



Minutes for Management Committee Meeting Held using Zoom Technology (Internet) on 14 March 2021

The meeting was opened by the President, Mel Meloncelli, at 1802 hours.

1. **Attendees:** The following members were in attendance:
Mel Meloncelli, Russ James, Werner Golla, Brian Hatfield, Dean Martin, Mick Payne, Chris Fenton, Jim Semmens, Mark Reid and Pat Deeker.
2. **Apologies:** The Secretary (Russ James) advised that apologies had been received from Iain Reynolds and Graeme Unmack.
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 29/20 - Zoom Meeting with CO and RSM of the Regiment** – the President advised that due to other commitments the meeting had not yet occurred but that he had a telephone conversation with the RSM.
 - b. **Item 30/20 - New Batteries for ARN 169005** – the Secretary advised the batteries have been installed and as shown on the Members Only face book page, the gunnery gear was now fully operational.
 - c. **Item 31/20 – Nominal Roll of the Association** – the Secretary advised that the 11th edition (version 1.12) of the Nominal Roll had been issued with approximately 265 names included with around 236 names to go. State Reps were encouraged to check the Nominal Roll for their members and gee up any that were not included.
6. **Item 32/20 – Minute 21 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 33/20 - Minute 22 of 2020/21 - Decisions Made via email** – Secretary requested ratification of a previous decision made by email. It was moved Pat Deeker, seconded Jim Semmens that the membership applications approved over the internet (via email) be ratified for Joel Baker (5 February 2021), Russell Egan (15 February 2021) and Martin Corbett (10 March 2021). **CARRIED**
8. **Item 34/20 – Minute 23 of 2020/21 - Correspondence In and Correspondence Out** - the Secretary indicated that apart from routine emails the only other inwards correspondence included an email from Bruce Cameron concerning an anonymous threat and the Constitution, Membership renewals and notices of deaths and funerals as well as information relating to the postponed Reunion. Important outwards correspondence included a condolence card, membership cards for renewed members, information concerning deaths and funerals,

Membership Renewal Notices, and Reunion Updates. It was moved Werner Golla, seconded Brian Hatfield that the Correspondence Report be accepted. **CARRIED**

9. **Item 35/20 – Minute 24 of 2020/21 - Membership Report** – the Secretary (Russ James) advised the following details:

- a. Current Membership = 501 (14 March 2021) increase of 124 since July 2018
- b. There are two pending Membership Applications – for Michael Boles and Brad Titlow – waiting on action by both
- c. Currently in the middle of the Renewal process with 216 due to renew. 157 or 72.7% had renewed with an average renewal period of 3.45 years. This was up from 2.73 for the 2020 Membership Renewal year. Around 59 members are outstanding, and reminders have been sent by the Secretary as well as phone calls by State Representatives.
- d. Membership – Chasing lapsed members - Secretary – continue to ring and email lapsed members with the off chance that some may renew.

It was moved Mick Payne, seconded Mark Reid that the Membership Report be accepted.

CARRIED

10. **Item 36/20 - Minute 25 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 Pat Deeker, seconded Dean Martin that the Treasurer's Report be accepted.

CARRIED

11. **General Business**

- a. **Item 37/20 – Patron of the Association** - The President advised the meeting the current patron (MAJGEN Craig Orme, DSC, AM, CSC [Retd]) had been appointed as the Honorary Colonel of the Corps as well as for B Squadron 3/4 Cavalry Regiment. As a result, he would be standing down as our Patron. The President asked for opinions as to whether the Association should continue with the tradition of inviting the Honorary Colonel of the Regiment to be the new Patron of the Association. There was general agreement that the tradition should be followed and that a letter of invitation be forwarded to the Honorary Colonel of the Regiment.
- b. **Item 38/20 – Honour Roll** - the President advised that the RSM of the Regiment had been advised of the changes made to the Association's Honour Roll. The Secretary further advised that the new Honour Roll had been published to the website some weeks ago and there had not been any feedback. He also noted that the new Honour Roll would be included in the next Newsletter to be published and distributed this month.
- c. **Item 39/20 – Vacancies on the Management Committee** – the President advised that the Association needed a Communications Manager (responsible for Newsletter and Website Management and Maintenance) and Recruitment Manager/Coordinator. He asked State Representatives to do what they could to identify possible candidates for these positions. The Secretary indicated that the roles of Website Management and the Newsletter Editor did not have to be undertaken by one person.
- d. **Item 40/20 – Use of Association Email Address** – the President reminded all members of the Management Committee that the correct Association email address must be used on all correspondence (emails) sent on Association matters. This was a fundamental requirement from an accountability perspective as well as not exposing

individual Committee members using their private email addresses. Although there may be some technical issues involved, these must be overcome.

- e. **Item 41/20 – PM22 Reunion Administrative Matters** – the Secretary advised that Rydges had not yet provided a copy of the new contract as promised, that the Regiment had been advised of the change as well as formally requesting the presence of the Standard if possible, that an Update and a new Registration form had been distributed via MailChimp as well as being available on the Website.
- f. **Item 42/20 – PM22 Reunion Update** – Mick Payne (Chair of the PM 22 Reunion Sub-Committee) advised that the Secretary of the Reunion Sub-Committee would be sending an email in the coming week to all registered attendees for the 2021 Reunion seeking confirmation or otherwise at the 2022 Reunion. Mick also indicated he would follow up with Rydges concerning the contract.
- g. **Item 43/20 – Westpac Bank Account and Debit Card** – The Secretary explained that an account had existed at Westpac for a number of years. The account had primarily been used for maintenance items for the Centurion (ARN 169005). However, administration of the account with Westpac had been difficult as the new debit card had been sent to a member who had not held a position on the Management Committee for at least five years. Despite numerous efforts to add members, change email and postal addresses the bank continued to use old data. Simple solution was to close the account. John Brooker advised that all future expenses (mainly fuel) could be charged to a personal credit card and reimbursement sought from the Association. It was moved Werner Golla, seconded Dean Martin that the Westpac Bank Account and Debit Card be closed.

CARRIED
- h. **Item 44/20 – 12 Months Free Membership** – the Secretary advised that discussions had been held with the Chief Clerk of the Regiment and a Form, for departing members of the Regiment on either reposting or discharge, would be included as part of the March-out process. The Application form had been developed but required some minor tweaking.
- i. **Item 45/20 – Q Stock Update** – The Vice President (Dean Martin) advised that work on the review had been completed and that a report would be available prior to the next Management Committee meeting.
- j. **Item 46/20 – Q Store Update** – the Secretary advised that the Q Store Manager (Kevin Heyward) was now in control and implementing new procedures in conjunction with the Secretary and Treasurer. Hat badges were now in stock but were priced at \$20 each. The badges were first rate quality. Berets are now also available but are not to be held in stock but ordered individually due to size issues. The cost could be reduced to around \$23/24 provided the amount was paid up front.
- k. **Item 47/20 – Newsletter** – the Secretary advised that John Brooker had stepped into the breach and the Newsletter would be produced sometime in March. Currently waiting on the Secretary's Report as well as some items that may be offered for sale from the Q Store.
- l. **Item 48/20 – Website** – the Secretary advised that both he and John Brooker had completed some work on the Website bringing it up to date as well as providing new photos and content. The Secretary advised that all the latest material for the Reunion had been updated. Committee members were encouraged to review the site and provide feedback to either the Secretary or John Brooker.
- m. **Item 49/20 – Scholarships Application and Selection Criteria** – the President requested that members review the document that had been distributed by the Secretary prior to

the meeting and indicated that members should provide any comments to either himself or the Secretary so that it could be fully discussed and perhaps decided at the next meeting.

There being no further business the President (Mel Meloncelli) closed the meeting with a thanks to all in attendance. The meeting closed at 1856 hours.

Russ James

R.F. James
Secretary

Annex A – Treasurer’s Report

Treasurer's Report

| 1st Armoured Regiment Association (Inc) Treasurers Report for the period 07 Jan 21 to 12 Mar 21 | | | |
|---|--|---------------------|---|
| Cash in Bank as at 07 Mar 21 | | | |
| Operational Account balance | | \$ 65,205.69 | |
| Debit Card Account | | \$ 404.25 | |
| Cheque Account | | \$ 396.78 | |
| Total | | \$ 66,006.72 | |
| Monies (Paid) Operational Account | | | |
| Australia Post - postage | | \$ 394.38 | |
| Beret badges 1st Armoured Regiment | | \$ 175.00 | |
| Beauford House | | \$ 90.00 | Two polo shirts |
| Office Works | | \$ 49.80 | |
| Refund partial membership - over paid (Associate) | | \$ 47.50 | |
| Bank Fees | | \$ 12.60 | |
| Top up Debit Card Account | | \$ 500.00 | |
| Printing (Office Expense) | | \$ - | |
| PM21 and other Reimbursements | | \$ 1,030.00 | Note: 2 |
| Total | | \$ 2,299.28 | Three PM21 refunds, 2x\$440, 1x\$150 |
| Monies Received for the period (Operational Account) | | | |
| Memberships (Renewals/new members) | | \$ 10,217.00 | Note:3 Most renewals were for five years. |
| Goods sold from Q Store | | \$ 95.70 | |
| Registrations (PM 2021 Reunion) | | \$ - | |
| Donations | | \$ 33.00 | |
| Bank Interest | | \$ 4.91 | |
| Total | | \$ 10,350.61 | |
| Debit Card Account balance 07 Mar 21 | | | |
| Xero monthly fee payments | | \$ 152.00 | |
| Long Lunch - Emerald Hotel | | \$ 220.00 | |
| Consumer Affairs Victoria (CAV) | | \$ 59.20 | |
| Total paid | | \$ 431.20 | |
| Cheque Account balance 07 Mar 21 | | | |
| Interest Received | | \$ - | |