



**AUSTRALIAN ARMY APPRENTICES ASSOCIATION
INCORPORATED**

ACT Incorporation No: A04404

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

Patron: Brigadier David Luhrs, CSC

907

**MINUTES FOR THE ORDINARY COMMITTEE MEETING OF THE
AUSTRALIAN ARMY APPRENTICES ASSOCIATION
HELD AT THE KEILOR EAST RSL, 12-22 HOFFMANS RD ESSENDON
ON SATURDAY 2ND MARCH 2013**

1. The President opened the meeting at 1140hrs and formally welcomed Norm Wells to the Committee as our new Heritage Officer

2. Attendees:

Lucas McGann - President

Barry Minster - Vice-President

Neil Bennett – Secretary

Owen Reynolds – Treasurer

Craig Malcolm – Membership Secretary

Norm Wells – Heritage Officer

Frank Maloney – Events Manager

Frank Poole – Memorial Sub-Committee Chairman

Peter Muir – Balcombe Gates Project Co-coordinator

Jock McWhinney - Committee

3. Apologies:

Ian Morris

Bill Van Ree

Jeff Heron

Gary Byard RFD

Bill Mertin

4. Confirmation of Minutes of previous committee meeting:

Moved: Frank Maloney

Seconded: Owen Reynolds

Carried

5. Business arising from the Minutes of previous meeting:

a. Public Liability Insurance has been increased from \$2 million to \$20 million

Public Liability Insurance. Lucas McGann confirmed our Insurance has been increased from \$2 million to \$20 million. A copy of the Certificate of Currency has been passed to Peter Muir for submission to Mornington Peninsula Shire Council in relation to the Balcombe Barracks Commemoration 2013 event approval.

Action by: Lucas McGann]

6. Correspondence In/Out:

- a. Various emails, including: Ted Hawkins of the RASigs Email Network and Contact Dbase regarding the happenings with in the Sigs community including 2 lots of the Balcombe Gates Project Event promotion.
- b. Various emails from Jim Hislop regarding ADSO promotions.

Motion that correspondence be accepted.

Moved: Frank Poole

Second: Craig Malcolm

Carried

7. Reports:

(a) Treasurers Report.

A summary of the Association's financial position as at 31 January 2013 is as follows:

INVESTED FUNDS

The balance of Association held on term deposit or investment on be half of the Association is: \$21,740.36

TRANSACTIONS

Income

YTD income from all sources is \$10,9599.00

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

Expenditure

YTD expenditure for all purposes is \$26,930.75

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

CURRENT ACCOUNT BALANCE

Balance (Bank Statement dated 31 January 2013) is \$40,392.01

Comment: We are currently holding approximately \$26.230.00 in funding for the Balcombe Gates event.

Our biggest expense relates to Balcombe Gates and the Memorial.

Owen Reynolds

Treasurer

24 February 2013

Motion that Treasure's Report be accepted.

Moved: Frank Poole

Second: Peter Muir

Carried

b. President's Report.

Lucas reiterated his profound appreciation for work and effort being put in by Frank Maloney and Peter Muir on the Balcombe Gates Project and a special mention for the work that Norm Wells has done in writing up the history of AAS since joining the Committee.

c. Vice-President's Report.

Committee and fellow members,

I am limited to what I can report as having only assumed the position of the

Association Vice President in late 2012.

However, I can report that I attended the meeting held in Canberra in December and have been actively recruiting members for the Facebook page which I had previously established.

Coming to the executive as recently as I have, I am slightly behind the play so to speak in regard to the Balcombe Memorial event in May this year.

However, I am pleased to report that I have been brought up to speed by being included in the sat quantity of email correspondence which has been flying around recently.

I am confident that every avenue has been addressed and that the event will be a resounding success and look forward to attending and renewing friendships from my past and making new ones for my future.

I believe the organising group have all bases covered and sincerely hope our members along with representatives from Signals, Survey, WRAACS, and Bandsmen, will attend swelling our numbers and show the Mornington Peninsular Shire Council as well as residents of the Balcombe area that we are all part of their history.

I thank you for entrusting me with the role of 2I/C and hope I can grow our Association.

Barry Minster 20th Radio Mechanic
Vice President
AAAA Inc.

- d. Heritage Officer's Report – Since Norm Wells has only just joined the committee in this position, he has not be idle as he has been working with Peter Muir on the final edition of the draft AAS story for presentation at this meeting for Committee approval. With Peter Muir and Frank Maloney, he attended a meeting with MPSC yesterday to become acquainted with what has been occurring with the upcoming Balcombe gates Event in May.
- e. Balcombe Sub-committee.
Balcombe Barracks Commemoration 2013 Summary Report
this report summarises only the work aspects in relation to the Commemoration Event on Saturday 04 May.
Plaques and Mounting Rocks
1. All four plaques for the respective kindred Association have been manufactured, Discussion will be held in meeting with regard to the AAS plaque.
2. Two suitably sized silver granite rocks (1.2m H x 0.7m W x 0.4m TH) on which the plaques will be mounted have been organised with arrangement for crane transport from the supplier to Balcombe also organised. MPSC will prep holes for the rocks prior to delivery and placement.
COMMENT: Peter will pay the cost of the two granite rocks and the transport and crane hire on his personal credit card as a cash deal to be reimbursed by the Treasurer on presentation of the invoice at later date.
3. The two rocks will be interspersed between to three story boards.
4. MPSC will be responsible for mounting the plaques on the rocks.
Interpretive Panels
5. There will three (3) 2m H x 1m W doubled-sided story boards on the site- one for general history of Balcombe- Mt Martha, two for the four schools.
6. MPSC has already manufactured two of the three boards, with the third expected to be finished before the end of March.
7. MPSC will be responsible for mounting the boards in position once completed.
8. Sigs, Survey and Band Corp Associations all missed the 8 Feb deadline to submit their contributions to the story boards. I sent emails prompting them for their submissions.
9. Sigs Assn, through Bill Little have presented their story (approved for release by their committee) along with a selection of images for the School of Signals. On

Thursday 28 Feb I spoke to Bill about the quality and relevance of the images. He supported the suggestion that we utilise some generic "Sigs in operation" images, as these would be more relative to script.

10. Kevin Noon from the Band Corp Assn is working with several other people to get their submission to me as quickly as they can.

11. Today I had a long discussion with Don Swiney (RA Svy Assn). For a number of reasons and very extenuating circumstances, his Assn will not be able to provide a submission in time for the production of the story boards. I have had a follow-up discussion with Frank Maloney regarding this situation and we are looking at some options.

12. Norm Wells (Heritage Officer) has been working on the final edition of the draft AAS story so as to be able to present it at this meeting for discussion and possible approval.

13. I have drafted the general history story. I have sent it for review for historical correctness, and editing by a professional journalistic editor.

14. MPSC will liaise with the graphic design company doing the production of the production of the vinyl panels. Once the submissions are passed to the graphic artist, MPSC will drop out of the pipeline for reviews and any corrected resubmissions and the approval process; this will be done directly between the graphic artist and myself and Assn Reps.

Landscaping and Refurbishment Works

15. Greg Powel is now the MPSC delegate responsible for all landscaping and refurbishment works to be undertaken by Council.

16. We continue to seek from MPSC advice on their schedule to have the refurbishment of the gates and surrounds of the USMC plaques completed in time for the commemoration event. This is a discussion item for the meeting with MPSC on Friday 01 March that will be attended by Frank Maloney.

17. Landscaping work will now be along the inside of the fence line of the car park, within the boundaries of the Council property, rather than out in front of the walls. The centre island of the car park where the story boards and rocks will be located will be cleaned up as part of the landscaping works.

DVA Grant Application- Plaques and Rocks Funding

18. I have written to DVA asking for information on information on the status of our application that was submitted.

19. On Tuesday 26 Feb I received a phone call from DVA to advise me that the Grants Application Review Board in their January sitting recommended our application, and that the application has been forwarded to Minister of Veterans Affairs for his decision on approval. I was advised that Minister's decision could take a further three or four weeks.

20. As soon as the Minister's decision is known, DVA will inform us.

Peter Muir
28 Feb 2013

f. Welfare officer's Report. Not received.

(1) Membership Secretary's Report.

The current state of the membership (as at 24 Feb2013) is 586 financial members, consisting of:

Ordinary Memberships	299
Retired Memberships	276
Associate Memberships	9
Life Memberships	2

This is an increase of 13 members since the last meeting in December an increase of 4 compared to this time last year.

March 2013 is the next renewal date with 318 renewals having just been sent

out including reminders sent to those lapsed members. Of the 318 renewals, 239 are due for renewal in March 2013 with the balance mostly due sometime in 2012.

The next Newsletter will go out towards the end of March, this will again be a great opportunity to promote the Balcombe Barracks 2013 Event, so we need a good marketing article to be included.

Craig Malcolm (31stET)
Membership Secretary

g. Events Manager's Report.

BALCOMBE COMMEMORATION MAY 2013 Further to previous information supplied here is our current position on key issues that need Committee attention, and in some cases resolution.

1. Commemoration Registration. I do not have current details though hopefully they will be available by the time we meet. I have asked that we produce fortnightly a list showing names, intake, donation, group (AAS, Sigs, Svy, AABC, other). I intend to monitor this closely so that we can institute direct personal contact to encourage better participation. This will also involve kindred Association through their Reps.

COMMENT: The Treasurer, Owen Reynolds, commented that to the best of his knowledge there have been approximately 285 Applications received so far including 6 Sigs and 4 WRAAC's.

2. Registration Management. This involves a heavy workload for the Treasurer and Frank Poole. In previous reunions it has worked very well and I'm sure that it will again. Part of this procedure will include the processing of New Memberships, Renewal Memberships, raffle tickets and the sale of our limited range of merchandise. EFTPOS will be available at this location. (Refer to comment at Item 15 of this report) I now have 150 Association ties in stock bearing the new Association badge. The retail price is \$30.00 including post and handling.

3. Audio/Visual. Previously we have screened a DVD continuously through out the evening but as this is a Balcombe event that is not really appropriate.

4. Music. MRC can make available their audio system for our use. We need to be able to play the Nation Anthem of AUST and USA and anything else that comes to mind. Association member Bruce Keevers (16th Tels) has kindly taken on this task and has it well in hand..

5. Finance. I'm hoping that the treasurer as part of his overall report will advise us of receipts and expenditure to date. We are still to approach our kindred organisations for their contribution to the administration costs incurred thus far by AAAA.

COMMENT: Approximately \$26,230.00 of funds is currently being held as per the Treasurer's Report.

6. Venue Presentation- MRC. Suggestion are encouraged for preparing the MRC venue with a theme of the Commemoration and reflecting the involvement of each of the Associations. Reasonable sized photographs of Association insignia, badges banners, etc. Ron Jarvis (15th VM) has taken this on and together with Bruce Keevers the venue preparation is proceeding nicely.

7. Commemoration Booklet. At this stage it is most likely produce the booklet at their own cost within their own resources but with our significant input. That could mean that we then produce our for Friday, Saturday night and Sunday either as a stand alone or perhaps as an insert to the MPSC booklet, probable the cheapest option.

8. Army Band Melbourne. The OC has confirmed that the band will be available for Sunday 5th May 2013.

9. USMC Association. The President John Stevens has confirmed his attendance. We are thinking that representation would be appropriate, though under

very controlled circumstances. John has forwarded our details to the USMC and we are waiting for their response. The matter has also been discussed briefly with our Patron and Frank Poole. *COMMENT/ACTION: Frank Poole to initiate contact with the USMC Detachment based at the Embassy to ascertain whether they be able to give display items for the May weekend..*

10. Official Guests. Saturday 4th May 2012 at Balcombe, another tricky one. At our last meeting at Balcombe Grammar School it was decided that they be kept to an absolute minimum.

The suggestion is: Mayor of MPSC, Principal of BGS, Army Lt Gen Gillespie, 1st Division USMC Assn representative, and the local federal government representative Mr Greg Hunt MP who is still to confirm.

Association Guests: **Guest of Honour Mick Mace**

Friday 3rd May 2013- Meet and Greet, Lucas McGann, President, Mayor of Mornington, Cr Lynne Bowden to welcome us all to Mornington.

Sat 4th May 2013- Dinner Speaker, Col David Lawrence, former CO of AAS, still to confirm.

Sun 5th May 2013 Memorial Service-TBA-, but I suggested another Corp, Signals. To This End I approached Sigs, 1 Brig and 6 Lt Cols, they all knocked me back. The official party for this day will include the Mayor of Mornington Cr Lynne Bowden, Col John Stevens 1st USMC Association and representing the Balcombe Commemoration Committee Peter Muir. Wreath laying is to form part of the ceremony.

11. Invitations. For Balcombe they should be sent from MPSC/AAAA. For Friday and Sunday event, sent from AAAA.

12. Mornington War Memorial March and Service. Our Chaplains, Brian Nicholls and Alan Kelb from Albury are preparing the service format and will liaise with the Army Band regarding the Hymns etc. The service will also involve the local school cadets as a Catafalque Party. Peter Muir has arranged this and will speak to it.

We need someone to coordinate getting the kindred Association flags, banner wreaths for the march. Volunteer required.

13. Raffle: In the past Bryan and Barbara Daley have most diligently conducted the raffle at our previous reunions. This is a good means of fundraising particularly with EFTPOS facility available. Several prizes with a major one seems to be the way to go. Needs at least three people- Volunteers please.

COMMENT: Recruits should be easily found during the Meet & Greet

14. Public Liability. MPSC require that we have cover up to \$20 million, we do for this event and the MPSC are satisfied.

COMMENT: The President and Treasurer have already taken care of as it was deemed to be a necessary requirement for all future events that are organised through the AAAA and that the Certificate be held by the Secretary.

15. EFTPOS. The Treasurer will have a portable machine. We see it's use for Membership, new and renewals, Merchandise sales, Donations, and raffle sales.

COMMENT: Vice Pres Barry Minster has kindly donated the use of his wife's business EFTPOS machine for the duration of the weekend.

16. Plaques By now you will all be aware of the problem with the new plaque. How that occurred is not the issue, we have to decide how to fix it. The options are easy: Fix the old or by a new one. Hopefully Peter will have had a response from the plaque man re the options.

COMMENT/ACTION: Following the general discussion on this matter after Peter had described the options available and the costs involved. The Committee agreed that the best option was for Peter to go ahead and arrange for the purchase of a new plaque incorporating the revised text.

17. Sunday Traffic Management. It has been decided to accept the quote from Active Traffic of \$5,600.00 which will permit us to march on Main St Mornington to the War Memorial Park.

18. St Johns Ambulance. They will be in attendance at Meet & Greet, Reunion Dinner and Memorial Service at a cost of approximately \$1,400.00.

19. Civil Works. This last week we had a distraction regarding the agreed Works schedule that has now been satisfactorily resolved. It involved the non completion of planned civil work for the Saturday Commemoration ceremony.

20. Storyboard/Interpretive Panel AAS. Our recently appointed Heritage officer, Norm Wells, has attacked the task of writing the history of AAS at Balcombe with his usual vigour. I'll leave him to speak to his chores. The other Association are not as well motivated as AAS but Peter and I are monitoring them very closely.

COMMENT: At this point Norm gave the Committee update to what he had been doing in the development of the content of text for the Storyboard utilising his experience from his time spent at the Australian War Museum.

21. Marketing. This is being managed by MNPSC Comms. They have prepared a series of four press releases in their own Shire newsletter which is distributed to 98,000 dwellings on the Peninsula. We confidently expect a good response from the ex-military and Balcombe civilian employees. The major thrust is for the Balcombe Saturday ceremony but the Reunion and the Memorial service get a big mention in all the releases. From memory they commence mid March and every second week thereafter. We also intend to advertise in the Sunday Herald Sun on the Desperately Seeking Page. In addition I have arranged with DVA for our advert to be re run in their autumn edition out early April. The previous summer edition out in December 2012 generated many calls.

COMMENT: At this time in the meeting, Barry Minster enquired whether any consideration had been given to seeking coverage of the Weekend's events on the Radio stations and TV Networks. The following discussion resulted in the Committee agreeing to Barry using his media contacts to see what can be achieved in further coverage of the weekends events.

22. Attendance. Well according to Frank Poole we should get at least 400 to the reunion, and about the same from the public, at Balcombe, I agree. For the March and the Memorial service, 200 from the reunion and about 100 from the locals could be reasonably expected.

23. USMC. Their representative is Col. John Stevens, retd. requires transport for he and his wife from a South Bank Hotel on Friday midday to the Brooklands Motel, and again on Sunday from the Memorial Service to Tullamarine for a 1300 flight to Darwin. Exact details can be provided to the willing volunteer(s) Lt. Gen

Ken Gillespie has agreed to be his host over the weekend but I do not know whether he would be up to the city runs. I intend to try him, but need an alternative just in case.

24. Kindred Associations. As best as I can estimate AAAA expenses to date for the Commemoration from Stage 1 about \$2,500.00 and Stage 2 about \$6,000.00 with going out to about another \$1,500.00. This amount should be recoverable from the six Associations involved. I suggest we invoice them each \$1,500.00 being their share of the costs in total.

COMMENT: Discussion at this point agreed that the Associations involved be sent invoices for \$1,500.00 being their share of the cost involved in staging the Weekend activities.

25. Grants. The grant money received for the commemoration and auspiced by MPSC is: Vic. Govt. \$10,000.00 and MPSC \$2,000.00. The conditions applicable to the accounting for the expenditure are not known to me. You will recall that I have twice requested copies of the documents relating to the application, approval and granting of the funds, to no avail. It seems incredible that

we don't know who signed the application and received the approval and funds granted to us for which we do not have in our control and which we wholly accountable.

26. Memorial Parade. Today I received confirmation that our Patron Brig David Luhrs (35th) has kindly accepted to be Parade Commander. In addition Kevin Noon (14th) ex Ceremonial RSM of the Australian Army has agreed to carry out the duties of Parade Marshall. A tip is to make sure your shoes are shined and have a haircut.

Frank Maloney
AAAA Events
Balcombe Commemoration Manager

- h. Public Officer's Report. Financial statement and auditors report required. Appropriate forms signed by President and Secretary at meeting. Treasurer to follow up on the Auditor Report form for appropriate signatures.
Action by: Owen Reynolds / Ray Wilson

- i. SPAASSM Report. Refer to the Webmaster's Report

- j. Webmaster's Report.

Online Membership Application Form

Functional testing of the form has been completed. Implementation **Error! Bookmark not defined.** has been put on hold pending development of the new website.

AAAA Inc Historical Collection (SPAASSM)-

Work has been suspended pending development and of online Membership Application.

Website-

A sample website was put up for comment in early January. The response was generally favourable. A development team was set up (Ian Morris, Craig Malcolm and Jeff Heron) to work up a suitable prototype. Concurrently Jeff produced a specification for the website which was accepted by the committee. The team is now working on a sample to the point where outsourcing decisions can be made. As it is early days we have had 2 responses from two website designers so far, one that needs more clarification and one that I may not follow up on.

Ian Morris
Web Master

- k. Website Forum Moderator's Report

In the past three months, the Forum continued to have some minor input, mainly MTU Detroit Diesel Australia (MTUDDA) job opportunities. This year, 28 MTUDDA ads plus a few opportunities with the Australian Defence Consultancy Group have been posted. In addition, there was an initial high level of interest in the two posts about where Apprentice Clerks were posted to and where the Graduation Parades were held. Summaries were provided and are available on the Website Forum.

Jeff Hero (21st Radio Mech)

- k. Website Forum Moderator's Report

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Jeff Heron (21st Radio Mech)
Forum Moderator

1. Memorial Sub-committee Report. _____
Report from the Chairman, Memorial Sub-Committee

Since my last report a number of activities have taken place at our Memorial, at this stage I would like to acknowledge the assistance of Jim Hislop, Greg Mulcahy and Mark Ryan.

The Reflection Seat has now been put in place at the Memorial and the dedication plate has been ordered with wording:

APPRENTICE BE SEATED, AND REFLECT ON YOUR TIME AT THE SCHOOL AND THE INFLUENCE THAT THIS EXPERIENCE HAS HAD ON YOUR LIFE, REMEMBER YOUR MATES. Donated by Jock McWhinney 10th Blacksmith

Our thanks to Jock McWhinney and his family for this most valuable asset to the Memorial.

We continue to slowly accumulate orders for pavers. Unfortunately we need to have 12 orders before we can order from the suppliers. We have recently placed an order and Jim will organise for these to be inserted into the pavement when we receive them. The large bronze intake memorial plaques for mounting on the sloping face of the pit are increasing in number with a further two since the last committee meeting.

The lettering LEST WE FORGET for the top of the Memorial Wall has been ordered from Bertazzo Engineering and is expected to be ready within two months.

Jeff Heron is assisting me with the production of a brochure explaining the significance of each icon on the Memorial and a bit of its history. They will be available from the Museum and from a brochure holder at the memorial and should be ready with two months.

A member suggested that we recognise the overseas areas, not just war zones, where Apprentices have served. We are now looking at placing a name for each on the Memorial Wall with the names of any Apprentice who lost their life there under the place name. Wally Rotow has been asked if he is able to identify those overseas deployments.

It is gratifying to see the number of members who include a Memorial donation with the membership fees, thank you all.

We are having access problems in so far as access to the Memorial is dependant upon the Museum being open. We are looking into this but I'm afraid that security will win over.

Frank Poole
Chair Memorial Sub-committee

8. General business:

- a. A lot of the general business discussed at this meeting was carried during the Events Manager's report and to a lesser extent Peter's Balcombe Gates report with appropriate comments inserted into these reports.
- b. Other business. Emails- Norm Wells commented on the number of emails that are sent without complete signatures at the end and as a new member of the Committee he was having difficulty in recognising some of the senders from within the group.
Action by: All Committee members
- c. Regional Representatives: As Norm is now a Committee member Frank Maloney suggested that Alan Beer be approached to take over from Norm as the WA Representative. Norm to make contact with Alan when gets back home.
Action by: Norm Wells
- d. Regimental Colours: Frank Maloney has had some initial discussion with Alan Kelb in reference to the moving of the Colours from Latchford Barracks. This topic should become a topic for the next meeting after the Balcombe Gates Project has been completed.

e. Motion. The following motions have been proposed by Frank Poole.

(1) “ Jim Hislop be asked to determine an appropriate way of displaying the names of the missing Cos/ CIs/ Cmdts of Army Apprentice training establishments the Army Apprentice corner of the Army Museum Bandiana and that AAAA donate cost involved to the Museum”.

Proposer: Frank Poole

Second: Craig Malcolm

Carried

(2) “That the Terms of Reference for the Balcombe/ MT Martha Environ Development Sub-committee previously adopted by the Committee be terminated and the Sub-committee described therein disbanded.”

Proposer: Frank Poole

Second: Frank Maloney

Carried

(3) “That considering the time and effort and funds expended in developing the digitization of the salvaged images from the Army Museums, known as SPASSM, efforts are made to complete the project by:

a. Ensuring the safe and long term storage of the digitized Apprentice images and documents by the Army Museum, and

b. Advice be sought to enable the digitized images to be progressively displayed on the website with the ability for members to provide captions when the subject is recognized. That it is recognized that commercial assistance will be required and funding provided for this work with a target with a completion date of 31 Dec 2013.

Proposer: Frank Poole

Second: Peter Muir

Carried.

(4) “That a small think tank be set up to provide for the next Committee Meeting suggested and budgeted ideas for the next National event to be held 2015. It is suggested that this team should be three people living in close proximity to allow frequent discussion at no cost.”

Proposer: Frank Poole

This motion was not voted on as it was deemed that our main focus is the Balcombe Gates Event which we should see completed and with other Committee members being involved with website upgrade the subject of the motion become an agenda item for the next meeting.

(5) That the Secretary ensure that the minutes of the meeting are distributed to Committee members for comment within two weeks after the meeting and that the final minutes are distributed and place on the website within four weeks after the meeting.

Proposer: Frank Poole

Second: Neil Bennett

Carried

9. Next meeting date and venue: 29th June 2013 at Bandiana

10. Meeting closed at 1615hrs