



RAAF Association (NSW Division) - RADAR Branch
Minutes of the RADAR Branch Meeting

Held at the Stockton RSL Club, 29 Douglas Street, Stockton NSW
on Friday, 18 May 2018

Members Present

Bruce Niblett	President	Chair
Ray O'Donoghue	Vice President	
Tony Rogers	Treasurer	
Ian Gibson	Secretary	
Diane Taylor	Events Officer	
Jim Stewart	Branch Historian	
Narelle Owen	Committee member	
David Winkleman	Member	

Apologies

Bob Treloar	Patron
SQNLDR Dean Paterson	Membership Officer
Howard Campbell	Asst Historian
John King	Committee member
Terry Withers	Member

ITEM 1: Meeting Open and Introduction

The Chair welcomed attendees. The meeting was declared open at 1102, pausing for one minutes silence for deceased comrades.

ITEM 2: Acceptance of the minutes of the previous meeting

The minutes of the meeting held at Stockton RSL Club, 29 Douglas Street, Stockton NSW on Friday, 16 March 2018 had been distributed via email. There were no issues raised regarding the minutes.

Motion: That the minutes from the 16 March 2018 meeting be accepted.

Moved: Bruce Niblett **Seconded:** Narelle Owen

Motion Carried

ITEM 3: Business arising from the minutes of the 16 March 2018 meeting

The following items of business arose from the minutes of the 16 March 2018 meeting:

- a. **Action 4/3/17:** FSGT GJ Darrigo to provide a digital copy of the RADAR Branch Charter to Bill Forsbey. **Ongoing.**
- b. **Action 2/6/17:** WOFF Scotty Doring to contact LEUT McFerran and clarify status of Facebook page and determine future responsibilities. **Ongoing.**
- c. **Action 6/1/18:** Ian Gibson (or other newly elected secretary) to advise Australian Business Register of Branch office bearers immediately following the Branch AGM. **Open.**
Tony Rogers suggested that Ian Gibson contact Bill Forsbey (Advocacy Officer) to address this issue as he is actually recorded as the Administrator for updates in The Australian Business Register.
- d. **Action 8/1/18:** Ray O'Donoghue to make a faux wreath and deliver to next meeting (16 Mar 18). **Closed.**
- e. **Action 9/1/18:** Ian Gibson to organise purchase of wreath for Air Force birthday and Newcastle ANZAC Day main service. **Closed.**

Minutes: RADAR Branch Committee Meeting of 18 May 2018

- f. **Action 1/2/18:** Bruce Niblett to advise Division of the Branch's inability to attend and convey our apologies. **Closed.**
- g. **Action 2/2/18:** Diane Taylor to confirm the Club's availability (for the AGM) at the conclusion of the meeting. **Closed.**
- h. **Action 3/2/18:** Ian Gibson to advise OC41WG of decision to hold AGM at RSL and the reasons for the decision and to invite 41WG staff to attend. Also to request attendance of the award winners at the AGM to facilitate presentations. **Closed.**
- i. **Action 4/2/18:** Ian Gibson to dispatch AGM advice to Branch members. **Closed.**

ITEM 4: Correspondence

The following email correspondence had been received by Ian Gibson:

- a. Emails to/from Ian Gibson and 3CRU CO (WGCDR Jason Burstow), T/CO (SQNLDR Alesha Cantelo, WOFFOPS (WOFF Brian Holdcroft) and 41WG WOFF (WOFF Scotty Doring) regarding support to the Branch for ANZAC Day.
- b. Emails to/from Ian Gibson and Stephen Finney (Vice President, City of Newcastle RSL Sub-Branch) regarding Branch participation in Newcastle ANZAC Day events.
- c. Emails to/from Ian Gibson and Branch members regarding Branch AGM (notification of elections, committee nominations, apologies, agenda and office bearers reports etc).
- d. Email to/from Ian Gibson and OC 41WG regarding arrangements for the Branch AGM and ANZAC Day support.
- e. Emails to/from Ian Gibson and Narelle Owen, Diane Taylor and SQNLDR Tracey Moran (44WG) and SQNLDR Dean Paterson (SO2STAND 41WG) regarding the delivery of presentation books and plaques for the winner of the Stuchbury Award (44WG) and the Ulett and Pither Awards (41WG).
- f. Emails to/from Ian Gibson and GPCAPT Pat Cooper (OC44WG) regarding his presentation of the Stuchbury Award.
- g. Emails from Ian Gibson to GPCAPT Lyle Holt (OC 41WG) and CO 3CRU (WGCDR Jason Burstow) covering thankyou letters for ANZAC Day support.
- h. Email from Diane Taylor to WOFF Brian Holdcroft (3CRU WOFF OPS) thanking him for his support to the Branch in organising ANZAC Day participation this year, including lunch, the Branch banner and vehicles. Diane's sentiments were echoed by all in attendance and Ian Gibson noted that he had also made special mention of WOFF Holdcroft's efforts in his thankyou letter to CO 3CRU.

ITEM 5: Office Bearers Reports

Treasurer's report (Annex A)

Tony Rogers advised that he had moved the Year to Date (YTD) to the 5th May to capture all payments to ANZAC Day 2018, so the current report would be up to date. The total funds available indicate a loss YTD of (\$21.26), compared to post-ANZAC Day accounts 2017.

Motion: That the Treasurer's Report be accepted.

Moved: Tony Rogers **Seconded:** Diane Taylor

Motion Carried

Tony then thanked Ray O'Donoghue for his efforts in purchasing books for the Ulett, Pither and Stuchbury awards, noting that it was resulting in savings for the Branch.

Minutes: RADAR Branch Committee Meeting of 18 May 2018

Membership Officer's Report (Annex B)

Ray O'Donoghue commented that he had dispatched his report this morning and it was available via a Dropbox link. Ray then advised that it is a limited report as there had been little change and no additional members since the March report. Tony Rogers commented that there has been one new member; SGT Cassandra Grace (a still serving member) and that in Ray's absence overseas, he had accessed MMS to enable him to pay Cassandra's capitation to Division. Ray said he would check and fix up. Ray then stated that he will contact the newly elected Membership Officer (SQNLDR Dean Paterson, absent from today's meeting), and arrange a HO/TO meeting that was liable to take a couple of hours. Ray had then found (via his i-Pad) that Cassandra Grace's details **are** on his membership list, so he must have added her prior to departing overseas in April. Tony then said he had sent her badge and membership card to her.

ITEM 6: General Business

a. Meeting schedule/timings (Diane Taylor): Diane stated that she thought it would be more relevant if we had a year plan with meeting dates planned ahead. Diane tabled a draft plan (Annex C) for the remainder of 2018 and for all of 2019. This plan would necessitate skipping a monthly meeting to 'get on track', adding that the final meeting for the year would be held in December (14th), enabling a Christmas luncheon to be held on the same date. Over the last several years, there has been no Xmas luncheon due to the final meeting being held in November. Further, Diane's plan would mean the first meeting of the year would be in February, avoiding school holidays and many people being away. The AGM would then be held in tandem with a normal meeting in April, obviating the need to have effectively, three meetings in successive months (March, April-AGM, and May), with the next regular meeting being in June. Ray O'Donoghue noted that the AGM used to immediately follow the regular March meeting, with another brief meeting of the new committee. Several years ago, the then OC 41WG, GPCAPT Peter Davies, suggested 'disengaging' the AGM from the March meeting, which was began the three successive meetings schedule. This was to enable the AGM to be held at EASTROC at RAAF Williamstown, concomitant with presentation of the Branch awards to 41WG and 44WG personnel.

Narelle Owen commented that her RSL Sub-Branch does the same thing ie. the AGM follows a regular committee meeting. Ray O'Donoghue stated that he liked the idea, the only consideration being that the AGM was moved to the Friday closest to ANZAC Day, so a WWII guest of honour could attend ANZAC Day following the Branch move to Newcastle. He suggested perhaps having the AGM on the day before ANZAC Day whenever that happens to fall. There followed some discussion about the timing of the award presentations and preparations of plaques and purchase of book prizes. Bruce Niblett supported Diane's plan, stating that it should in fact, allow more time to organise prizes; he believes it is an excellent idea.

Motion: That Diane Taylor's revised meeting schedule be accepted.

Moved: Bruce Niblett **Seconded:** Jim Stewart

Motion Carried

Tony Rogers then commented that if we begin the new schedule in August, we would simply skip the previously planned July meeting and then we'd be back into the two monthly cycle. Although we are supposed to have a meeting every two months, he doesn't think it will be an issue; Bruce quipped, just don't tell Division!

Tony Rogers also noted that we would need to revise the meeting schedule with the (Stockton RSL) Club, to ensure they can accommodate us on the new dates. Ian Gibson noted that we would need to be prepared in February to address the awards and begin ANZAC Day planning. David Winkleman then asked how much we spend on these awards. Tony responded that from the Finance Report, the cost hasn't changed in years, apart from when we added the Stuchbury

Minutes: RADAR Branch Committee Meeting of 18 May 2018

Award for 44WG, and is \$800.00. He then added that it is now a little less than that due to Ray O'Donoghue's book purchases in lieu of cheques - as the RAAF no longer allows cheques to be awarded. Tony said that the three lots of books costs around \$500.00; while the cheques were \$600.00; \$200 for each recipient, giving a saving of \$100.00. A couple of comments were aired that the money could go to the Xmas luncheon, however Tony stated that we don't have sufficient revenue to subsidise functions. Diane then said that the Xmas function should not be held at Stockton RSL, thinking that perhaps Wests City might be better.

Bruce Niblett then stated that SQNLDR Dean Paterson suggested a timing change for the meetings to 3pm, to better enable more/some serving members to attend. While this proposal has no effect on locals, it will impact those who come from the Central Coast region, and Jim Stewart, from Singleton. It was suggested that we could have the usual lunch prior to the meeting (sans beer!!) rather than after, if the meeting was at 1pm or 2pm, thus making the overall timing similar for attendees.

Motion: That meeting timing be changed to 2pm, subject to Club room availability.

Moved: Diane Taylor **Seconded:** Narelle Owen

Motion Carried

b. Renewal forms and cheque forwarding (Tony Rogers): Tony stated that this year there have been problems in the timely banking of subscriptions cheques and to overcome this issue he would like the renewal forms to carry the Treasurer's address for cheques, while for on-line bank deposits (the majority) there is no need to change. Tony believes that this simple change will make the process more timely and overcome the double handling of cheques. In the case of new members applications going to the Membership Officer, they are invariably direct debit, but the application form should be similarly changed for cheque disposition. Tony would ensure that the Membership Officer is advised of new members and renewals, and following cheque processing would immediately send the forms to the Membership Officer.

Motion: That renewal and membership cheques and forms go to the Treasurer.

Moved: Tony Rogers **Seconded:** Ray O'Donoghue

Motion Carried

David Winkleman asked if the forms will have the bank account details, BSB etc and Tony replied that those details are there and that won't change. The Treasurer will advise the Membership Officer that a renewal has occurred.

c. New members (Dean Paterson): This item could not be addressed as Dean was absent.

d. Patrons presentation plan (Dave Bowden): As Dave was absent, Ian Gibson gave a brief of Dave's plan that he had conveyed to Tony Rogers and Ian during the Division AGM. In essence, Dave's plan is to develop an approximate 30 minute presentation which would be given to all graduating 41WG personnel, both officers and airwomen/men at the end of their respective basic courses. The presentation would cover the history of RADAR and its evolution in the RAAF, and how the Branch has grown from the WWII radar personnel. The intent is to demonstrate to the new members of RAAF radar that they have joined a 'family' with a great history; encouraging them to join the Branch and keep that history going. Dave had discussed this strategy with the other patrons (Bob Treloar and Don McPherson) and all agreed to assist in the development. Dave suggested that he and Bob Treloar would do the presentations. Tony Rogers commented that this all started from a conversation he had had with Dave Bowden after sending him Jim Stewart's CRU histories. The material would be sourced from areas such as Ed Simmonds books (*Radar Yarns* and *More Radar Yarns*), Unit History records, *RADAR Returns* etc. Ian Gibson suggested that the presentation might be applicable to 44WG personnel as well (or perhaps a tailored version) and also, with the busy schedules of both Dave and Bob, perhaps

Minutes: RADAR Branch Committee Meeting of 18 May 2018

some of our serving members (SQNLDR Dean Paterson and SGT Cassandra Grace) might be able to present to the respective officers and airwomens/mens courses, with the added advantage that it is then coming from serving peers of the course members.

New Action 1/3/18: Ian Gibson to email Dave Bowden (cc Bob Treloar and Don McPherson) advising of Branch support for the plan and offering any assistance possible.

ITEM 7: Other Business

a. **Request for Branch profile to be included in SITREP newsletter** (Ian Gibson): Ian advised that he had received an email request from the Division secretary (Peter Ring) for a Branch profile to be included in the next edition of the *SITREP* newsletter. Ian asked that all present draft something about their background, time in RAAF, time in the Branch, and include any notable incidents or anecdotes. Ian indicated that as the editor of *SITREP* his preference was for an article approximately one A4 page in length, so submissions need not be too detailed. During this discussion, Bruce Niblett commented that he hadn't received any copies of *SITREP*, and Jim Stewart stated that nor had he. Ray O'Donoghue checked MMS for their correct email details and found that Bruce should have received them, but perhaps Jim's Defence email address change had resulted in his missing out.

New Action 2/3/18: Ian Gibson to email absent committee members and patrons requesting input for the Branch profile.

New Action 3/3/18: Ian Gibson to contact Division to advise of the non-receipt of *SITREP* and confirm contact details for both Bruce and Jim.

New Action 4/3/18: Ian Gibson to send back copies of *SITREP* to both Bruce and Jim.

b. **Branch banner repairs** (Bruce Niblett): Bruce commented that following the debacle on ANZAC Day with the cross spar of the banner snapping, he had examined the banner and found there was no significant damage. He has since been on-line looking at putting air relief vents in banners; there are many people who object to putting holes in banners, including manufacturers. He then described the joining pieces for the cross spar and stated that when the sections are put together, they must be taped in place to prevent the sections separating. On ANZAC Day, the sections weren't taped in place and therefore they separated under the wind buffeting, breaking the spar. We need to look for a better system to prevent a recurrence. From his research, it seems that vents only reduce the wind loading on a banner by around five percent and we might need to remove the poles from the sides of the banner and attach them through eyelets, which might then allow some air to 'spill' off the sides. Also, perhaps some holes could be put along the top. Narelle Owen commented that the banner has cords at each side which are meant to be held by two other personnel marching slightly ahead of the banner; these cords effectively reduce the wind resistance being borne by the banner carriers. Bruce said he will conduct further research and report back to the next meeting. He then thanked Ray O'Donoghue for his involvement and volunteering his sister-in-law to assist, but will investigate further to find a better solution.

c. Tony Rogers then asked about the Branch Bulletin. Jim Stewart replied that he was waiting for the last edition to be produced by Terry Delahunty. Bruce Niblett then asked was the Bulletin being overtaken by the Division newsletter, *SITREP*? Ian Gibson replied that it wasn't. Tony then commented that back copies of the Bulletin might have some useful information for the Branch profile article, but he doesn't have them all. Also, *Radar Returns* would be a great source of history.

Minutes: RADAR Branch Committee Meeting of 18 May 2018

d. Bruce Niblett then suggested that we should send a letter of thanks to our Patron, Don McPherson who had travelled down from Queensland to attend ANZAC Day with the Branch. Ian Gibson suggested that the letter should come from the President and he would draft a letter for Bruce's signature.

New Action 5/3/18: Ian Gibson draft thankyou letter to Don McPherson, for Bruce Niblett's signature.

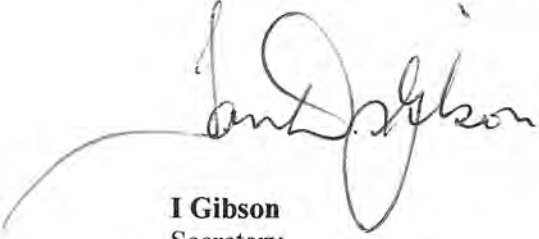
ITEM 8: Next Meeting

In accordance with the newly accepted meeting schedule (Annex C), the next meeting will be held on Friday 10th August, commencing at 1400.


New Action 6/3/18: Diane Taylor to liaise with Stockton RSL Club staff to ensure the Club can accommodate the changed date and time.

ITEM 9: Meeting Closure

The Chairman thanked everybody for their attendance and declared the meeting closed at 1235.


I Gibson
Secretary

Date: 10 Aug 18


B Niblett
President (Chair)

Date: 10 Aug 18

The Radar Branch
RAAF Association (NSW Division) Inc.

Statement of Receipts and Payments, Year To , 05/05/2018.

RECEIPTS

Balance at Bank 01/01/2018	1469.10
Subscriptions	480.00
Donations	10.00
Interest	.42
	1959.52

PAYMENTS

Postage	26.25
Office Supplies	3.00
Website Fee	87.45
Anzac Day Awards: Plaques	150.00
" " " RAAF	493.97
" " " NLPS	90.42
" " " Engraving	40.00
Commemoration Wreath	70.00
Capitation NSW Div.	494.00
	1455.09

Balance	504.43
O/S Cheques	139.25
Balance as per Bank	643.68

SUMMARY

Balance	504.43
Allowance For Advance Subs	150.00
	354.43
Petty Cash	100.00
Cash Reserve	5270.01
Total Funds Available	5724.44

**MEMBERSHIP OFFICER'S REPORT
2018-19 Meeting 1 – 18 May 2018**

1. **GENERAL NOTES.** At the conclusion of this meeting, I will had over responsibility for the Membership Officer role to Dean Paterson.
2. **MEMBERSHIP STATUS.** No changes in Membership have occurred since the AGM Report:

NEW	RENEWALS	MULTIPLE	RESIGNED	DECEASED
0	0	0	0	0

Current membership numbers for this CY are:

FULL FINANCIAL	MULTIPLE	FULLY SUBSCRIBED	TOTAL ACTIVE
40	8	7	55
NON-CURRENT ¹ ₂	NON-FINANCIAL (Incl 6 OS to SM) ³	TOTAL NON-ACTIVE	VALE THIS CY
32	10	42	0

3. **MEMBERSHIP CHANGES.** No changes since the last report.
4. **VALE.** None known.
4. **MASTER LIST.** The Master List has been updated to reflect Committee changes and will be emailed to Committee Members. Otherwise, there are other changes to report.
5. **ACTION ITEMS UPDATE.** Due to absence overseas, I have not progressed any outstanding action items since last meeting.
 - a. **Action 2/3/17 - Contact with WWII members.** NSTR.
 - b. **Action 2/3/17 – Banner vents.** Understand the President is taking on this task.

Ray O'Donoghue
Immediate Past Membership Officer

1. I maintain a list of members who have been non-financial for more than one calendar year, or who have resigned. I categorise these members as Non-Current.
2. Of the Non-Current members, seven are Service Members who are not required to be financial.
3. Non-Financial members are those who were financial up to the end of the preceding calendar year. Included in this list are those currently serving members who had been previously financial (category Ordinary Serving – OS) but who have not renewed their financial status. As such, their category has been reverted Service Member (SM). All Non-Financial members appear on the Current Membership page.

Diane's Meeting Schedule

RADAR BRANCH RAAF ASSOCIATION NSW DIVISION
MEETING SCHEDULE FOR 2018 AND 2109

2018

AUGUST 10TH

OCTOBER 12TH

DECEMBER 14TH XMAS LUNCHEON

2019

FEBRUARY 8TH

APRIL 12TH AGM

APRIL 25TH ANZAC DAY

MAY STATE AGM

JUNE 14TH

AUGUST 9TH

OCTOBER 11TH

DECEMBER 13TH XMAS LUNCHEON