron, Ian Morris*
- 13.** Harry Cole advised that a time capsule from the 2<sup>nd</sup> Base Workshop in Moorebank, placed in 1988, was not yet ready to be opened, so it will be transferred to the RAEME Craftsman Memorial in Bandiana.
- 14.** Norm Wells reminded members of his role as Heritage Officer and that all heritage matters should be referred to him.
- 15.** **Confirmation of next meeting date and venue:** 23<sup>rd</sup> July 2014 in Canberra.
- 16.** The President closed the meeting at 1417 hrs.



## **PRESIDENT'S REPORT FOR COMMITTEE MEETING - MARCH 1<sup>ST</sup> 2014**

I am pleased to offer this report knowing that our association is on a good financial footing. Our membership over recent months continues to remain fairly stable - however I believe there are many who either have neglected to renew or are no longer able to participate in membership.

I attended the funeral of Jack Westernhagen late last year and was invited to reflect upon his military history in front of a large crowd numbering in excess of 150. These sad occasions will continue to occupy our interest as time is taking its toll on all of us. Perhaps we need to renew our intentions of offering memorial plaques to former Army Apprentices. We are after all a unique group.

Our immediate future ought to be looking at being the focus of reunions, a central place for contacting our fellow Apprentices no matter which intake we may have been. We have the opportunity to build upon the recent activities of the Balcombe Memorial Gates event and subsequent public display, which will ensure our history remains for even the casual observer.

We also need to ensure our Bonegilla history is maintained and one of the possible projects is to have our Schools' Colours retrieved from their current place and have them on permanent display in a more accessible place such as a church in Albury. We currently have some resistance from within the military which feels that they know better, but we Apprentices have never been scared to face up to a battle. The task is not forgotten.

Immediate focus for our Association must be on gaining membership and being available for all Apprentices as a focal point when planning reunions, etc.

We have a large amount of history in our SPAASSM photo files and there are also links to members and possible members through social media, FACEBOOK.

Take time to re-engage your fellow classmates by contacting them and look to attracting them by showing it is still fun to be an Apprentice.

I would hope that we can get more support for our local representatives; there are several vacancies. The tasks are not hard and only require electronic communications, as we are merely an email away.

Finally, I would hope that my term as your President will provide each of us with a renewed focus of our Association. I am looking to visit each state and territory over the next year or two and hopefully I will arrange a local meeting of members to meet and greet you all.

***Barry Minster (20<sup>th</sup> RM)***

***President***

10 Feb 2013



## TREASURER'S REPORT FOR COMMITTEE MEETING - MARCH 1<sup>ST</sup> 2014

### *The Australian Army Apprentices' Association*

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#### TREASURER'S REPORT

A summary of the Association's financial position as at

30 December 2013 is as follows:

#### INVESTED FUNDS

The balance of Association funds held on term deposit or investment on behalf of the

Association is \$31,849.76

#### TRANSACTIONS

##### Income

YTD income from all sources is \$13,089.75

Un deposited funds held as cash on hand is \$Nil

##### Expenditure

YTD Expenditure for all purposes is \$28,406.67

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

#### CURRENT ACCOUNT BALANCE

Balance (Bank Statement dated 30 December 2013) is \$20,165.51

Comment: YTD expenditure is distorted by transfer of \$10,000.00 to term deposit. The Association also experienced considerable expense around the Annual General Meeting (\$1,777.00). In addition, the web site restructuring cost ~ \$5,000.00.

\$5,600.00 was received from Signals, Survey and Band for the Balcombe Gates function, which leaves the Association with a profit of ~\$5,000.00.

Owen Reynolds  
TREASURER  
12 January 2014

## MEMBERSHIP REPORT FOR COMMITTEE MEETING - MARCH 1<sup>ST</sup> 2014

The current membership state is:

**538 financial members**, consisting of:

Ordinary Memberships	267
Retired Memberships	263
Associate Memberships	7
Life Memberships	1
Total	538

The numbers renewing are improving, following a plea emailed in January. Some 60 odd 2012/2013 reminders were sent with a return of two "unknown email addresses".

Of the balance some 40 have requested renewal forms.

**Due:**

Mar-12	8
Sep-12	24
Mar-13	32
Sep-13	68

Those who were missed in the January round up which will include those with old email addresses and those with home mailing addresses only, will be included with the March renewal to be sent week four of this month. The number falling due for March is 151.

Once the mail outs have been sent I will create contact lists for the Regional Reps and general committee to ask for local follow-up. I believe that should occur in April.

**Gary Byard (21<sup>st</sup> VM)**  
**Membership Secretary**  
 13 Feb 2013

## PUBLIC OFFICER'S REPORT FOR COMMITTEE MEETING - MARCH 1<sup>ST</sup> 2014

The Association's annual incorporation renewal has been completed. An extract confirming the renewal will be forwarded to the Secretary when it is received.

### **Additional change to the Constitution**

The ACT Associations Incorporation Regulation 1991, requires that the Association maintain a "common seal", a rubber stamp displaying the association's name and number. The Registrar-General's office was reluctant to accept our last Constitution update because no reference to the common seal was included. We are to include it in our next update. The requirement states:

*"Common Seal. The common seal of the association must be kept in the custody of the secretary. The common seal must not be attached to any instrument except by the authority of the committee and the attaching of the common seal must be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the secretary."*

**Ray Wilson (15<sup>th</sup> Plumber)**  
**Public Officer**

23 Feb 2013

## **WEBMASTER'S REPORT FOR COMMITTEE MEETING – MARCH 1<sup>ST</sup> 2014**

### **New Website**

In early January 2014 we were given access to the new Website for testing. While the initial impression was good there are large number of changes required. We submitted an extensive change list and in late February we were given access to the updated Website. The T&A team is currently evaluating the second version. If any Committee member would like to look at progress so far, let me know and I will give you the Web address.

### **SPAASSM**

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

*Ian Morris (12<sup>th</sup> RM)*

*Webmaster*

24 Feb 2014

## **FORUM MODERATOR'S REPORT FOR COMMITTEE MEETING - MARCH 1<sup>ST</sup> 2014**

Since the AGM in October, the Forum continued to have minor input, mainly MTU Detroit Diesel Australia (MTUDDA) job opportunities. In the last 12 months, over 90 MTUDDA ads, a few opportunities with the Australian Defence Consultancy Group, and a couple of others have been posted.

The Forum continues to receive numerous hits every week.

A few organisations (eg 44<sup>th</sup> Class 25yr Reunion - March 2014, and 22<sup>nd</sup> Intake 50yr Reunion - Jan 2017) have advertised their various reunions on the Forum.

*Jeff Heron (21<sup>st</sup> RM)*

*Website Forum Moderator*

16 Feb 2013

## **MEMORIAL SUB-COMMITTEE CHAIRMAN'S REPORT FOR COMMITTEE MEETING - MARCH 1<sup>ST</sup> 2014**

Since my last report the drainage work has been completed and should ensure that future heavy rains do not bring down flood waters across the pavers with the subsequent staining from mud.

Membership continues to be generous with donations for the Memorial, with some \$100 donations received. Any donation over \$20.00 I write a personal thank you to the member and enclose a memorial brochure.

We are about to place a Remembrance Plaque for Sgt Frank Walsh on the Balcombe Wall of Remembrance; thanks to Greg and Jim for assisting the widow and for the fixing of the plaque.

I am investigating the cost of placing the names of those Apprentices who died whilst on active service overseas on the Memorial Wall. My thanks to Norm for assistance in names and dates and his advice on a suitable title. I want to further discuss this at this meeting.

I have requested two Apprentice flags for the Army Museum to hold to put up on the memorial when requested. They seem to have lost the last one I gave them.

I will continue to slowly improve and expand the Memorial so that there will be something to report to members over an extended timeframe.

*Frank Poole (11<sup>th</sup> Architectural Draughtsman)*  
*Chair, Memorial Sub-Committee*  
27 Feb 2013

## **ACT REGIONAL REPRESENTATIVE'S REPORT FOR COMMITTEE MEETING - MARCH 1<sup>ST</sup> 2014**

A Canberra region luncheon was held in mid-December at the Golden King Restaurant with 20 Apprentices attending.

The fare was obviously Chinese and this was our second visit to this restaurant and again the food was varied, tasty and plentiful. Many went home with containers for dinner!!!

This lunch was our Christmas lunch and we had crackers, funny hats, lucky cracker prize (won by Owen Reynolds) and our usual raffle in aid of the memorial fund.

I had invited Navy and Air Force Apprentices to join us but we had no takers, probably because local contacts couldn't be found. I will be working on this for our next lunch. Invitations are also emailed to Apprentices on the South Coast and southern NSW and regular attendees from Sydney.

Our next luncheon is planned for Wednesday 2nd April, the location to be advised.

We try to have three or four lunches a year and to vary the venues and menus. For those Regional Representatives planning on running a lunch, I look for a venue that has room to seat on one table up to 25 (ACT numbers only) without disturbing other diners, nearby parking, a menu that allows for party service for about \$25, licensed or with a BYO close by and located as convenient as possible to work/living areas of Apprentices. For interest I run a raffle and hand out car stickers and Memorial brochures. It is also an opportunity to give an update on Association matters. I use the Association membership list to email invitations; Gary Byard (Membership Secretary) can help with this.

*Frank Poole (11<sup>th</sup> Architectural Draughtsman)*  
*ACT Regional Representative*  
26 Feb 2014