

Royal Australian Armoured Corps Association Inc.
(Victorian Branch) AQ0023458C

**Minutes of the Committee Meeting held at the Darebin RSL on
Monday 4th Jun 2018 commencing at 7:34 PM.**

Present: P Branagan, A Clark, D Finlayson, P O'Hanlon, I Smith, J Snelling, R Toy, R Westgarth & P Axton

Apologies: G Perkins, T Watts

Moved: D Finlayson, **Seconded:** R Westgarth, that the attendance record be accepted.

Carried

A minute's silence was observed in memory of those who have passed on, in particular a long term member, Bill Heyward, who passed away recently.

Confirmation of Minutes:

The minutes of the previous Committee Meeting held on 7th May 2018 had been distributed previously and a copy was available for reference.

Moved: R Toy, **Seconded:** P O'Hanlon, that the minutes as distributed were a true record of the meeting.

Carried

Arising from Minutes:

Since some matters were to be covered later in the meeting, there was no business arising from the Minutes.

Correspondence:

In:

- Letter from P Still with a cheque for \$1,000 for the F B Hinton Scholarship Fund, sent as part of the wind up of RAACA NT Branch.
- Invoice from D Finlayson for provisions for BBQ breakfast from Cambrai Dinner, November 2017.
- Cheque from Rod Jones for Subs, 2018.

Out: E-mail to members giving details of the Reserve Forces Day Parade on 1 July.

Moved: I Smith, **Seconded:** R Toy, that the correspondence reported be accepted.

Carried

Suggested changes to the Association accounting procedures:

The Treasurer explained that he had contacted the Auditor, Roy Arnott OAM, regarding the suggested changes to the way the accounts are handled. This document had been discussed at the April meeting. A copy of the document was supplied to Roy and he advised the Treasurer that there should be no problem with the adoption of this approach.

Moved: R Toy, **Seconded:** D Finlayson, that the changes put forward in the document tabled by the Treasurer, be adopted as the usual practice.

Carried

Treasurer's Report:

The Treasurer tabled his report for the month of May in the format approved by the committee at the April meeting which is an Excel spreadsheet. This is to be attached to the monthly minutes.

Expenditure and adjustment for approval.

Journal entry	Correcting discrepancy between Reckon Accounts and bank	\$ 42.47
G Perkins	Postage for Track	\$112.00
G Perkins	Printing business cards, P Axton & D Pinner	\$ 80.00
Officeworks	Printer for Treasurer	\$ 74.00
		=====
	Total expenditure for approval	\$308.47

Moved: P O'Hanlon, **Seconded:** R Westgarth, that the Treasurer's report be accepted.

Carried

Part of this new approach is to issue invoices produced by the accounting system and the Treasurer had samples available for members to comment. He discussed this briefly and offered to explain the proposed changes with members after the meeting if they wished clarification on any matters.

Banking:

The Treasurer had been to the Defence Bank at Simpson Barracks with John Snelling to arrange transfer of access to the bank accounts. During their visit they found that, all the accounts reported on by the Treasurer, including those for the Arch Finlayson Scholarship Fund, are linked and therefore covered by the same signature requirements. Regarding the signatories, things were not as they expected either. Although only one member signature was needed to carry out transactions, at that time the signatories were Camenzuli, Paterson, Snelling and Pinner. In order to change this in any way, a complete application and signature form had to be submitted and the new one had to have the authority of 2 of the existing signatories to authorise the changes. That meant that to give the new Treasurer access to the account, it was set up with the signatories being Axton, Snelling and Pinner. He reported that, if the committee wish to change this, a complete set of papers will need to be signed and submitted. This last point was set aside for consideration.

Membership:

The Membership Officer reported the following:

Un-financial	24 (Excluding payment received at meeting)
Financial	108 (Including 5 Affiliate Members)
Paid Life Members	62
Honorary Life Members	7
	=====
TOTAL	201

The Membership Officer tabled the list of members that were recorded as un-financial. There were some doubts with entries in the accounts and within the recollection of committee members as to the position for some of those on the list, so Peter Branigan and Rod Westgarth were to follow up prior to the Treasurer issuing a follow-up invoice.

Moved: I Smith, **Seconded:** A Clark, that the Membership report be accepted.

Carried

Purchase of computer equipment for use by the Membership Officer:

In his assessment of the processing of the Association accounts that had been discussed earlier, the Treasurer reported that he felt the current computer used by the Treasurer was adequate for that job but needed a printer which he has now purchased and was approved in the earlier report. However; for the Membership Officer to be able to work in with the Treasurer and Secretary, he would need a computer with access to the internet and with at least Microsoft Word and Excel, as well as a printer/scanner.

To this end, Rob Toy had approached Officeworks and Centre Com for pricing of a computer system as suggested and tabled quotations with pricing as follows:

Officeworks	\$1245.00
Centre Com	\$1327.00

He felt the Officeworks system was more suited and cheaper.

Moved: D Finlayson, **Seconded:** J Snelling, that as suggested in the assessment of the change in approach to the accounting, Rob Toy purchase the computer system as per the quotation from Officeworks.

Carried

Reserve Forces Day march:

The Secretary reported that he had only received 4 replies to his e-mail regarding attendance at the Reserve Forces Day march. He reminded members that, after 20 years, this would be the last and asked them to encourage others to attend. He will be attending the final planning meeting on 20 June.

RAACA (Vic) Website:

The Secretary reported that he had exchanged several e-mails with Lew Postlethwaite regarding updates and corrections to the website and Lew had made some progress but his work had been hampered when his computer had crashed. He has purchased another, now working with an Apple, and at first found it a great improvement, so much of the information has been corrected or updated but then he found he could not upload the PDF files that would be available to members to download. He felt this was most likely a set-up issue and would work to overcome it then continue making the changes.

Lew also said that he felt the inclusion of a calendar of the year's activities was a good idea but felt he could incorporate this and other ideas better if he carried out some overall design changes. This would take a few weeks, but he seemed enthusiastic about implementing these ideas.

With the plan to update the overall appearance, he suggested that now was the time to put forward any ideas members might have but asked that this information came from one source. To this end, the Secretary asked members to check the website and, if they had ideas regarding things that could or should be included, send them to the Secretary to pass on. If the ideas are "radical", they will be put to the committee for approval.

General Business:

Cambrai Dinner:

Peter Branagan OAM confirmed that the Patron, Brig. Ted Acutt Retd., would be guest speaker at the 2018 Cambrai Dinner and as such, would be provided with an invitation, meaning that he would not be expected to pay. As part of his duties, he would make the presentations that had been discussed at earlier meetings for Daryl Pinner OAM and John Paterson. Following further discussions on this matter, it was decided that a presentation should also be made to Godfrey Camenzuli in recognition of his work over many years.

Rod Westgarth had approached John Paterson and could confirm that he would attend this year. As part of the discussion, he suggested that he should not be required to pay for the meal.

Moved: R Westgarth, **Seconded:** D Finlayson, that in recognition of their service to the Association, the three members receiving a presentation at the 2018 Cambrai Dinner, should not be required to pay for their meal.

Carried

The Nek

Patrick O'Hanlon reported that John Baines is coordinating an activity where 8/13 VMR and 4/19 PWLH Association members have been invited to view the training and celebrate the Nek by attending the Battle of the Nek commemorative weekend activity. It is a rare opportunity to view the soldiers in the field.

4/19 PWLH will provide a mini/buss for the associations to travel to Pucka from Melbourne and Albury. John Baines is looking after meals and accommodation at Pucka. Rough timings are as follows:

- Saturday 18th
- 1100 Arrive at Pucka just before lunch and allocate accommodation rooms
- 1200-1300 Lunch in the SoA Mess
- 1300 move out onto the Pucka Range and view the training being conducted. The training involves Scouts from a number of the ARes Regiments, it is called the Optimised Cavalry Scout

(OCS) program which looks at developing Scouts skills in tracking and reconnaissance as well as interaction with indigenous community members.

- 1700 move to the RHQ location in the field and commemorate the Battle of the Nek as well as make an honorary member award.
- 2000 Move all association members back to the accommodation at Pucka

- Sunday 19th
- 0800 Breakfast SoA Mess
- 0900 Association members move back to Melbourne and Albury by buss

There being no further business, the meeting closed at 8:30 PM. The next committee meeting will be on 2nd July at 7:30PM at the Darebin RSL.

**Chairman
Peter Branagan OAM**

Attachment: Excel spreadsheet with Monthly Treasurer's Report