AUSTRALIAN FLYING CORPS & ROYAL AUSTRALIAN AIR FORCE ASSOCIATION
(NEW SOUTH WALES DIVISION) INC
MINUTES OF THE ANNUAL GENERAL MEETING
HELD ON WEDNESDAY 25 AND THURSDAY 26 MAY 2016
AT THE WESTS LEAGUES CLUB, NEW LAMBTON

WEDNESDAY 25 MAY: INFORMATION SESSION
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1. Meeting OPENED at 1335 hours by the State President, Ron Glew, who welcomed everyone and explained the basic domestic matters.

2. PRESENT: As recorded on the separate Attendance Sheets

3. The ODE TO THE FALLEN was led by Bill Ferguson.

4. The NATIONAL ANTHEM was sung, led by Gordon Johnstone

5. APOLOGIES: As recorded on the separate Apologies Sheets.

   MOTION: That the apologies be accepted.

   Bill Schuberg/Gordon Johnstone - Carried

6. AFFIRMATION OF LOYALTY
   "We, the members of the New South Wales Division of the Royal Australian Air Force Association, assembled at New Lambton for the Annual General Meeting of the Australian Flying Corps and Royal Australian Air Force Association (New South Wales Division) Incorporated, convey through His Excellency the Governor of New South Wales, Loyal and Affectionate Greetings to Her Majesty the Queen and to His Royal Highness Prince Phillip, Duke of Edinburgh, and our earnest prayers for Her Majesty’s happy and peaceful reign."

   MOVED BY: Philip Speet, Seconded by Gordon Johnstone, and Carried unanimously.

7. MINUTES OF THE STATE ASSEMBLY held on 6 May 2015 and the ANNUAL GENERAL MEETING held 7 May 2015 had been distributed and were taken as read.

   MOTION: That the Minutes of the State Assembly held 6 May 2015 and of the Annual General Meeting held 7 May 2015 be confirmed

   Bill Schuberg/Dick Wills - Carried

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8. MATTERS ARISING FROM THE MINUTES:
   a) Uniform Association Badge: This has now been approved.
   b) Canterbury – Bankstown Premises: Philip Speet reported briefly that the Division had taken over responsibility, and half the value was included in our financial accounts as assets. We now get some income from rental, and all seems to be going well.

9. PRESENTATION OF REPORTS: The written reports were included in the folders of papers, and the presenters had the opportunity to speak on the main points.
   a) President's Report: Ron Glew thanked the Council members for their work and support, and thanked Bill Schuberg for his regular work as a volunteer in the office. There was discussion about a possible increase in the National capitation, with Neil Smith speaking against it. David Leach asked whether National had provided any financial report. The question was raised whether we need NATMEMS.
   b) Administration Officer: Carol Moreau spoke briefly to her report.
   c) Treasurer's Report: Philip Speet explained some of the details in the accounts. It was noted that a couple of figures needed to be checked.
   d) Branch Administration and
   e) ICT/Website: Dick Wills presented his two reports together and spoke briefly. He introduced Steve Smith and thanked him for all his computer assistance. Steve then explained in detail what he had been doing to develop the membership management system and how it could be operated.

The meeting was adjourned at 1505 hours for afternoon tea and resumed at 1530 hours for a Question and Answer session which led to considerable discussion about various aspects and details. Dick Wills then thanked Steve Smith for the work he had done and for his participation in the meeting.

f) RAAFA (NSW) Publications: Neil Smith outlined the history of setting up RAAFA (NSW) Publications, the development of "The Advocate", and then the difficulties and disappointments over the last year, particularly the unsuccessful bid to take over the publishing of "Wings". Although "The Advocate had been shut down, the Company continues and will produce the annual "Welcome to ________" magazines for RAAF Williamtown and RAAF Richmond, which are expected to make a reasonable profit that should, within a few years, enable full repayment of the loan from RAAFA (NSW).

Ron Glew emphasised the Commercial-In-Confidence status of Neil Smith's report.
g) Ceremonial and Events: Gordon Johnstone spoke about the increasing difficulty of getting current serving personnel to take part in Cenotaph ceremonies, and encouraged Branches to ensure representation as much as possible.

h) Advocacy, Entitlements and Support: Richard Kelloway spoke in some detail about changes in AES and TIP work and training, and the need to contact veterans on their own terms rather than on ours.

i) National Council, "Wings" and NATMEMS: Ron Glew summarised what had already been covered in other reports. There was considerable discussion, especially on ways to develop awareness among younger serving personnel, such as Facebook.

10. BRANCH SUBMISSIONS: Nil

11. WORKSHOP SESSSIONS ON MOTIONS (for tomorrow morning)

   a) Capitation Fees: There was brief discussion about the possibility that National might increase its requirement.

   b) Rescission: Ron Glew spoke about the background and the rationale for the proposed rescission. There was considerable discussion, including:
      - the desirability of maintaining expenditure within income
      - the expectation that investment income will increase
      - the possible adoption of a resolution which would give the State Council an aspirational benchmark for the Division’s budget
      - the suggestion that membership subscriptions be raised by small increments regularly, rather than be maintained for a long period and then be raised by a large amount.

   c) Blue Membership Cards: Discussion included the following points:
      - Some people regard it as their receipt for payment.
      - It is not the same as, say, an RSL card which provided entry to premises.
      - Costs are involved – printing, envelopes, postage.
      - National is considering the issue of plastic cards.
      - It might be sent only on request, e.g. if the member ticks a box on the renewal form.
      - It was agreed that a motion be presented tomorrow, to add the words “unless the individual member requests it”.

The meeting was adjourned at 1715 hours, to allow free time before the Dinner at 1900 hours.
THURSDAY 26 MAY: BUSINESS SESSION

12. The President OPENED the morning's session at 0900 hours and welcomed all those present.

13. PRESENT: As recorded on the separate attendance sheets.
APOLOGIES: As recorded on the separate Apologies Sheets.
MOTION: That the apologies be accepted.

14. WREATH LAYING: A brief wreath laying Ceremony was conducted by Ron Glew and Geoff Usher. (Following the meeting, the wreath was moved to the memorial by the gate to the park opposite the club.)

15. PRESENTATION OF TROPHIES: Ron Glew, Bill Ferguson and Bill Schuberg presented the following trophies:
Vice Presidents Trophy – Bomber Command Branch and Sunderlands Branch – (Shared)
Claude H. Vautin Trophy: Fighter Branch
Branch Efficiency Award: 3rd Place: AIRT/AAFC Branch
2nd Place: Coffs Harbour Branch
1st Place: Ballina Branch

16. ADOPTION OF REPORTS:
   a) President: Ron Glew summarised his report, thanked the retiring Council members, and responded to questions.
      MOTION: That the President’s Report be accepted.
      Philip Speet/Peter Ring – Carried

   b) Administration Officer: Carol Moreau spoke about the need for Branches to inform the office of the results of elections at their annual general meetings and of any changes during the year. She asked that Branches let their members know about events held in Sydney which they may be able to attend.
      MOTION: That the Administration Officer’s Report be accepted.
      Ron Glew/Joan Johnstone – Carried

   c) Treasurer: Philip Speet explained the corrections to be made to his report and added some comments, including his thanks to Carol Moreau for her work in the office.
      MOTION: That the Treasurer’s Report be accepted and the Financial Accounts and Auditor’s Report be approved.
      Philip Speet/Dick Wills – Carried

   d) Branch Administration: Dick Wills referred to Steve Smith’s presentation yesterday and added a couple of comments.
      MOTION: That the Report on Branch Administration be accepted.
      Dick Wills/Philip Speet – Carried
e) ICT/Website:
MOTION: That the Report on ICT/Website be accepted.
Dick Wills/Philip Speet – Carried

f) RAAFA (NSW) Publications: Neil Smith gave a brief summary and responded to a couple of questions. He explained that the "Welcome to Williamtown" magazine includes three pages of RAAFA material, and invited submission of material by July for inclusion in the 2017 “Welcome to...” magazines.
Philip Speet explained that the RAAFA (NSW) Publications accounts are being separately audited, and expressed appreciation of Neil Smith’s work.
MOTION: That the report on RAAFA (NSW) Publications be accepted.
Neil Smith/Dick Wills – Carried

Ceremonial and Events: Gordon Johnstone thanked Carol Moreau for her work in the office and spoke about the two annual Cenotaph ceremonies. He encouraged people to attend the Battle of Britain ceremony on 15 September, after which it is hoped that there will be a harbour cruise lunch.
MOTION: That the Report on Ceremonial and Events be accepted.
Gordon Johnstone/Ray O'Donoghue – Carried

h) Advocacy, Entitlements and Support: Richard Kelloway spoke briefly to supplement his written report. He explained that he will be retiring from State Council because of his commitments at National level, where he will continue to work with Ron Glew. He expressed his appreciation of the friendship and support he had received from the Division during his time on the Council.
Ron Glew added some comments about the high standard of training and expertise for practitioners in New South Wales, especially in comparison with some other States, and thanked Richard for his work.
MOTION: That the Report on Advocacy, Entitlements and Support be accepted.
Ron Glew/Gordon Johnstone – Carried

i) RAAFA National: Ron Glew referred to the Annual General Meeting to be held in Melbourne 7 & 8 June, which he and Richard Kelloway will attend. He noted that he sends the National Council Minutes to Branch Secretaries, and reminded people that "Wings" is now available free to all members either by email or by post as hard copy.
MOTION: That the Report on RAAFA National Council be approved.
Ron Glew/Richard Kelloway – Carried

17. CITATIONS, HONOURS AND AWARDS: There were none submitted this year.

The meeting was adjourned at 1030 hours for morning tea, and resumed at 1100 hours for the final Business Session, which began with the President presenting several Long Service Certificates.

18. CAPITATION FEES:
MOTION: That the Capitation Fees be set at $10.00 for the year commencing 01 January 2017.
Gordon Johnstone/David Leach – Carried

19. RESCISSION: Geoff Usher read the two proposed additional Motions arising from yesterday's discussions, and Ron Glew spoke briefly on the Rescission Motion, before they were formally voted on.
MOTION: That the motion passed at the Annual General Meeting held on 20 June 2014 – Item 13 (b) – that with effect from 1 January 2016 State Council is to have reduced its operating costs to no more than 80% of the revenue – be rescinded.
Ron Glew/Philip Speet – Carried

MOTION: That the incoming State Council develop a budget, including an aspirational benchmark for expenditure, for submission to next year’s Annual General Meeting.
Peter Ring/Bob Redman – Carried

MOTION: That during the coming year State Council is to take all reasonable steps to maintain expenditure at or below income levels.
Richard Kelloway/Alan Wylie – Carried

20. BLUE MEMBERSHIP CARDS: Dick Wills referred to Bylaw 8 (4) to explain that issue of the cards is already optional, and the proposed Motion was withdrawn by agreement.

21. ELECTIONS:

MOTION: That Mike Lavercombe be appointed as Returning Officer and that Alan Wylie and Geoff Peterkin be appointed as scrutineers.
Dick Wills/David Leach – Carried

Mike Lavercombe then conducted the Elections and began by formally declaring that Ron Glew and Philip Speet were elected unopposed as President and Treasurer.

A ballot was held for the position of Secretary for which Peter Ring and Geoff Usher had been nominated. The result was Peter Ring 24, Geoff Usher 13, and Mike Lavercombe declared Peter Ring elected.

A ballot was then held for the two positions of Vice-President, for which David Leach, Geoff Usher and Dick Wills had been nominated. The result was Dick Wills 32, David Leach 27, Geoff Usher 15, and Mike Lavercombe declared Dick Wills and David Leach elected.

The results of the two ballots meant that there were only five nominations left for the five vacancies as State Councillors, so Mike Lavercombe declared Geoff Usher, Neil Smith, Robert Redman, Ian Woods and Gordon Johnstone elected.
MOTION: That the ballot papers be destroyed.
Mike Lavercombe/Gordon Johnstone – Carried

Mike Lavercombe then handed over to Ron Glew, who thanked Mike, Alan Wylie and Geoff Peterkin for managing the elections.

22. APPOINTMENT OF AUDITOR:

MOTION: That Murray A. Richardson be appointed as Auditor for the financial year ending 31 December 2017.
Philip Speet/Jim Treadwell - Carried
23. ARRANGEMENTS FOR 2017 ANNUAL GENERAL MEETING: It was agreed that the AGM be held at Canterbury Bankstown in May 2017, with the State Council to finalise arrangements.

24. ACKNOWLEDGEMENTS AND THANKS: Ron Glew thanked everyone for their work and support, including retiring Councillors Guterres and Dowling for their dedication and support and Carol Moreau, Bill Schuberg, Philip Speet, Dick Wills, Neil Smith, Gordon Johnstone, and his daughter and other Atlassian personnel.

He concluded by thanking everyone for their attendance and participation.

25. Meeting CLOSED at 1150 hours.