
FLEET AIR ARM ASSOCIATION OF AUSTRALIA

FEDERAL COUNCIL

**Minutes of the annual Federal Council Meeting held via ZOOM
23rd October 2021 at 1007**

*Agenda Item 1: WELCOME AND OPENING REMARKS BY NATIONAL
PRESIDENT*

The President welcomed all delegates and observers. He requested all delegates to observe the principles of a Zoom on-line meeting and to recognize accepted protocols whilst a delegate is addressing the meeting.

The President extended best wishes to all members of the FAA Association.

Agenda Item 2: ATTENDANCE

NATIONAL EXECUTIVE

President

M. Campbell

Vice President

P. Carey

(Joined meeting @ 12:07 due to IT issues)

Secretary

T. Hetherington

Treasurer

J. Caldwell

Webmaster

M. Peake

Membership Database Manager

P. Norris

DIVISION DELEGATES

NSW *Committee*

P. Norris

ACT *President*

J. Schonberger

VIC *Secretary*

M. Smith

QLD *President*

S. Huxtable

Delegate

R. Marsh

Delegate

R. Murrell

SA *President*

J. Siebert

Delegate

R. Harrison

TAS *President*

D. Hinds

WA *President*

G. Kelson

Secretary

K. Taylor

Delegate

J. Bush

Agenda Item 3: APOLOGIES

SA *Slipstream Editor*
ACT *Secretary*

P. Shiels
G. Sydney

Agenda Item 4: REMEMBRANCE OF DEPARTED SHIPMATES

The President read from a list of 25 former FAA members who are known to have passed away since the last FCM. A minute's silence was observed for those departed shipmates.

Agenda Item 5: GUEST SPEAKER

The President explained that there is to be no guest speaker for this FCM, however he expressed the hope that the 2022 FCM will be 'live', and he expects to have a Guest Speaker.

Agenda Item 6: BUSINESS ARISING FROM THE 2019 FEDERAL COUNCIL MEETING

The President requested any comments from Delegates concerning the Minutes of the 2020 FCM. There were no matters arising.

The National Secretary noted at Item 11, para.5 the amount for Registration Fee should be \$10, not \$5 as shown.

The National Secretary moved that the 2020 FCM Minutes be accepted, with the correction stated above.

Seconded by QLD Delegate Ray Murrell - CARRIED

Agenda Item 7a: PRESIDENT'S REPORT

President Mark Campbell referred Delegates to his written report, noting that there was a slight rise in membership numbers in 2020-2021. He emphasised the ongoing desire for membership recruitment and retention. A discussion on those matters will occur in General Business.

The President acknowledged the efforts of the National Executive members and announced that the Slipstream Editor is now a member of the National Executive.

There were no questions from the floor and the SA President John Siebert moved that the President's Report be accepted, which was seconded by VIC Delegate Mal Smith.

The President's Report was CARRIED. It is appended to these Minutes.

Agenda Item 7b: SECRETARY'S REPORT

Delegates were referred to the Secretary's written report. Terry Hetherington reported that all three National Executive meetings in 2021 were done by Zoom.

The Slipstream Standard Operating Procedure became effective as of 1st April this year.

The Secretary is now registered with an account on the WA Corporate Affairs website, enabling him to register Constitutional changes and Annual Reports. (The Association is incorporated in WA.)

A review was conducted on the Professional Indemnity insurance held by the Association and as no Divisions were offering formal advocacy services, the insurance was terminated, with a \$500 p.a. saving.

The Webmaster, Marcus Peake raised the issue of a Division resuming formal advocacy, which would then necessitate resumption of that insurance. The Secretary requested Divisions so affected to advise him, and the insurance would be taken up again.

The Secretary announced that he would accept renomination at the 2022 election of National Executive office-bearers.

The Secretary moved that his report be accepted, which was seconded by the Webmaster.

The Secretary's Report was CARRIED. It is appended to these Minutes.

Agenda Item 7c: TREASURER'S REPORT

The National Treasurer James Caldwell had submitted his written report and Financial Statements which were distributed to all Divisions.

He commented that savings have accrued from having the 2020 FCM and National Executive meetings by Zoom, and by closer monitoring of the number of Slipstream magazines printed each quarter. An increase in printing costs is expected for 2022.

The Treasurer noted that Divisions are more diligent in remitting payments and reminded Divisions to clearly show the Division name on EFT transactions.

Questions on the Treasurer's Report were called for, to which the President requested a statement concerning the website repair costs.

The Treasurer responded that notwithstanding generous offers from several Divisions, the entire costs were covered by donations, with two individual donations totalling \$6,000.

The 2020-2021 Financial Statement dated 30 June 2021 only shows one payment to the IT company, as the remaining amounts were paid in the current financial year (2021-2022).

The President further questioned line items on the Statement with no amounts alongside them, to which the Treasurer explained that those items had been expenditure items last year, but not this year.

The SA President, John Siebert requested an update on the Auditor's Report. The Treasurer's response was that due to COVID lockdowns he could not take the statements to the auditor's office, which had been closed down. The statements were delivered in the week preceding the FCM and the Auditor's Report is expected in the following week.

The President commented that the Auditor's Report will be considered by Divisions out-of-session.

The SA Delegate moved that the Treasurer's Report be accepted, subject to receipt of the Auditor's Report in due course. This was seconded by QLD Delegate, Ray Murrell.

The Treasurer's Report was CARRIED. It is appended to these Minutes.

The Secretary interrupted the order of business to report that the NSW Division Secretary had been contacted on the phone, and he could not advise why the NSW President, Phil Carey, had not logged into the meeting.
It was proposed, and accepted that Paul Norris, as a NSW Division committeeman, could delegate for the Division.

Agenda Item 7d: WEBMASTER'S REPORT

The Webmaster, Marcus Peake, gave an update to his written report, stating that the website had gone 'live' on 6th October. He encouraged members to log-in and they will see a familiar, but greatly enhanced format. Final payment has been made and the Webics contract finalised to our joint satisfaction.

Marcus is still learning the essentials of the new website and he intends to improve the membership application form and the Wall of Service nomination form.

The NSW Delegate, Paul Norris enquired if any surplus remained out of the website repair donations. The Webmaster and Treasurer reported a figure of approximately \$300, but the Webmaster added that the annual service fee due to Webics is approximately \$400, so it was agreed that the surplus would remain in, and the service fee would be transacted through, the General Account.

The Webmaster next addressed comments on the monthly newsletter 'FlyBy,' stating that it is beneficial and does contribute to membership recruitment. A new format was introduced with Edition 50 this month and there are about 1,400 members and non-members who subscribe to the newsletter.

In closing Marcus advised that he will not seek to continue as Webmaster from the 2022 FCM onwards but he will provide a comprehensive handover, in addition to the existing SOP. Ray Murrell, the QLD Delegate and Mal Smith the VIC Delegate both praised Marcus for his efforts with 'FlyBy.' The President endorsed those comments.

Marcus Peake moved that his report be accepted. This was seconded by Ray Murrell, QLD Delegate, and the Webmaster's report was CARRIED. It is appended to these Minutes.

Agenda Item 7e: DATABASE MANAGER'S REPORT

Paul Norris, the Database Manager, confirmed that his written report has been distributed and he summarized by publicly thanking all the Division Secretaries and Treasurers for their support throughout the past year. Paul reiterated the President's words on the improved membership numbers, standing at 806 with 94 new members throughout the year.

Wall of Service applicants, who automatically become NSW Division members, numbered 17, but the sad fact of deceased members and resigning members leaves us with a net increase of 18 members.

The membership statistics report has been modified to only reflect the 12 months period between FCM's.

The WA President, Greg Kelson, enquired about the acceptance of new members through Wall of Service plaques purchase. The Database Manager explained that the \$240 fee covered cost of the plaque, Registration fee, Capitation fee and soft-copy Slipstream levy.

Acceptance of the report was proposed by Paul Norris and seconded by SA Division.
CARRIED.

It is appended to these Minutes.

Agenda Item 7f: SLIPSTREAM EDITOR'S REPORT

In the absence of a written report from the Paul Shiels, the President summarised recent discussions with the Editor, who is seeking more support and eventually looking for a replacement in the role.

SA President John Siebert described the efforts underway by the SA Division to assist.

The Treasurer, James Caldwell, requested clarification of the SOP on Slipstream, as some Divisions are remitting less than the invoiced amount for Slipstream, claiming that certain members are nominating not to receive the magazine.

Open discussion followed on the topic of cancellation of a Slipstream subscription and the general feeling was that discretion needs to be exercised, due to a member's personal circumstances.

The President requested the Secretary to annotate this matter as *BUSINESS ARISING* for the National Executive to consider and consult with Divisions out-of-session.

The VIC Division Secretary, Mal Smith, complimented the Editor, Paul Shiels, on the quality of Slipstream and stated that many VIC Division members have passed very favorable comments to him. The President endorsed those sentiments.

A formal written Report by the Slipstream Editor was received several days after the FCM and subsequently distributed to the National Executive and all Divisions. It is appended to these Minutes.

Agenda Item 7g: WALL OF SERVICE ADMINISTRATOR'S REPORT

The written report from Mr John Balazic, had been distributed to all Divisions. The Secretary summarised his report.

There are 1,051 plaques on the wall with 50 being affixed this year. Order 50 is open but with no applications yet. An updated list of all plaques is shown on the FAAA website dated 4th October 2021.

The Wall of Service Administrator's written report was moved by the Secretary. This was seconded by ACT Division and the report was CARRIED. The Report is appended to these Minutes.

Agenda Item 7h: FLEET AIR ARM MUSEUM MANAGER'S REPORT

The written report from Ms. Ailsa Chittick, Acting Manager of the Fleet Air Arm Museum had been distributed to all Divisions. In that report Ms. Chittick highlighted the difficulties being experienced with the COVID closure of all Defence museums. She also pointed to an anticipated approval by CN of the recent Navy Heritage Review.

The President moved that the Museum Manager's Report be accepted, seconded by the Secretary.

The Report was CARRIED. It is appended to these Minutes.

At the conclusion of Officers' Reports, Marcus Peake moved a special vote of thanks to the Wall Of Service Administrator, John Balazic for his excellent work in administering this process and for performing a role that is greatly appreciated by the Association.

Agenda Item 8: PRESENTATION OF AWARDS

No awards were recommended for presentation at this FCM.

Agenda Item 9: SPECIAL RESOLUTIONS AND NOTICES OF MOTION

The President opened discussion on the Special Resolution and Notice of Motion raised by the National Executive. He invited the Webmaster, Marcus Peake, to introduce the two matters.

Agenda Item 9a:

Special Resolution - *That the National Constitution be amended to reflect that, with effect from 01 July 2021, Divisions are liable to pay Capitation Fees to the National Body in respect of all Classes of Members.*

Marcus Peake, who drafted the discussion paper that was distributed to all Divisions, provided a comprehensive overview of Capitation Fees, and the logic behind the need to distribute the liability for that fee across all classes of members.

No questions were raised by Delegates and the President put the Special Resolution to the vote.

The Special Resolution that Divisions are liable to pay Capitation Fees to the National Body in respect of all Classes of Members was CARRIED by 18 votes to 3, with WA Delegates voting against the Resolution.

Agenda Item 9b:

Notice of Motion - *That Appendix 4 (v7.0) to the National Standard Operating Procedures be amended to reflect that, with effect from the March 2022 edition (inclusive), Divisions are liable to pay the Slipstream Levy to the National Body in respect of all Classes of Members, according to the Levy schedule set annually by the Federal Council Meeting.*

The President again asked Marcus Peake, who drafted the discussion paper that was distributed to all Divisions, to expand on the logic behind the Notice of Motion.

The SA President John Siebert requested to know the number of free copies of Slipstream in a normal distribution. The Secretary responded that he had recently reviewed the listing and reduced it to 45 copies per edition.

The Notice of Motion that Divisions are liable to pay the Slipstream Levy to the National Body in respect of all Classes of Members was CARRIED by 18 votes to 3, with WA Delegates voting against the Resolution.

The President wished it recorded in the Minutes that the work done by Marcus Peake in preparing the discussion papers for both the Special Resolution and Notice of Motion was commendable, leading to the desired outcome.

Agenda Item 10: REGISTRATION & CAPITATION FEES & SLIPSTREAM LEVY FOR 2022

REGISTRATION AND CAPITATION FEES

The President invited the National Treasurer, James Caldwell to explain the current position with income from Registration and Capitation Fees. James is mindful of possible increases in costs, but also stated that savings, such as dropping the professional indemnity insurance, are helping to keep the funds balanced. He does not recommend a change in Registration and Capitation Fees.

SLIPSTREAM LEVY

The Treasurer expressed support for special consideration for members opting not to receive Slipstream, whilst still remaining Association members. He does not recommend a change in the Slipstream Levy.

There being no further comment from Delegates, the President declared that the Fees and Levy will remain unchanged, viz:

Registration Fee -	\$10
Capitation Fee -	\$7
Slipstream Levy -	\$6 Hard Copy
	\$3 Soft Copy

Agenda Item 11: ANY OTHER BUSINESS

- a. The President forecast two general business items to be raised by the National Executive, those being attraction and retention of members, and the possibility of a reunion. Before opening discussion on those points, the President requested any other matters from Delegates.
- b. The Secretary proposed that Mr Greig Herron be recognized for his service as the National Executive's auditor. Mr Herron's annual auditing fees have always been well under commercial rates and his lengthy service and generosity to the Association is greatly appreciated. Having had consultation with the National Treasurer, the Secretary proposed that Mr Herron be recognized with a Certificate of Appreciation.

- c. The Treasurer seconded the proposal, adding his comments about Mr Herron's exceptional support to the Association. The motion was CARRIED.
- d. The WA President, Greg Kelson, requested comments from the President concerning WA's proposal, lodged in 2020, to invite CDRE Brett Dowsing to accept the position of Association Patron. Mark Campbell explained that CDRE Dowsing himself, had suggested two alternative names for the position; and the President is inclined to delay a decision until a nominee with the right credentials is identified. This may eventuate in the coming months and the President requested forbearance from Divisions until an announcement is made. The WA President expressed satisfaction with that outcome.
- e. On the matter of membership retention, the TAS Division President, Dennis Hinds advised delegates that his Division is in a difficult position with only 17 current members, predominantly in the older age ranges, and typically with only six members attending regular meetings. He regrettably expressed doubts about the longevity of the TAS Division. The National President acknowledged Dennis's concerns.
- f. The ACT President, John Schonberger, advised that he had received an emailed letter on the day before the FCM from the Royal Commission into Defence Veterans' Suicides. He had forwarded the email to the National Secretary, who acknowledged receiving it, and he will respond accordingly. The National President explained that he was aware of the submission to the Royal Commission by the DFWA, but he was of the opinion that this matter was of little or no significance to the Fleet Air Arm.
- g. On the subject of correspondence generally, the NSW Delegate, Paul Norris advised that the Naval Post Office at HMAS Albatross is likely to permanently close in the near future. This may necessitate obtaining a new postal address and box number for the Association. The Webmaster noted that he will ensure that the Association's 'generic' email address is prominently visible on the website.
- h. The President invited Marcus Peake to address Delegates on the National Executive's strategies for membership attraction and retention. In opening, Marcus pointed to the benefits of the FlyBy on-line newsletter in reaching a high number of members and non-members alike. He made the point that all Divisions are very welcome to submit material to reach out to their respective memberships. He intends to feature regular articles on Veterans' Benefits, and requested input from the WA Division, and member Jim Bush in particular, who responded that he would gladly assist. John Schonberger also advised that he would ask for support from retired CMDR Brad Hock, who is knowledgeable in veterans' benefits. The QLD President Steven Huxtable advised that he is involved with several veterans' organisations in Brisbane, and he will consult with the Webmaster on matters where he can assist.
- i. Marcus Peake summarised the actions proposed by the WA Division in an earlier submission to the National Executive to encourage the attraction of new members and retention of existing members. Some initiatives have been held over due to COVID, others will be actioned when the new website comes on-line, and others require the services of member-volunteers to promote. The National Executive has a standing agenda item for their meetings, to address these matters and they remain 'works-in-progress.' Success in these strategies will result from persisting with a wide range of actions, rather than focusing on a single activity. Marcus highlighted the point that the

failure to attract new members, and the loss of current members, is due to the belief that there are limited benefits to the individual in becoming or remaining a member. Marcus concluded by asking Divisions to consider the theme for this coming year is to 'make members appreciate the value of membership.' He will introduce a page on the website to extoll the benefits of membership, the proposed WA members' charter will be published on the website and FlyBy will be adjusted to better emphasise the benefits of membership and include more input of a local flavour from Divisions. Divisions were requested to consider greater interaction and involvement with members through social events and functions at a range of geographical locations.

- j. The Secretary stated that he would design an information pro-forma to be included in the complimentary Slipstream envelopes distributed to current-serving FAA officers and sailors, and the Webmaster stated that he would assist in the design of that brochure.
- k. The WA Delegate Mike Keogh explained that WA Division, whilst having a higher annual subscription than most Divisions, returns that income by way of functions and events to benefit members and their families. He stated that these events help build camaraderie and member participation.
- l. Paul Norris of the NSW Division described proposed regular newsletters, and meetings at localities outside of Nowra as some of their strategies for greater member involvement and engagement.

The National Vice President and NSW President, Phil Carey joined the meeting at 12:07 after experiencing IT difficulties preventing him from logging in.

- m. The WA Division Secretary, Keith Taylor, described how the Division receives support from the head of DVA in Perth; and how members receive regular newsletters.
- n. President Mark Campbell closed discussion on attraction and retention by inviting Paul Norris to speak on the possibility of having a reunion in the coming year(s). Paul opened discussion with Delegates by seeking their reactions. Marcus Peake stated that reunions in conjunction with other concurrent major events appeal to a wider cross-section of attendees, whilst at the same time not limiting the venue just to Nowra. Greg Kelson was of the opinion that the major appeal of a Nowra reunion was the opportunity to visit HMAS Albatross to see Navy personnel at work within their squadron facilities and to socially interact with them in their Messes. He expressed disappointment with the apparent lack of support by Navy management and engagement with the veteran community. Ray Murrell of QLD Division echoed similar concerns and disappointment. The President stated that he will endeavor to meet with CDRE Dave Frost, the incoming COMFAA, in a renewed effort to better engage with the current FAA personnel.
- o. The Secretary informed Delegates that the Fleet Air Arm Museum will be staging an exhibition on the life and exploits of Lieutenant Keith Clarkson DFM, who was the first Australian FAA member to lose his life, in action, in Korea. The Museum will reopen on 1st December after a lengthy shutdown due to Covid.

Agenda Item 12: Meeting Closure and scheduling of next Meeting

The National President conveyed his thanks and appreciation to all Delegates for their contributions and input to the meeting. He reiterated the challenge to all Divisions, and to the National Executive, in working towards improved membership attraction and retention. The meeting was formally closed at 1231 AEDT.

The next Federal Council Meeting, and triennial election of office bearers, will be held on Saturday 22nd October 2022 commencing at 1000. The meeting format and venue is to be determined, as predicated by any further possible COVID limitations.

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Mark Campbell
President

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Terry Hetherington
Secretary

APPENDICES

- A. President's Report
- B. Secretary's Report
- C. Treasurer's Report
- D. Auditor's Statement
- E. Webmaster's Report
- F. Membership Database Manger's Report
- G. Slipstream Editor's Report
- H. Wall of Service Administrator's Report
- I. FAA Museum Manager's Report