



Minutes for Management Committee Meeting Held using Zoom Technology (Internet) on 25 July 2021

The meeting was opened by the President, Mel Meloncelli, at 1808 hours.

1. **Attendees:** The following members were in attendance:
Mel Meloncelli, Dean Martin, Russ James, Werner Golla, Brian Hatfield, Mick Payne, Chris Fenton, Jim Semmens, Mark Reid, Graeme Unmack and Pat Deeker.
2. **Apologies:** The Secretary (Russ James) advised that apologies had been received from Peter Still and Iain Reynolds.
3. **Distribution of Information:** It should be noted that copies of all documents tabled and/or discussed at the Management Committee meeting were electronically distributed to all Management Committee members prior to the meeting.
4. The President welcomed and thanked everyone for their attendance at the meeting.
5. Minutes from Previous Meeting – Outstanding Issues
 - a. **Item 70/20 - Zoom Meeting with CO and RSM of the Regiment** – was still in abeyance however, the Secretary and RSM had a number of email and phone discussions.
 - b. **Item 71/20 – Nominal Roll of the Association – Nominal Roll of the Association (Secretary)** – 14th edition only 273 names, 231 or so to go. Perhaps State Reps could check that their members are included and gee up those that are not!
 - c. **Item 72/20 - Patron – (President)** – advised that Brigadier ACUTT accepted the role of Patron of the Association. Members advised by MailChimp and public advised via face book. If possible, Patron would like to attend AGM in Broadford (subject to COVID restrictions).
 - d. **Item 73/20 – Management Committee Vacancies** – The Secretary asked if State Reps had managed to identify any volunteers for the positions of Comms Manager, Newsletter Editor or Recruitment Manager.
 - e. **Item 74/20 – Contract with Rydges for 2022 Reunion** – Secretary advised that contract signed 29 June 21, no significant changes to previous contract.
 - f. **Item 75/20 - 12 Months Free Membership** – The Secretary advised that he was awaiting a response from the Chief Clerk.
 - g. **Item 76/20 – Newsletter** – The Secretary advised that John Brooker was in the process of preparing the August edition of the newsletter. Committee members were asked to submit any articles to John Brooker.
 - h. **Item 77/20 – Website Review** – The Secretary advised that he and John Brooker continued to review the website to identify issues, areas for improvement and minor clean-up work.

- i. **Item 78/20 - Scholarship - (President)** – advised that the Education Scholarship was awarded to Amelia Balas, daughter of Ivan Balas. Secretary currently in the process of arranging a formal presentation of the Scholarship to Amelia in the Pambula/Merimbula/Bega area.

6. **Item 79/20 – Minute 35 of 2020/21 - Minutes from Previous Meeting** – It was moved Chris Fenton, seconded Mick Payne that the Minutes of the previous meeting be accepted. **CARRIED**

7. **Item 80/20 - Minute 36 of 2020/21 - Decisions Made via email** – The Secretary moved that membership decisions made by email for Brian Roach (24 May 2021), Michael Leonard (20 Jun 2021), Robert Crawford (2 Jul 2021), Leigh Treyvaud (9 Jul 21), David Menz (16 Jul 21) and Graham (Pixie) Collier (23 Jul 21) be ratified. Seconded Werner Golla. **CARRIED**

8. **Item 81/20 – Minute 37 of 2020/21 – Correspondence In – Secretary** – Emails relating to membership renewals, advice of deaths and illnesses, notes of thanks from widows, details for memorial services for Peter Moore and Peter Lukeis, etc. Letter From June O'Donnell re photos of Lt General O'Donnell. Correspondence Out included Reminder Membership renewal emails and letters to around 24+ members, condolence card to Marie Reeves, Mrs Polis and Ben Polis, notices of deaths and funerals for former members of the Regiment (primarily by MailChimp), Newsletters and copies of Minutes to snail mail recipients. No other significant outwards correspondence.

It was moved Werner Golla, seconded Jim Semmens that the Correspondence Report be accepted. **CARRIED**

9. **Item 82/20 – Minute 38 of 2020/21 - Membership Report** – the Secretary provided the following details:

- a. Current Membership = 505 (23 Jul 21) increase of 128 since July 2018
- b. Pending Membership applications – Boles, Titlow and Tew have been suspended as membership fees have not been received. Applications received from Paul Tew and Brad Titlow both suspended as phone numbers provided were incorrect and both have failed to respond to emails sent. Letters sent to postal addresses for Tew and Titlow failed to elicit any response. It is believed that these Applications were phoney applications to test the Association's Membership Approval process.
- c. Towards the end of the 2021 annual membership renewal process – 192 members of 211 renewed (90.1%). Average period of renewal is 3.3 years. Up from 2.73 years for 2020 renewals. 18 Members remain outstanding - this is just over 9% of the members due to renew and around 4.3% of our total membership. State Reps have attempted to make contact via phone and have left messages with quite poor results. Only two members have indicated their intention not to renew. Now known that 10 of the 18 outstanding members have been accessing their MailChimp emails. Suspect that others have changed their phone numbers as well as email and postal addresses.
- d. Membership – Chasing lapsed members - Secretary – continue to ring and email lapsed members with the off chance that some may renew.

It was moved Pat Deeker, seconded Chris Fenton that the Membership Report be accepted. **CARRIED**

10. **Item 83/20 - Minute 39 of 2020/21 - Treasurer's Report – the Treasurer (Werner Golla)** provided a spreadsheet which outlined the current situation (copy at Annex A). It was moved Mark Reid, seconded Graeme Unmack that the Treasurer's Report be accepted.

CARRIED

11. General Business

- a. **Item 84/20 – Reunion Update – Chair of the Reunion Sub-Committee (Mick Payne)** – advised that a meeting had been held with Rydges and all arrangements were on track. Nothing was required for the next couple of months.
- b. **Item 85/20 – Minute 40 of 2020/21 - Q Stock Update – Vice President (Dean Martin)** – advised that the report had been distributed to all Management Committee members. He further advised that lessons had been learnt; that there had been some backtracking to determine purchase costs as well as stock movements; that good intentions of the past were not always in the best interest of the Association; that some excessive stock had been ordered and was now deteriorating (primarily stickers); that the stock was now well managed by the Q Store Manager as well as within Xero (accounting package); that all future orders and purchases must be the subject of a filtering process to ensure appropriate risk management; that products should not be targeted to particular subgroups. The Vice President indicated that a 'Fire Sale' should be held shortly and that any remaining stock that had deteriorated should be written off. Mick Payne stated that any lanyards, etc acquired for reunions should be generic to the Association and not printed with specific reference to places, dates or events. Werner Golla stated that the report was very comprehensive and agreed 100% with the Recommendations. The Vice President indicated that he would prepare a document that identified the stock items, and recommended sale prices, for the Fire Sale. The President indicated that once this was finalised, agreement would be sought with an electronic vote, thus avoiding the need for a further meeting. It was also suggested that Squadron specific stickers be provided to the PM2022 Reunion for inclusion in 'Goodie Bags'.

It was moved Brian Hatfield, seconded Jim Semmens that the Vice President's Q Store Report be accepted, including all recommendations. It was further moved that the Fire Sale be advertised including sale of identified items at cost price as soon as agreement of stock items and sale prices had been agreed. **CARRIED**

- c. **Item 86/20 – Disbursement of DVA Funds (\$827.50) – (Secretary)** – advised that the Vice President, Treasurer and Secretary had Zoom meeting (28 June 2021) and used an auto-number generator to randomly select 27 members to receive \$30.65 each to offset COVID related expenses. Additional members also identified in case some members were not prepared to accept the funds. Emails sent to selected members commencing on 28 June requesting BSB and Bank Account details. Eleven members failed to respond, five (5) declined the offer and 13 accepted. Further emails sent with very limited response. \$398.45 has been paid and \$429.05 remains in the account.
- d. **Item 87/20 – Minute 41 of 2020/21 – Support for Regional Gatherings – (President)** – indicated that the Association should implement processes that would allow Association members/volunteers to arrange Association gatherings in regional and remote areas and that the Association should provide a subsidy of \$10 to subsidise the cost of the meal for all Association members that attended. Control measures would need to be implemented so that individual members were not over-subsidised. All members to be advised to contact their State Representatives for further information.

It was moved Mel Meloncelli, seconded Mick Payne, that the concept of Regional Gatherings be implemented and volunteers in various regional locations be identified and/or asked to organise small events that would be subsidised by \$10 per Association member in attendance.

CARRIED

- e. **Item 88/20 – Sporting Scholarship Selection Criteria** – the Secretary indicated that it was necessary to commence the process of identifying the criteria that could be used by the Management Committee to assess Sporting Scholarship Applications that may be received after the Closing Date (31 December). There was considerable discussion with a wide variety of opinions. It was generally agreed that a Report from the Applicant’s coach would be mandatory but the elements that should be included must be defined to ensure consistency across multiple applications. It was also agreed that applicants would have to provide a written submission. The President indicated that he would contact a Level three Coach to determine assessment measures that were used within various sports. Input was also provided by other members and the Secretary agreed that he would prepare a further document for discussion. It is necessary to finalise the criteria before the end of November so that potential applicants are aware of the requirements.
- f. **Item 89/20 – Minute 42 of 2020/21 - AGM** – Secretary indicated that the AGM should be held on Sunday 7 November 2021 at Broadford RSL. The gathering at the RSL should also include the Memorial Services for Peter Moore MID and Peter Lukeis, as well as presentation of Life Membership Certificates. This date was preferred as the Corps Conference and Corps Dinner was planned for Puckapunyal on 5/6 November 2021. Some members from this event would be able to stay over and attend the AGM and other activities.

It was moved Russ James, seconded Pat Deeker that the AGM for 2021 be held at the Broadford RSL on 7 November 2021. The event is to incorporate Memorial Services for Peter Moore and Peter Lukeis as well as presentation of Life Membership Certificates originally planned for 10 July 2021. It was not envisaged that an additional budget would be required as a budget of \$1,000 had been previously approved for the gathering that had been planned for 10 July and which was subsequently cancelled due to COVID Restrictions in Victoria and NSW.

CARRIED

- g. **Item 90/20 – Annual Financial Statements** – The Secretary indicated that he and the Treasurer had finalised the annual financial statements (trial balance, profit and loss and balance sheet). It was hoped that an agreement would be reached with an external auditor to conduct a basic audit of the Financial Accounts.
- h. **Item 91/20 –Website** - the Secretary advised that he and John Brooker would be producing a document that incorporated suggested changes to the Association website for further discussion.
- i. **Item 92/20 – Minute 43 of 2020/21 – Acquisition of a New Colour Printer** – Russ James advised that the existing current colour printer (Canon Pixma) had expired (paper feed mechanism no longer worked) and moved that a new printer be approved. He explained that a colour printer was required for the production of Membership Cards, Condolence cards for NOK, and for official letterhead for outwards correspondence to members and dependents of deceased members. He also explained that the new

printer included 12 months' supply of ink in large cartridges.

It was moved Russ James, seconded Mark Reid that the sum of \$294 be approved for the purchase of a new printer.

CARRIED

There being no further business the President (Mel Meloncelli) closed the meeting with a thanks to all in attendance. He also reminded members to be on the lookout for documents from the Vice President (Fire Sale) and the Secretary (Sporting Scholarship criteria). The meeting closed at 1947 hours.

Russ James

R.F. James
Secretary

Annex A – Treasurer's Report

Annex A to
Minutes for Management Committee Meeting
of 25 July 2021

1st Armoured Regiment Association (Inc) Treasurers Report for the period 20 May 21 to 23 July 21				
Cash in Bank as at 16 Jul 21				
Operational Account balance		\$	66,217.71	
Debit Card Account		\$	481.24	
Cheque Account		\$	396.78	
Total		\$	67,095.73	
Expense- (Operational Account)				
Reimbursement R. James - B&W Printer Cartridge		\$	57.70	
Suspense account		\$	44.00	Anonymous contribution
Australia Post - postage		\$	236.78	
Bank fees		\$	4.90	
Australian War Memorial purchase of Figurine		\$	222.10	
Welfare vouchers		\$	429.10	
Transfer to Debit Card Account - top up		\$	810.00	Cancelled out see below
Event outlays, funeral expenditure		\$	316.36	1st Armd Regt 72nd Birthday
Office Works		\$	538.79	Involves purchase of a Printer for the Secretary
Army Shop		\$	174.57	Figurine 1st Armd Regt Best Soldier award
Lukus Productions (name tags)		\$	21.00	
Total		\$	2,855.30	
Income (Operational Account)				
Memberships (Renewals/new members)		\$	1,084.50	Includes Associates
Welfare voucher		\$	30.65	
Sale of figurine to Gary Creighton		\$	222.10	
Goods sold from Q Store		\$	111.95	
Registrations (PM 2021 Reunion)		\$	440.00	Bob Ferrari
Donations		\$	150.00	Powell AM and O'Donnell AC
Bank Interest		\$	5.61	
Transfer		\$	810.00	
Total		\$	2,854.81	
Debit Card Expenses				
Xero monthly fee payments (two months)		\$	104.00	
Donation to the Cancer Research fund		\$	80.00	
J. D. Variety (Broadford RSL purchase)		\$	5.98	
Funds transfer from Debit Card account to Operations		\$	810.00	
Total		\$	999.98	
Debit Card Receipts				
Funds transfer from Operational account to Debit Card		\$	810.00	
Total		\$	810.00	
Cheque Account balance				
		\$	396.78	
No transaction since Feb 21 account to be closed.		\$	-	
NOTE:				
A sum of \$810 had been transferred in anticipation of an expense from the Operational Account to the Debit Card account and this was reversed later.				
PM 22 Reunion				
Member commitments				
	Registrations	\$	4,055.00	
	Meet and Greet	\$	5,555.00	
	Dinner	\$	13,935.00	
	Recovery breakfast	\$	1,187.00	
	Total	\$	24,732.00	
Amounts outstanding (trade debtors)		\$	20,244.50	
Amount paid		\$	4,487.50	