



AUSTRALIAN ARMY APPRENTICES ASSOCIATION INC.
MINUTES OF THE COMMITTEE MEETING
HELD AT THE ROYAL MILITARY COLLEGE OFFICERS MESS
ON
11 FEBRUARY 2009

Present:

Frank Poole
Jack Westernhagen
Stephen Hladio
Ian Morris
Ray Wilson
Greg Mulcahy
Frank Maloney

Apologies:

Russell Evans
Jeff Heron
Edward Carpenter

1. The President opened the meeting at 1505 hrs.
2. Welcome and roll call.
3. The Secretary proposed that the minutes of the last meeting as posted on the web site be accepted as read.
4. Minutes accepted as read

Moved: Stephen Hladio

Seconded: Ray Wilson

Carried

5. Correspondence: The Secretary advised of the correspondence incoming and outgoing. The president also handed over a number of thankyou letters from attendees to the 60th reunion all with glowing and positive feedback.
6. The President advised that he had received an approach from the RAEME Association Queensland to join them as an affiliate group.

After some discussion it was agreed that the President would write to the RAEME Association and thank them for their invitation, however it is to be declined.

7. Reports by Committee Members:

- a. **Treasurer:** The financial report is Attachment 1. The Treasurer also asked that Cheques 0040 – 0075 be passed for payment.

Report accepted as read and cheques 0040 – 0075 were passed for payment.

Moved: Ray Wilson
Seconded: Stephen Hladio
Carried

- b. **Audit Report:** Ian Morris provided an Audit Report for review (attachment 2). Ian also advised the committee that any significant increase in financial transactions within the organisation may lead to the requirement for an external audit.

Motion: That the Audit Report be accepted.

Moved: Ray Wilson
Seconded: Greg Mulcahy
Carried

- c. **Membership:** The Secretary advised of the numbers of members to date (566) however these were not all financial. It was agreed that members were to be contacted in regard to the due payment of fees. Information would be sent via email where possible or by letter. The President will disseminate a letter to all those persons whose membership has expired to advise them of their status and request payment of fees.

The Treasurer advised that the membership letter had been updated. Ian Morris was asked to review the membership brochure and advise as to its necessity for updating.

- d. **Memorabilia:** Jack Westernhagen advised on the status of sale of the memorabilia (attachment 3) and also provided a list of proposed items. After some discussion it was agreed that there needed to be a review of items made available and that Jack would provide an updated list of the accepted items for sale.

Jack also advised on some issues in regard to the delay on providing some items within the accepted timeline post the 60th. It was agreed that although not the best business practice it was due to circumstances beyond his control and it was generally acknowledged that Jack had done an excellent job with making merchandise available for sale and his efforts at selling same.

- e. **SPAASM:** The committee was advised on the current update to the catalogue. A small team is continuing with the project and is moving slowly but forward.

8. **General Business:**

- a. **60th Reunion.** Frank Maloney reported that the reunion created and added to the membership, which was always the intent. He stressed his concerns with the amount of over control exercised on the Sub Committee and that this had created some angst. He further stated that future activities should be run as more of a commercial exercise and be accepted with all the pros and cons that this would create.

Frank felt that the sales and marketing of the DVD was an issue and that delays promulgating its availability affected the lack of sales. He further stated that the lack of VIP attendance was due to the poor management and a military mind set with observing protocols. He felt that the blame lay with the Secretary and asked for his resignation.

Motion: That the 60th Anniversary Sub Committee be disbanded with a vote of thanks from the committee.

Moved: Frank Poole
Seconded: Stephen Hladio
Carried

b. **National Event.** a list of proposed future National Events was discussed. It was suggested that the activity be conducted in Canberra and in 2011. The concept is to undergo further review and consideration.

Motion: That Frank Maloney be empowered to form a sub committee to plan the 2011 activity.

Moved: Frank Poole
Seconded: Jack Westernhagen
Carried

9. **Army Apprentice Memorial.** The Committee discussed the roles and responsibilities for the Memorial Standard Operating Procedures (SOP) document.

a. **Motion:** That the attached draft Roles and Responsibilities of the Apprentice Memorial Sub-Committee (attachment 4) be approved as an Appendix to the Constitution.

Moved: Greg Mulcahy
Seconded: Ian Morris
Carried

b. **Motion:** That a Memorial Sub-committee be appointed to manage the memorial and it's future development in accordance with the Roles and Responsibilities.

- (i) Chair: Frank Poole
- (ii) Members: Greg Mulcahy Committee member
- (iii) Ian Pullen; Regional Representative
- (iv) Welfare Officer. Russell Evans
- (v) Heritage Officer. To be appointed.
- (vi) Association Chaplain. To be appointed.
- (vii) Trustee. Fred Millar
- (viii) Maj. Graham Docksey (Manager, Army Museum; to be invited)

Moved: Frank Poole
Seconded: Frank Maloney
Carried

c. **Motion:** That the Association constitution be amended to add the appointment of an Association Chaplain and that Chaplains Craig Potter and Bryan Nichols be invited to accept the appointments.

Moved: Frank Poole
Seconded: Ray Wilson
Carried

d. **Motion:** That the Management Committee agree to the following priorities for Memorial work as funds become available:

- (1) Priority 1: Follow up flag pole with SME; Construction and planning of the Rose garden; Construction of memorial wall for ashes; Manufacture and fixing of BALCOMBE and LATCHFORD names.

- (2) Priority 2: Advise membership of arrangements for memorial plaques; Manufacture and fixing of acknowledgement plaques.
- (3) Priority 3: Manufacture and fixing of Memorial history/significance plaque.
- (4) Ongoing: Review Memorial progress and recommend further work to Committee.

Moved: Frank Poole
 Seconded: Jack Westernhagen
Carried

e. **Motion:** That the attached draft Operating Procedures for the Army Apprentice Memorial (attachment 5) be approved and included as an Annex to the Constitution.

Moved: Frank Poole
 Seconded: Ian Morris
Carried

10. **Other Business:**

- a. The President made welcome the new committee members, Barry Teal and Paul Martyn Jones.
- b. A change of duties now has Barry Teal as the PR Officer with Frank Maloney undertaking the role as Events Manager
- c. The Secretary advised the committee that he was tendering, with regrets, his resignation from the Association due to work demands. As discussed with the President it was to take effect from the 15 March 2009 to allow time to find a replacement and to manage some interim and ongoing issues.

11. Next Committee Meeting is to be held in the Royal Military College Officers Mess, Duntroon date TBA.

12. The President closed the meeting at 1840 h.

Frank Poole

25 Feb 09

.....
 F. Poole
 President

.....
 Date

Stephen Hladic

25 Feb 09

.....
 S. Hladic, OAM
 Secretary

.....
 Date

Attachments:

- 1. Treasurers Report.
- 2. Audit Report
- 3. Memorabilia Report
- 4. Draft Roles and Responsibilities of the Army Apprentice Memorial Sub Committee
- 5. Draft Operating Procedures for the Army Apprentice Memorial

Attachment 1 to
AAAA meeting
Dated 11 Feb 09

Australian Army Apprentices Association
Treasurers Report to Committee - Wednesday 11 February 2009
This Report Current to 31 January 2009

Cheques for Payment

<u>Cheque No</u>	<u>To-Purpose</u>	<u>Amount</u>
000040	Meant 2 Be - Committee name plates	\$111.50
000041	F Poole - Reimbursement	\$103.90
000042	Freeman McMurrick - Insurance	\$2,258.30
000043	Petch Printing - Coffee mugs	\$2,591.00
000044	A1 Plaques - Memorial plaque	\$756.80
000045	Lega - Plaque	\$35.53
000046	Print Shop Sportswear - Memorabilia	\$202.40
000047	Signature Engraved Masonary Products - Pavers	\$2,227.94
000048	Rafferty's Catering - Meet and greet dinner	\$11,625.00
000049	J Westernhagen - Reimbursement	\$97.40
000050	Mas Print - Reunion registration packs	\$14,000.00
000051	B Teal - Reimbursement	\$331.35
000052	Rafferty's Catering - Memorial dedication lunch	\$11,625.00
000053	J Westernhagen - Reimbursement	\$56.00
000054	Ezitag Systems - Reunion name tags	\$1,633.76
000055	Wodonga Printing - Labels and order forms	\$808.00
000056	Premier Building and Construction - Memorial construction	\$25,790.60
000057	F Maloney - Reimbursement	\$4,352.00
000058	Bertazzo Engineered - Memorial plinth	\$396.00
000059	Academy Graphics - Compendium	\$5,837.50
000060	Bowens Entertainment - DJ/Music at dinner	\$300.00
000061	F Poole - Reimbursement	\$553.55
000062	ESS Support Services - Portaloos and garbage	\$5,500.73
000063	Albury Convention Centre - Dinner	\$30,777.52
000064	St John Ambulance - Emergency medical standby services	\$1,000.00
000065	G Mulcahy - Reimbursement	\$134.51
000066	J Westernhagen - Postal advance	\$100.00
000067	A Murray - Refund	\$120.00
000068	DLG Designs - Ties	\$1,306.80
000069	B Teal - Reimbursement	\$53.01
000070	R Wilson - Reimbursement	\$338.34
000071	Grigg Media - DVDs	\$2,375.00
000072	F Poole - Reimbursement	\$27.50
000073	R Wilson - Reimbursement	\$394.45
000074	B Teal - Reimbursement	\$122.95
000075	R Stokes - Refund	\$165.00

Balance at Bank 31 Jan 2009	S11,679.46
<u>Made up of:</u>	
Association membership and operation	9,616.13
60th Anniversary reunion	1,045.03
Memorial fund	-2,328.44
SPAASSM	220.00
Memorabilia	3,126.74
	S11,679.46

Attachment 2 to
AAAA meeting
Dated 11 Feb 08



AUDIT REPORT
AUSTRALIAN ARMY APPRENTICES ASSOCIATION
FINANCIAL YEAR 2007 - 2008

To the Members of the Army Apprentices Association

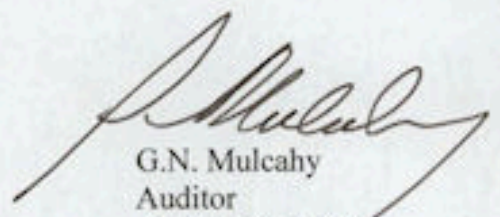
In my opinion, the financial report of the Australian Army Apprentices Association for the year ended 30 June 2008 gives a true and fair view of the Association's financial position for the financial year ended on that date.

The Audit Scope

A full audit was conducted of all financial documents and other documents as detailed at Annex A.

Association Membership

At 30 June 2008, the Association had 152 ordinary and four associate members.


G.N. Mulcahy
Auditor
1 October 2008



AUSTRALIAN ARMY APPRENTICES ASSOCIATION (INC)
FY 2007/2008 AUDIT DETAILS

Membership Payments

1. Receipt books to Membership List
2. Receipt books to Summary Statements to Bank Deposit Book or Bank Statements (for Direct Credits)
 - a. Receipts 770421 to 770427- Book 5 (10th Intake Reunion)
 - b. Receipts 470251 to 470300- Book 6
 - c. Receipts 440451 to 440500- Book 7
 - d. Receipts 383851 to 383900- Book 8
 - e. Receipts 383901 to 383950- Book 9
 - f. Receipts 383951 to 384000- Book 10
 - g. Receipts 687201 to 687250- Book 11
 - h. Receipts 166101 Book 12
3. Bank deposit book to bank statement- 12 statements

Purchases


4. Authorising Minute to Invoice
5. Invoice to cheque book
6. Cheque book to bank statement- 15 cheques

Statements

8. Receipts
 - a. Bank interest to bank statements- May 2008 statement
 - b. 10th Intake Reunion receipts to deposit summaries

9. Payments

- a. Bank charges to bank statements to Expenditure Statement
- b. Purchases and Sundries – from expenditure record, cheque book and bank statements
- c. Cash Advances from chequebook and bank statements
- d. Postage from receipts
- e. 10th Intake Reunion payment from expenditure record, cheque book and bank statement
- f. SPAASSM payment from expenditure record, chequebook, bank statement and receipts.



G.N Mulcahy
Auditor
/ October 2008

Australian Army Apprentices Association (Inc)
Financial Report for FY 2007/2008

<u>Income</u>		<u>Expenditure</u>	
Membership subscriptions	6,010.00	Membership expenses	2,041.85
Reunion	24,845.00	Reunion expenses	100.00
Pavers	905.00	Memorabilia purchases	40.63
SPAASSM donations	120.00	10th Intake reunion	660.00
Memorial donations	1,250.00	Bank fees	81.10
General donations	70.00		<u>2,923.58</u>
Memorabilia sales	152.00		
10th Intake reunion	265.00		
Interest	0.52		
	<u>\$33,617.52</u>		

Financial Position as at 30 June 2008

Closing balance 30 June 2007	\$3,626.87
Income	\$33,617.52
Expenditure	\$2,923.58
Balance at Bank (Operating funds available)	<u><u>\$34,320.81</u></u>



R.L. Wilson
Treasurer

/ October 2008



G.N. Mulcahy
Auditor

/ October 2008

Attachment 4 to
AAAA Meeting
Dated 11 Feb 09

ROLES AND RESPONSIBILITIES FOR THE MEMORIAL SUB-COMMITTEE

Composition of Sub-Committee

Chair	Committee Nominated
Secretary	Heritage Officer
Members:	N Victoria Regional Representative
	Welfare Officer
	Association Chaplain
	Trustee
	Nominated Committee member
	Manager, Army Museum (by invitation)

Responsibilities

1. To ensure that the Army Apprentice Memorial is maintained and kept clean and tidy.
2. To raise funds for the continuing maintenance and development of the Memorial.
3. To plan for the future development of the Memorial in accordance with the priorities agreed by the Management Committee.
4. When approved by the Management Committee, organise and supervise all work on the Memorial.
5. Accept and approve applications for the placement of memorial plaques.
6. Accept and approve applications for the lodgement of ashes and the organisation of services if appropriate.
7. Through the Treasurer, submit invoices for payment of Memorial Plaques and placement of ashes.
8. To review the SOPs for the Memorial and recommend changes to the Management Committee.
9. To place orders for Memorial Plaques and ashes containers and plaques.
10. To liaise as required with the Army Museum and Commander ALTC..
11. To maintain a record of the history of the Memorial. (Attachment A is a background brief of the history leading up to the dedication)

Meetings

Meetings of the Sub-committee will be held as required but not less than each two months.

Minutes will be kept by the Sub-committee and a report will be made at each Management Committee Meeting and posted on the Web site.

Finance

The Association Treasurer will maintain a separate account column for the memorial that will show income derived by fund raising and transfer of funds from the Association and expenditure approved by the Sub-committee and the Management Committee.

**A BRIEF HISTORY OF THE BACKGROUND TO THE CONSTRUCTION OF
THE MEMORIAL**

5. The Memorial
 - a. In 2004, it was suggested by Frank Poole to his Intake (10th) that the Apprentices School should have some permanent recognition and an approach was made to the Australian War Memorial for plaque to be placed at the AWM. Initially this was received favourably but the submission would need to be from a representative association.
 - b. It then fell on Frank Poole to raise the Australian Army Apprentices Association and when constituted and raised in 2006 a formal submission was made to the AWM.
 - c. Unfortunately, it was then realised by the AWM that they were bound to only recognise "units" and by definition the Army Apprentices School was not a "unit".
 - d. The Memorial was the idea of Frank Poole (10th AD), who also produced the original design assisted by Rob Hanlin (10th AD). Following late comments from other stakeholders in the Memorial Garden, it was necessary to modify the design, which was done by Frank Poole. Corporate, Government, in kind and by appeal fund raising was also coordinated by Frank Poole.
 - e. The Memorial was constructed by Premier Construction supervised by Wally Spinelli for a subsidised cost of \$24,000.
 - f. The Memorial is intended to be a "living" memorial that will enable Apprentices to record their lives with plaques and the repository of ashes of Apprentices and their spouses. There will also be the acknowledgement of those who contributed to the construction of the Memorial.
 - g. The design of the Memorial incorporates many of the icons that Apprentices relate to:
 - i. The gates are representative of the Marine memorial Gates at Balcombe and the back gates from Balcombe that now flank the entrance to Latchford Barracks. These gates were constructed and donated by the staff and trainees of the Australian Army Training Centre and RAEME as a gift from the "new" to the "old" Army Apprentices.
 - ii. The supporting pillars and wing walls represent the entrance to the parade ground at Balcombe and are constructed in English bond, the same distinctive bond as used in the original wall. The bricks for these, and other brickwork was donated by Greg Bayliss (21 VM) (Greg Bayliss Brick Supplies)
 - iii. The Apprentice badge sculpture signifies the unifying badge of all Army Apprentices and this sculpture was manufactured and donated by Ray Bertazzo (34 F&T) (Bertazzo Engineering).
 - iv. The flag pole allows for two flags to be flown over the Memorial, one the Australian National flag signifying the loyalty sworn by all Apprentices to Australia and the other the Army Apprentice Association flag signifying the comradeship

that exists between all Army Apprentices. This flag pole has been built and erected by the Staff and trainees of the School of Military Engineering and donated by the RAE.

- v. The Paved courtyard represents the parade grounds of Balcombe and Latchford, which all Army Apprentices knew intimately. The engraved pavers represent just some of the Apprentices who marched over their surfaces. The concrete for the courtyard and other works was donated by Pronto ReadyMix of Albury.
- vi. The Memory Wall behind the gates is for the repository of ashes of Apprentices and their spouses and has been financed directly from Association Funds as a gift from all Apprentices.
- vii. The Dedication Plaque is located in front of the Badge Sculpture, both of which are framed by the brickwork of the reflection garden. The dedication reads "*This Memorial is dedicated to the 8000 Australian youths who trained at the Australian Army Apprentices School at Balcombe and later at Bonegilla between 1948 and 1995. These soldiers used the skills and personal values instilled during their time at the school to ensure the continuing high standards of technical efficiency of the Australian Army. The Memorial particularly recognises those Apprentices who paid the supreme sacrifice whilst serving in Australia and overseas, and those few earlier Apprentices recruited and trained at the start of WWII.*",
- viii. The rose gardens flanking the front of the Memorial hold black and white roses to represent the colours of the Army Apprentice flashes.
- ix. The names "BALCOMBE" and "BONEGILLA" on the wing walls reflect the Balcombe entrance gates to the parade ground and recognise the location of the two Army Apprentice School sites.

6. Sponsorship and Donations

- a. The total raised in sponsorship and donations was:
 - i. Cash donations; \$20,840.00
 - ii. Sponsorship/in kind: \$14,890.00
 - iii. Total: \$35,810.00
- b. A schedule of donors is attached as Attachment B.