
FLEET AIR ARM ASSOCIATION OF AUSTRALIA

NATIONAL EXECUTIVE

Minutes of the Executive Meeting held via ZOOM
09 Mar 2023 at 0930

ATTENDANCE

| | |
|------------------------------------|---------------------------------------|
| <i>Immediate Past President</i> | M. Campbell (<i>Joined at 0950</i>) |
| <i>Vice President - Chairman</i> | P. Carey |
| <i>Secretary</i> | T. Hetherington |
| <i>Treasurer</i> | J. Caldwell |
| <i>Membership Database Manager</i> | P. Norris |
| <i>Webmaster</i> | M. Peake |

APOLOGIES

NIL

ACCEPTANCE OF PREVIOUS MINUTES

| | |
|-----------|-----------------|
| Proposed: | T. Hetherington |
| Seconded: | P. Norris |
| CARRIED | |

BUSINESS ARISING FROM SEPT 2022 EXECUTIVE MEETING

- 1. Association Patron* – The Chairman explained that the position is vacant and there are no nominations.
- 2. Recruiting, Retention, and Engagement with Members* – No action at present but will be an FCM discussion point.
NFA
- 3. Fees and Charges to Divisions* – No action at present but will be an FCM discussion point.
NFA

4. *Signage for Errol Kavanagh Memorial Oval* – Marcus reported that the new sign is *in-situ* however the old sign has not been removed.
ACTION: MARCUS PEAKE
5. *A-4 Book* - \$8,000 raised in 3 weeks from 38 donors. Hoping for book to be released in September 2023.
ACTION: MARCUS PEAKE
6. *Nowra Veterans' Wellbeing Centre* – Phil Carey has engaged with staff at the Centre, and it is fully operational and functioning well. Future funding remains an issue.
ACTION: PHIL CAREY
7. *Welfare Officer* – NSW Member John Macartney has been approached by Mark Campbell and he is willing to be nominated.
NFA
8. *Secretary's Activities*
 - a. Terry's new printer is operating well.
 - b. Tasmanian Division has a new president and is continuing to operate.**NFA**
9. *Supply of Association Caps* – James proposed that he be allocated an amount of money to source caps at the best value. Proposed by Marcus, seconded by Terry that \$1000 be allocated. CARRIED
ACTION: JAMES CALDWELL

MARK CAMPBELL JOINED THE MEETING AT 0955

10. *H Hangar Fire* – Mark recommended to drop this action until further is heard from Ian Carroll.
NFA
11. *Installing Welfare Officer* – Discussion was held on the process to install a Welfare Officer, and on the limitations to be imposed on that position. Mark to review and amend any existing draft SOP's and continue discussions with the prospective member.
ACTION: MARK CAMPBELL
12. *Membership Database* – The current database has been superseded and has many limitations. Marcus and Paul to investigate and propose updated options and cost.
ACTION: PAUL NORRIS & MARCUS PEAKE

CORRESPONDENCE

1. The Secretary's Report (Appendix B) showed incoming and outgoing correspondence since the September National Executive meeting. No questions were raised on this report.

Correspondence Report Proposed: T. Hetherington

Seconded: M. Peake
CARRIED

IMMEDIATE PAST PRESIDENT'S REPORT

1. Nothing significant to report.

VICE PRESIDENT'S REPORT

1. Nothing significant to report.

TREASURER'S REPORT

1. Treasurer James Caldwell confirmed that all Executive members had received the report he had distributed, and he noted that the financial situation was sound. The Slipstream Account is sound due to the reduction in the Editor's expenses. (Appendix A).
2. James requested advice on the fixed term deposit. He will prepare recommendations and request comments prior to the 4th July maturity date of the account.
3. James has received claims from WA and SA for travel to attend the FCM. Mark explained the accepted policy for earlier FCM's, i.e., that claims will be considered on an occurrence basis with the National Executive accepting liability for UP TO 50% of travel costs.

Treasurer's Report Proposed: J. Caldwell
Seconded: M. Campbell
CARRIED

SECRETARY'S REPORT

1. Terry Hetherington written attached. (Appendix B)

Secretary's Report Proposed: T. Hetherington
Seconded: M. Campbell
CARRIED

WEBMASTER'S REPORT

1. Marcus apologized for the lack of a written report.

- Marcus stated that the website designer WEBICS has advised an alteration to their scale of charges, which in his opinion is not satisfactory. He intends to visit the company in person to discuss his concerns.

Webmaster's Report Proposed: M. Peake
Seconded: P. Norris
CARRIED

DATABASE MANAGER'S REPORT

- Paul Norris noted that his written report had been distributed, to which there were no questions. (Appendix C)

Database Manager's Report Proposed: P. Norris
Seconded: T. Hetherington
CARRIED

GENERAL BUSINESS

- The concept of charging a fee for FlyBy* – Marcus spoke to this matter, and explained some of the difficulties that would be encountered. Non-members applying to receive FlyBy receive three editions and are then invited to join the Association. Marcus emphasised that the effort to set up a system of charging non-members is not worth the effort.
Mark and James spoke in support of a charge being levied but conceded that there would be a financial cost as well as extra effort imposed on Marcus.
Phil Carey proposed that the Nat Exec members consider the options and be prepared to finalise the matter at the next NE meeting.

ACTION: ALL

- Distribution of monies raised under the auspices of the Fleet Air Arm Association title* – General discussion addressed the distribution of funds raised by means of raffles or other fund-raising activities by Divisions. It was agreed that Division-based fund-raising is a matter for each Division, with the profits raised being retained by that Division.

MARK CAMPBELL LEFT THE MEETING AT 1100

- Policy on FCM Format For 'Non-Election' Years* – Terry proposed that a formal decision be made on conducting the FCM in a 'non-election' year be conducted by Zoom.
The Nat Exec members agreed unanimously.
CARRIED
- Constitution articles pertaining to National Executive vacancies* – Phil Carey explained the process as per the Constitution for calling a Special FCM to appoint or elect a

National Executive member to a position that is vacant or has been vacated. Amendments may be necessary in the future to refine the structure of the current process.

5. *Slipstream soft-copy ISSUU Format* – Paul Norris enquired about resumption of the use of ISSUU. Terry stated that he will be reconsidering its use for future issues.

Meeting Closure and scheduling of next Meeting

The meeting closed at 1106.

Next meeting: To be Advised.

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Phil Carey
Vice President / Chairman

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Terry Hetherington
Secretary

DRAFT

Appendix A. Treasurer's Report

FLEET AIR ARM ASSOCIATION of AUSTRALIA

BALANCE SHEET

As at 08 MAR 2023 (in Aust Dollars) (Accrual Basis)

*Note by Webmaster. Figures in this balance sheet have been removed for this on-line version.
Contact the National Treasurer for details, if required.*

| <u>ACCOUNT</u> | <u>BALANCE</u> | |
|-----------------------|-----------------------|-----------------|
| <u>ASSETS</u> | 02.09.22 | 08.03.23 |

Cash and Bank Accounts

| | |
|-----------------------------|----------|
| FAAA (Aust) General Account | 10003851 |
| FAAA (Aust) SS Account | 10003850 |

FAAA (Aust) Fixed Term Deposit 70004864
(Matures 04 July 2023) @ 0.75%)

Total Cash and Bank accounts

SHOWN ASSETS HELD AT BANK

LIABILITIES & DEPOSITS

Plus O/S Accounts & Dep

TOTAL LIABILITIES & EQUITY

James E Caldwell
Treasurer
08.03.23

Appendix B. Secretary's Report



FLEET AIR ARM ASSOCIATION OF AUSTRALIA

NATIONAL EXECUTIVE SECRETARY'S REPORT 09th MARCH 2023

Correspondence (24 Sep 2022 ~ 08 Mar 2023)

| DATE | SENDER | IN |
|-----------|-------------------------------|---|
| 24 Sept | LCDR Desmond Woods | Funeral arrangements for Don Sandberg |
| 30 Sept | Denis Mulvihill | Funeral arrangements for Terence Thornett |
| 06 Oct | Keith Taylor | Funeral arrangements for Robert Gilmour |
| 12 Oct | Community Grants Hub | Application for DVA Grant A-4 book |
| 20 Oct | LCDR Desmond Woods | Funeral arrangements for Bryan Matthews |
| 25 Oct | Marcus Peake | Advice to Tasmania Division re winding-up |
| 25 Oct | George Sydney | Request for advice on presentations |
| 26 Oct | Howard Self | Change of address for George Self |
| 28 Oct | Denis Mulvihill | Advice on FCM travel allowances |
| 02 Nov | John Macartney | Passing of Keith Baker |
| 04 Nov | Roger Harrison | Letter to Mark Campbell from SA Division |
| 08 Nov | WA Associations Branch | Scam Alerts |
| 10 Nov | Keith Taylor | Advice of resignation as WA Sec. WEF Feb 2023 |
| 21 Nov | Dennis Hinds | Tasmania Division decision to not wind-up |
| 25 Nov | John Stewart | Queensland Division Remembrance Day report |
| 04 Dec | Keith Taylor | New WA member's details |
| 01 Dec | Ron Batchelor | Advice on Slipstream delivered to printers |
| 05 Dec | Ian Henderson | Passing of Robert Bryce |
| 16 Dec | Toz Dadswell | Request to promote new book in Slipstream |
| 11 Jan 23 | Mal Smith | Request for advice re Sydney Anzac Day march |
| 13 Jan | Marcus Peake | Change in FlyBy policy re access to non-members |
| 16 Jan | Marcus Peake | Denial of DVA grant for A-4 book |
| 16 Jan | Marcus Peake | Fund-raising proposal for A-4 book |
| 18 Jan | Peter Greenfield | Acceptance of fund-raising proposal |
| 13 Feb | Paul Norris | Advice of Jim Bush becoming WA Div secretary |
| 27 Jan | Roger Harrison | SA Division newsletter for Slipstream |
| 02 Feb | Graham Nicholas | Tasmania Division AGM advice on new President |
| 17 Feb | LCDR Desmond Woods | Funeral arrangements for James Buchanan |
| 26 Feb | Sharron Spargo | WA Division newsletter for Slipstream |
| 27 Feb | Phil Carey | Legal advice on Nat Exec vacancies |
| 02 Mar | Michael Kus | New Tasmania President introductory letter |
| DATE | RECIPIENT | OUT |
| 25 Sept | Michael Sandberg | Condolences on the death of Donald Sandberg |
| 24 Oct | Ray Eberle | Invoicing for FAA Seminar and FCM 2022 |
| 25 Oct | George Sydney | Details on presentation plaques |
| 28 Oct | Dick Martin & Denis Mulvihill | Enquiry re FCM travel expenses |
| 04 Nov | Mark Campbell | SA Division letter of thanks |
| 15 Nov | Keith Taylor | Letter of thanks for service to FAAAA & WA Div |
| 15 Nov | All Division Secretaries | Petition re DFRDB super payments |
| 21 Nov | Dennis Hinds | Advice re State constitution template |
| 05 Dec | Keith Taylor | Re new WA member Stephen Nota |
| 05 Dec | National Executive | Draft FCM 2022 minutes for approval |
| 09 Jan 23 | Chris Fealy | Artwork for Vic Division brochure |
| 12 Jan | National Executive | Secretary's computer replacement |

DRAFT

| | | |
|--------|---------------------------------------|---|
| 11 Jan | Mal Smith | Advice re Sydney Anzac Day march |
| 19 Jan | All Division Presidents & Secretaries | National Secretary's bulletin post 2022 FCM |
| 19 Jan | Roger Harrison | Advice re continuation of Slipstream magazine |
| 22 Jan | Jeff Dalgliesh | Reply re concern about Slipstream article |
| 31 Jan | Mike Keogh | Insurance policy documents to WA Division |
| 06 Feb | Queensland President & Secretary | Advice re passing of Qld. Member John Ahern |

2022 Federal Council Meeting, FAA 75th Anniversary and ANI Seminar

From my perspective all the events went off reasonably well. Members who gathered at the Shoalhaven Ex-servicemen's Club dinner on the evening of the Freedom of Entry march were happy to enjoy each other's company rather than rushing off to witness the Beat Retreat ceremony.

Slipstream

Distribution of the December edition went ahead as planned; however I was disturbed by the action of Ron Batchelor in not contacting me to do a proof-read or quality check before he sent it to the printer.

I wish to thank James Caldwell and his staff for the use of his office and boardroom for the packing, stacking and mailing. Helpers included Ron Batchelor, Dick Martin and Fred Dawson.

Three Divisions have submitted reports for the April edition, and I have a plentiful supply of material for inclusion in this edition. The main feature is on FAA members who received Australia Day honours in 2023. I have written to the new CO ALBATROSS, CAPT Scott Palmer asking for a foreword, and for permission to publish his bio and photograph. I am targeting 21st March to go to the printer.

Secretary's Office Equipment

With the acquisition of the new colour A3 printer-scanner-copier and the replacement desktop computer, I am very satisfied with the performance of these new devices.

State Division Executives

WA Division had their AGM in January and the one change on the executive was Jim Bush taking over as Secretary from Keith Taylor.

Tasmania Division held their AGM in February, and the new President is Michael Kus. They have gained two new members and are confident of continuing as a viable Division.

NSW Division AGM is to be held next Saturday, 11th March.

This concludes my report.

Terry Hetherington OAM
NATIONAL SECRETARY
08 March 2023

Appendix C. Database Manager's Report

National Membership Database Manager's Report for National Executive Meeting 9th March 2023

Membership Database Activities Since 2022 FCM

Membership Database Management activity since the FCM has been routine with membership updates following advice from Div Secretaries or Treasurers of member subs payment, processing new memberships (only 9), cancelling those that chose to resign or not renew (5 to date), and sadly recording a growing list of members who have 'Crossed the Bar' (15 + 4 previous members).

In addition to the December softcopy Slipstream promulgation advice emails, I have also processed a bulk email mailing advising of the 2023 NSW Div AGM.

Changes from the latest Australia Post sort codes for the period 24th Feb 2023 to 24th Aug 2023 have been incorporated into the database (minimal changes this time around).

Membership Statistics

Our current membership stands at 768 members, unfortunately another drop from 767 as at the FCM.

Since the FCM we have gained 9 new members, as follows:

- a. 3 for NSW Div, 2 Associates and 1 previous member
- b. 2 for VIC Div, 1 a previous member
- c. 2 for QLD Div; and
- d. 2 for WA Div.

Offsetting the 9 new members, we lost 20 members; 5 resignations and 15 members who sadly "Crossed the Bar", and we currently have 1 membership application pending.

However, of the 768 members mentioned above, only 582 are recorded as being financial for 2023 based on current advice received from Divisions, with 186 still to renew, as detailed below:

| Division | Current | Expired |
|-----------------|----------------|----------------|
| NSW | 268 | 99 |
| ACT | 69 | 2 |
| VIC | 67 | 8 |
| TAS | 0 | 15 |
| SA | 26 | 15 |
| WA | 65 | 8 |
| QLD | 87 | 39 |

Upcoming Activities

I will be attending the QLD Div 2023 AGM to be held on Sunday 19th March and will consider joining the committee if need be. Other than that, it will be just continuing to chase up Divisions for details of any further subs payments, providing the mailing list for the March hardcopy Slipstream and sending out the softcopy emails.

Paul Norris

FAAAA National Membership Database Manager