



Minutes for Management Committee Meeting Held using Zoom Technology (Internet) on 3 November 2021

The meeting was opened by the President, Mel Meloncelli, at 1901 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 93/20 - 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 94/20 – Nominal Roll of the Association – Nominal Roll of the Association** – next edition is ready to and should be published shortly.
 - c. **Item 95/20 – Management Committee Vacancies** – still exist for the positions of Comms Manager, Newsletter Editor and Recruitment Manager. Hopeful that one member may volunteer for the Newsletter prior to the AGM.
 - d. **Item 96/20 – Newsletter** – The Secretary advised that John Brooker was in the process of preparing the November edition of the newsletter which was likely to be distributed in the first week of December. Committee members were asked to submit any articles to John Brooker.
 - e. **Item 97/20 – 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.
 - f. **Item 98/20 – Athletic/Sporting Scholarship** – still need to address sports to be included, evaluation process and criteria for applications.
6. **Item 99/20 – Minute 44 of 2020/21 - Minutes from Previous Meeting** – It was moved Chris Fenton, seconded Graeme Unmack that the Minutes of the previous meeting be accepted.

CARRIED
7. **Item 100/20 - Minute 45 of 2020/21 - Decisions Made via email** – The Secretary moved that the decisions made by email for the memberships of Nathan Manzi (24 August 21), John Fogarty (24 Aug 21), Ian Morris (24 Aug 21), Jeff Coleman (31 Aug 21), Brett Cowcher (14 Sep 21),

Patrick McCanna (19 Oct 21) and Michael Denison (2 Nov 21) be ratified. Seconded Brian Hatfield.

CARRIED

8. **Item 101/20 – Minute 46 of 2020/21 – Correspondence In and out – Secretary** – Emails relating to membership renewals, advice of deaths and illnesses, copies of Minutes and Newsletter, email to accountant for audit quote, email to Bookkeeper for quote for a review in lieu of audit, etc. No other significant outwards correspondence.

It was moved Russ James, seconded Werner Golla that the Correspondence Report be accepted.

CARRIED

9. **Item 102/20** – The Secretary advised that AGM of the RAAC Corporation (RAACC) was conducted over the internet using the Association’s licence for ZOOM. A good attendance for both sessions.

10. **Item 103/20 – Minute 47 of 2020/21 - Membership Report** – the Secretary provided the following details:

- a. Current Membership = 497 (3 Nov 21) increase of 120 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. Further applications by Graham Firth and Quentin Roberts have not been processed as Membership Fees have not been paid. These will receive a second follow-up within the next week.
- d. Membership – Chasing lapsed members - Secretary – continue to ring and email lapsed members with the off chance that some may renew. One member who could not be contacted as far back as 2017/18 made contact and renewed his membership.

It was moved Mick Payne, seconded Chris Fenton that the Membership Report be accepted.

CARRIED

11. **Item 104/20 - Minute 48 of 2020/21 - Treasurer’s Report – the Treasurer (Werner Golla)** provided a spreadsheet which outlined the current situation (copy at Annex A). There was some discussion concerning the recent Q Store Sale – it was generally considered to be a success with around \$1600 of goods moved. Dean Martin (Vice President) extended his thanks to Kevin Heyward, Werner Golla and Russ James for their efforts in facilitating the various aspects of the Sale. It was moved Werner Golla, seconded Graeme Unmack that the Treasurer’s Report be accepted.

CARRIED

12. **General Business**

- a. **Item 105/20 – Minute 49 of 2020/21 - Reunion Update – Chair of the Reunion Sub-Committee (Mick Payne)** – presented an overview of current arrangements and advised that an update would be provided for the next Newsletter. At present 117 individual registrations had been received for the Reunion dinner. It was moved Mick Payne, Seconded Brian Hatfield that the Reunion Report be accepted. **CARRIED**
- b. **Item 106 /20 – Minute 50 of 2020/21 - Q Stock Update – Vice President (Dean Martin)** – in addition to the information provided during the Treasurer’s Report, the Vice

President advised that the Q Store Sale had been a success but still more stock needed to be moved. It was also time to acquire some additional stock and discussions with the Secretary and Treasurer would be held to determine the items and quantities required and this would be distributed to the Management Committee for discussion and agreement. It was moved Pat Deeker, Seconded Graeme Unmack that the Vice President Report relating to the Q Store be accepted. **CARRIED**

- c. **Item 107/20 – Disbursement of DVA Funds (\$827.50) – (Secretary)** – advised that one further amount of \$30.65 had been distributed. The account had a balance of \$367.75
- d. **Item 108/20 – Postponement of AGM** – as previously advised by email, the Secretary advised that the AGM and other activities planned for 7 November 2021 at the Broadford RSL had been deferred to a date yet to be determined in 2022. Consumer Affairs Victoria had been approached for an extension of time beyond 30 November 2021 for the conduct of the AGM. A response had not been received. It is possible that the AGM could be held as late as March 2022 to coincide with the Corps Conference (RAAC) which was currently scheduled for March 2022. This would enable interstate visitors to attend both events.
- e. **Item 109/20 – Audit of Association Financial Records** – the Secretary advised that the Association is a Tier 1 incorporated association, and an audit is not required unless directed by Consumer Affairs Victoria or requested by members of the Association. It is feasible, however for a review to be conducted by either an Accountant (4 to 5 hours @ \$150-\$200 per hour) or a Bookkeeper (4 to 5 hours @ \$62.50 per hour). This would include verification of bank balances, certification of stock audit, check of accounts paid with appropriate paperwork, check of depreciation schedules and check of Trial Balance, Profit and Loss Statement and Balance Sheet as well as ensuring these were completed in accordance with Australian Accounting Standards. Currently waiting on a response from a local Bookkeeper and if this was not received shortly, alternative bookkeepers would be approached.
After much discussion, it was agreed that the issue for an Audit/Review would be raised during General Business at the AGM. It was felt that an audit/review be conducted each three (3) years to ensure that the Secretary and Treasurer were provided with a level of comfort and protection.
- f. **Item 110/20 – Tasmanian Banner** – The Tasmanian Representative (Jim Semmens) and the Secretary advised that a new Association banner had been ordered from a printing firm in WA. The only cost to the Association would be the set-up costs (approximately \$30) and postage of around \$30. The Association would be provided with electronic copies of the artwork.
- g. **Item 111/20 – Centurion ARN 169005** – general discussion about the disposition of the asset considering the proposed the new Tank Museum and a future inability to maintain the tank given the age of the qualified Centurion vehicle mechanics and support staff. Efforts are to be made to identify a number of slightly younger Centurion qualified personnel.
- h. **Item 112/20 – Payment of Monies to Barry Spicer** – the Secretary advised that a payment of \$425 would be made to Barry Spicer as the commission on the 17 copies of the 'Tanks for the Memories' prints sold during the recent sale.

- i. **Item 113/20 Operation Grain Harvest Assist** - The Treasurer provided an update on Operation Grain Harvest which was being organised by LTCOL Gary Spencer AM (Ret'd). The aim of the Nationwide Operation is to bolster the supply of regional workers to help deliver this year's grain harvest and relieve pressure on farming communities. The jobs available include harvester operators, chaffer bins drivers, and general hands. It is believed that former members of both RAAC and RAEME who had operated heavy machinery would be suitable for these tasks. Further information may be obtained at orgha.org.au or google 'Grain Harvest Assist'. In addition, email Treasurer@paratus.org.au.

There being no further business the President (Mel Meloncelli) closed the meeting at 2032 hours with a thanks to all in attendance.

Russ James

R.F. James
Secretary

Annex A – Treasurer's Report

Annex A to
Minutes for Management Committee Meeting
of 3 November 2021

1st Armoured Regiment Association (Inc) Treasurers Report for the period 24 July to 31 Oct 2021									
Operational Account balance						\$	66,623.52		
Debit Card Account						\$	592.35		
Cheque Account						\$	396.78		
Total						\$	67,612.65		
Expense- (Operational Account)									
Toner cartridge						\$	115.40		
RAAC Corp (Membership fee/Insurance payment)						\$	521.58		
Scholarship payment/Book purchase						\$	539.92		
Australia Post - postage						\$	294.44	Note 1	
Bank fees						\$	2.10		
Welfare/DVA Covid 19 payment						\$	61.30		
Beauford House						\$	45.00		
Transfer to Debit Card Account - top up						\$	500.00		
Event outlays, funeral expenditure						\$	75.00		
Ink Spot						\$	33.81		
Total						\$	2,188.55		
Income (Operational Account)									
Memberships (Renewals/new members)						\$	511.00		
Q store sales (Fire Sale)						\$	1,872.43		
Registrations (PM 2021 Reunion)						\$	-		
Donations						\$	1.50		
Bank Interest						\$	8.33		
Total						\$	2,393.26		
Debit Card Expenses									
Xero monthly fee payments (two months)						\$	104.00		
Zoom video communications						\$	230.89		
Total						\$	334.89		
Debit Card Receipts									
Funds transfer from Operational account to Debit Card						\$	500.00		
Total						\$	500.00		
Cheque Account balance						\$	396.78		
No transaction since Feb 21 account to be closed.									
PM 22 Reunion									
No change from previous Treasurer's Report									
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		
Note 1.	Includes payment on 5 Oct 21 for \$251.22								