



Minutes for Management Committee Meeting Held using Zoom Technology on 25 February 2022

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, Iain Reynolds, Brian Hatfield, Mick Payne, Chris Fenton, Jim Semmens, Mark Reid, Graeme Unmack and Pat Deeker. Graeme (Wol) Walker was in attendance as the Editor of the Newsletter.
2. **Apologies:** The Secretary (Russ James) advised that an apology had been received from Peter Still.
3. **Distribution of Information:** 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. He introduced Graeme Walker and expressed an expectation that Graeme might join the Management Committee to fill a casual vacancy in the near future.
5. Minutes from Previous Meeting – Outstanding Issues
 - a. **Item 114/20 - Nominal Roll of the Association,** Secretary advised that the last version, 1.16, has been published with 303 names. Next version will be 1.17. Still have 196 names outstanding.
 - b. **Item 115/20 – Management Committee Vacancies,** Secretary advised that vacancies still exist for Comms Manager, Website Manager and Recruitment Manager.
 - c. **Item 116/20 - Newsletter,** Secretary advised that Graeme (Wol) Walker – our new Newsletter Editor - is in the process of preparing the February 2022 Newsletter.
 - d. **Item 117/20 - Website review,** Secretary advised that work continues on improvements.
 - e. **Item 118/20 - Athletic Scholarship,** President advised that discussions concerning the Sporting Scholarship would be addressed at the end of the meeting.
 - f. **Item 119/20 - Audit/Review of Association Financial Accounts and Annual Statements** - Secretary advised that a review of the Association's Financial Reports and accounts for the FY ended 30 June 2021 had been undertaken by a chartered account. There were a couple of minor issues which needed to be corrected, as well as a recommendation for additions to the Association's Policies and Procedures for Financial Transactions relating to EOFY Stocktakes and inclusion of depreciation rates, schedules, etc. The President asked the Secretary to include a Statement concerning the Audit/Review requirements of a Tier 1 Incorporated Association in the Financial Statements distributed to all members as well as being presented at the AGM.

6. **Item 120/20 – Minute 51 of 2020/21 - Minutes from Previous Meeting** – It was moved Mark Reid, seconded Mick Payne that the Minutes of the previous meeting be accepted. **CARRIED**

7. **Item 121/20 - Minute 52 of 2020/21 - Decisions Made via email** – The Secretary moved, seconded by Werner Golla that the decisions made by email for the memberships of Mick Dennison (2 Nov 21), Quentin Roberts (6 Dec 21), Graham Firth (9 Dec 21), Tom Walker (6 Jan 22) and Benny Lonnborn (9 Feb 22) be ratified. **CARRIED**

8. **Item 122/20 – Minute 53 of 2020/21 – Correspondence In and out – Secretary** – Emails relating to membership renewals, advice of deaths and illnesses, condolence cards, copies of Minutes and Newsletters, emails to/from chartered accountant for review in lieu of audit, etc. No other significant inwards or outwards correspondence. President advised that he had received an ‘Order of the Day’ from the Commanding Officer of the Regiment relating to the passing of WO2 Christopher Moss.

It was moved Russ James, seconded Brian Hatfield that the Correspondence Report be accepted. **CARRIED**

9. **Item 123/20 – Minute 54/20 - Membership Report – The Secretary advised that:**

- a. Current Membership = 499 (25 Feb 22) increase of 122 since July 2018
- b. Membership renewals 1 Feb 2022 – 212 renewal notices sent by email and snail mail. As at 25 Feb 2022, 145 members have renewed (68.7%) for periods from 1 to 5 years (average = 3.29 years). 67 members have yet to renew. Significant issues with email rejections – Spam!
- c. Membership – Chasing lapsed members - Secretary – continue to ring and email lapsed members with the off chance that some may renew. One member who has not renewed since 2016 has indicated that there is a cheque in the mail.

Note: During this topic, the issue of CrazyDomains (Association’s email provider) was discussed in relation to failure to deliver emails, failure to protect from spam and other spurious email senders. Limited functionality is a hindrance to efficient communications within the Management Committee, between the Secretary and the Membership in general as well as between State Representatives and their members. The President indicated that he would undertake research to identify alternatives to CrazyDomains.

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

10. **Item 124/20 - Minute 55 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 Mick Payne, seconded Iain Reynolds that the Treasurer’s Report be accepted. **CARRIED**

11. **General Business**

- a. **Item 125/20 – Minute 56 of 2020/21 - Reunion Update – (Judy Payne – Member of the Reunion Subcommittee)** – presented an overview of current arrangements including:
 - i. 130 had now registered for the Reunion,
 - ii. 16 Registered had paid in full and a further 35 had paid their registration fee/deposit,
 - iii. There had been an increase in interest since members were advised the Reunion was to proceed,

- iv. The accommodation offer at Rydges had been extended until the end of March – must mention the Reunion when booking with Rydges Reception,
- v. Accommodation bookings for the Caravan Park must be made through Caravan Park Reception and not on-line via the internet,
- vi. The Reunion Secretary (Johnny Atkinson) was preparing a submission to obtain \$1,000 grant from Port Macquarie Council. It had been approved for the Reunion planned for 2021 but had to be resubmitted,
- vii. It was requested that the Association consider paying the Reunion food costs for official guests and the Standard Party.

There was a number of questions concerning the Closing Date (25 March 2002) for registrations as well as the 'goodies' bags. Judy explained that there was a considerable lead time for one item and three (3) to four (4) months was required. It was also suggested that a raffle be conducted at the Reunion, but this was not pursued.

The President indicated that, in line with the 2018 Adelaide Reunion, an after action (post activity) report should be produced for the benefit of future reunions. The President indicated he would commence a draft outline for such a report.

Item 126/20 – Minute 57 of 2020/21 – Food Costs for Reunion Guests and Members of the Standard Party – it was moved Mick Payne, seconded Russ James that the Association cover the costs of food for guests and members of the Standard Party for the Meet and Greet, Reunion Dinner and Recovery Breakfast (if applicable). **CARRIED**

- b. **Item 127/20 – Disbursement and Receipt of DVA Health and Welfare funds** – the Secretary advised that one more amount of \$31.60 had been paid and an additional amount of \$909 had been received. There was some discussion concerning how the funds could be distributed with a suggestion that the funds could be donated to other charities. The Secretary advised that this was not possible. The Secretary was requested to investigate whether some funds could be donated to a Veterans' Retreat in Tasmania for the purchase of a first aid kit as well as a defibrillator.
- c. **Item 128/20 – Minute 58 of 2020/21 - Annual General Meeting** – Consumer Affairs Victoria (CAV) granted a further extension. AGM now scheduled for 27 March 2022 at Broadford RSL. AGM to incorporate presentation of Life Membership Certificates to those available. Light lunch at around 1230 hrs with members of the Moore and Lukeis families followed by Memorial Services for Peter Moore MID and Peter Lukeis. Financial Statements, Indicative Agenda and Proxy Form issued. The Secretary indicated that a budget for the AGM had been previously passed. As there were no issues, it was moved Mick Payne, seconded Pat Deeker that the AGM proceeds as planned for 27 March 2022 at Broadford RSL. **CARRIED**
- d. **Item 129/20 – Minute 59 of 2021/21 – AGM – Membership Fees** – the Secretary recommended that the existing membership fees structure remain in place until the following AGM. After some discussion, it was moved Pat Deeker, seconded Brian Hatfield that no changes to the existing membership fee structure be recommended at the AGM. **CARRIED**
- e. **ITEM 130/20 – Minute 60 of 2020/21 – AGM – Management Committee Structure and Size** – the Secretary recommended that no changes to the existing Management Committee Structure and Size be recommended at the AGM. It was moved Jim Semmens, seconded Werner Golla that no changes to the Structure and Size of the

Management Committee be recommended at the AGM.

CARRIED

- f. **Item 131/20 – Minute 61 of 202/21 – Request from Tom Walker for support for a Veterans’ Safe Place in Western Australia.** The President asked for comments in general as well as thoughts as to whether the Association should help Tom in any way. There was considerable discussion including:
- i. Tom’s heart was in the right place and his ideas had merit and were worthy of consideration,
 - ii. There were already many veteran retreats around Australia some of which were not very successful and not being used in the way that was initially envisaged,
 - iii. The Constitution of the Association would not cover the extent of the support requested by Tom,
 - iv. The Association has a responsibility to the members of the Association and it was felt that very few members of the Association would make use of such a facility in a remote location,
 - v. The location of the Project (Karratha, WA) was totally unsuitable for any support from the Association,
 - vi. The extent of the project required support from within WA and the local region and it was not believed that the project could be effectively managed from outside WA,
 - vii. The Management Committee did not have the resources to project manage such a broad-based veterans’ safe place in such a remote location,
 - viii. Members of the Management Committee did not volunteer to take on the responsibility for such a project,
 - ix. There were many other issues such as occupational health and safety, travel, etc as well as living and working in a remote locality, and
 - x. That there were too many unknowns, particularly the possible funding from DVA and the potential of a community grant from Rio Tinto.

On completion of the discussion, it was moved Mel Meloncelli, seconded Jim Semmens that the Association was unable to take on the project responsibility due to distance, scope and level of management requirements. This type of management role is not what Committee members volunteer for and is outside the constitutional duties for current and future committee members. It would be a fulltime responsibility. At this stage the Management Committee would not commit to any donation pending the outcome of other significant funding support. Summary advise Tom we cannot take on the role he is seeking from us, thus responding to his request. **CARRIED**

Note: The Secretary is to draft a response for the President to send to Tom Walker.

- g. **Item 132/20 – Minute 62 of 2020/21 – Association’s Sporting Scholarship** – there was considerable conversation concerning the discussion document on the Association’s proposed Sporting/Athletic Scholarship prepared and distributed by the Secretary. Most of the conversation focussed on the appraisal measures and difficulties the Association Management Committee would have in distinguishing between equally rated applicants. It was agreed that the Scholarship document be accepted and that the Secretary should notify all members that Applications for the Sporting Scholarship be accepted from the 1 March 2022, and closed on 30 June 2022. A decision was to be made by the Management Committee on 31 July 2022.

- h. **Item 133/20 – Minute 63 of 202/21 – Casual Vacancy on the Management Committee** – the President invited the Newsletter Editor (Graeme [Wol] Walker) to fill a current vacancy on the Management Committee. On his acceptance, the Secretary moved, seconded Werner Golla, that Graeme Walker be appointed to the Management Committee on the basis of a casual vacancy (Constitution Rule 70 [1] {c} and {d}).

CARRIED

- i. **Item 133/20 – Defence and Veterans Legal Service** – the Secretary was asked if he received a document relating to the free assistance that would be provided to veterans who wished to lodge or make a submission to the Veterans’ Suicide Commission. The Secretary advised that he had not received any such documents. (A search after the meeting revealed that the document had been classified as ‘spam’).

There being no further business the President closed the meeting at 2050 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 25 February 2022

1st Armoured Regiment Association (Inc) Treasurers Report for the period 02 Jan 22 to 23 Feb 22

Operational Account balance	\$ 78,296.39	
Debit Card Account	\$ 390.48	
Cheque Account	\$ 421.72	
Total all accounts	\$ 79,108.59	
Expense- (Operational Account)		
Office Works	\$ 147.03	
Auditor	\$ 250.00	
Refunds (Reunion Registrations)	\$ 70.00	Reynolds and Chambers
Australia Post - postage	\$ 112.89	
Bank fees	\$ 3.50	
Total expenses	\$ 583.42	
Income (Operational Account)		
Reunion payments	\$ 2,605.00	Note 1.
Memberships (Renewals/new members)	\$ 7,423.50	Note 2
Donations	\$ 19.00	
Welfare funds	\$ 909.09	
Q store sales (Fire Sale)	\$ 9.70	
Bank Interest	\$ 5.83	
Total income	\$ 10,972.12	
Debit Card Expenses		
Ebay purchase (high grade paper)	\$ 27.49	
Xero monthly fee payments (two months)	\$ 108.00	
Total expenses	\$ 135.49	
Debit Card Receipts		
	\$ -	
Total balance Debit Card	\$ 390.48	
Cheque Account Expenses	\$ -	
Cheque Account Receipts	\$ 75.00	Note 3
Cheque Account balance	\$ 421.72	

Note 1

Semmens	Jim		\$ 220.00
Power	Ian		\$ 360.00
Rossiter	Phil		\$ 70.00
Thompson	Eric		\$ 410.00
Hunter	Kevin		\$ 200.00
Fredericks	Chris		\$ 440.00
Potts	Graeme		\$ 220.00
Warren	Ronald		\$ 205.00
Murphy	Alan		\$ 75.00
Watts	Trevor		\$ 405.00
		Total	\$ 2,605.00

Note 2

118 membership renewals
in Operational Account
3 membership renewals
in Cheque Account

Note 3