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*FLEET AIR ARM ASSOCIATION OF AUSTRALIA*

*FEDERAL COUNCIL*

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**Minutes of the annual Federal Council Meeting held via ZOOM  
24<sup>th</sup> October 2020 at 1021**

The meeting start was delayed whilst some delegates resolved issues with the Zoom format.

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

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The President welcomed all delegates and observers and stated that the COVID pandemic has necessitated this Zoom on-line format. He requested all delegates to observe the principles of an on-line meeting and to recognize accepted protocols whilst a delegate is addressing the meeting.

The President extended the best wishes of all members of the FAA Association to our former Patron CDRE Toz Dadswell who is recovering from major surgery.

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*Agenda Item 2: ATTENDANCE*

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NATIONAL EXECUTIVE

<i>President</i>	M. Campbell
<i>Vice President</i>	P. Carey
<i>Secretary</i>	T. Hetherington
<i>Treasurer</i>	J. Caldwell
<i>Webmaster</i>	M. Peake
<i>Membership Database Manager</i>	P. Norris

DIVISION DELEGATES

NSW	<i>Secretary</i>	R. Martin
	<i>Treasurer</i>	R. Batchelor
	<i>Wall of Service</i>	J. Balazic
	<i>Observer</i>	J. Macartney
ACT	<i>President</i>	J. Schonberger
	<i>Secretary</i>	G. Sydney
VIC	<i>President</i>	C. Fealy
	<i>Secretary</i>	M. Smith
QLD	<i>President</i>	R. Murrell
	<i>Delegate</i>	R. Marsh
SA	<i>Delegate</i>	J. Siebert

TAS	<i>President</i>	D. Hinds
	<i>Secretary</i>	G. Nicholas
WA	<i>President</i>	G. Kelson
	<i>Secretary</i>	K. Taylor
	<i>Observer</i>	J. Bush
	<i>Observer</i>	M. Keogh

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***Agenda Item 3: APOLOGIES***

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SA	<i>Slipstream Editor</i>	P. Shiels
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***Agenda Item 4: REMEMBRANCE OF DEPARTED SHIPMATES***

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The President read from a list of almost 30 former FAA members who are known to have passed away since the last FCM. A minute's silence was observed for those departed shipmates.

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***Agenda Item 5: GUEST SPEAKER***

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The President explained that due to the Zoom meeting format there is to be no guest speaker for this FCM.

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

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The President requested any comments from Delegates concerning the Minutes of the 2019 FCM.

*The WA President raised a matter concerning alleged omissions in the 2019 Minutes, but in follow-up correspondence to the National President and Secretary he requested that his comments be ignored and that they be struck from the 2020 FCM Minutes.*

As a result of the initial reaction to the WA President's claim above, acceptance of the 2019 Minutes was held over, to be dealt with 'out of session'.

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*Agenda Item 7a: PRESIDENT'S REPORT*

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President Mark Campbell referred Delegates to his written report and emphasised the ongoing need for new and increased membership numbers. He acknowledged the WA Division's submission to the National Executive on improving membership recruitment. As there were no questions from the floor, the SA delegate moved that the President's Report be accepted, which was seconded by NSW. The President's Report was CARRIED. It is appended to these Minutes.

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*Agenda Item 7b: SECRETARY'S REPORT*

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Delegates were referred to the Secretary's written report. Terry Hetherington spoke on the positive interaction amongst all Executive members and he praised Dick Martin for his previous role as National Secretary. The Secretary has received a thorough handover from Dick Martin, and he stated that his role will be to serve and support all Divisions.

No questions were raised from the floor and the Secretary moved that his report be accepted. This was seconded by WA and the Secretary's report was CARRIED. It is appended to these Minutes.

The President invited Phil Carey, the National Vice President to address Delegates, to which Phil thanked the President and replied that he had nothing to add.

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*Agenda Item 7c: TREASURER'S REPORT*

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The National Treasurer James Caldwell had submitted his written report and Financial Statements which were distributed to all Divisions. James spoke on the findings of the review requested by the President into both the General Account and the Slipstream Account. This revealed that income was not matching outgoings and that increases in fees and levies was justified.

Questions on the Treasurer's Report were called for.

The Vic Division President requested a breakdown of insurance costs and the Treasurer stated that those costs comprise 72% of Capitation Fees.

In response to a question by John Siebert, SA Delegate, the Treasurer explained that he is applying the 'accrual' accounting method in preference to the 'cash book' method.

Mal Smith, VIC Secretary queried an apparent rise in Capitation Fees income, yet membership numbers were decreasing. The Treasurer stated that this highlighted the advantages of using the 'accrual' method, as it gives a true state of accounts at the end of the financial year.

Both the WA Division President and the QLD Division President commended the Treasurer for the way in which his Report and the Financial Statements were presented. They conceded that an increase in fees and levies was justified.

Marcus Peake, Webmaster, raised further points on the 'accrual' accounting method and moved that the FCM direct the Treasurer to formally adopt that method of financial reporting. This was seconded by the QLD President and was CARRIED.

The Treasurer moved that his report be accepted. This was seconded by QLD and the Treasurer's report was CARRIED. The Report and the auditor's Financial Statement is appended to these Minutes.

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*Agenda Item 7d: WEBMASTER'S REPORT*

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The Webmaster Marcus Peake commended his written report to Delegates and expanded by saying that his job is not done in isolation and he is reliant on input from many other people. He encouraged continuing support to ensure the website remains relevant and informative. An explanation of the deficiencies with the software system used to compile the website will be given when Notices of Motion are addressed later in the meeting.

No questions were raised from the floor and the Webmaster moved that his report be accepted. This was seconded by ACT and the Webmaster's report was CARRIED. It is appended to these Minutes.

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*Agenda Item 7e: DATABASE MANAGER'S REPORT*

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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. He also thanked Marcus Peake for his assistance in running the database. Paul reiterated the President's words on the declining membership numbers.

Paul addressed a question raised by the VIC Secretary prior to the meeting, on the details provided in the Statistics Report. Paul will review the format and attempt to show only current data without the historical details that are also shown.

QLD Delegate Ron Marsh raised the viability of offering one-years free membership to retiring members of the FAA. The President replied that this had been considered but the Navy Personnel Executive are reluctant to release personal details of members on discharge.

Acceptance of the report was proposed by VIC Division and seconded by NSW. CARRIED. It is appended to these Minutes.

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*Agenda Item 7f: SLIPSTREAM EDITOR'S REPORT*

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In the absence of the Editor, the Secretary was requested to table the Slipstream Editor's Report and to take any questions on notice for the Editor.

SA Delegate John Siebert passed a request from the Editor for more input and articles from FAA engineering and technical personnel for publication in 'Slipstream'.

Acceptance of the report was proposed by SA Division and seconded by VIC. CARRIED. It is appended to these Minutes.

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

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John Balazic opened by stating that his written report was with the Secretary and he requested that it be distributed to Delegates. He thanked Marcus Peake for continuing to process electronic applications.

There are 1,001 plaques on the wall with 51 being affixed this year. Order 47 is open and currently with 7 applications. An updated list of all plaques is shown on the website dated 18<sup>th</sup> October 2020.

Marcus Peake added that the NSW Division has offered a refund to one of the current applicants to mark the thousandth plaque being affixed to the Wall of Service. This will be done by a draw from a hat.

The Wall of Service Administrator moved that his report be accepted. This was seconded by QLD and the report was CARRIED. The Report is appended to these Minutes.

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

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The written report from Mr Stuart Harwood, Manager of the Fleet Air Arm Museum had been distributed to all Divisions. In that report Mr Harwood highlighted the difficulties being experienced with the COVID closure of all Defence museums. He also pointed to an expected release of the Navy Heritage Review in November.

The President expressed his appreciation of the Museum Manager and all his staff for their efforts under trying circumstances in 2020.

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***Agenda Item 8: PRESENTATION OF AWARDS***

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No awards were recommended for presentation at this FCM.

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***Agenda Item 9: SPECIAL RESOLUTIONS AND NOTICES OF MOTION***

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The President opened discussion on the two Notices of Motion raised by the National Executive. He stated that the Notices had been circulated to all Divisions and he thanked those Divisions who gave their feedback which led to improvements in the final structure of those Notices of Motion.

*Agenda Item 9a:*

**To Accept Standard Operating Procedure Appendix 4 Revision 6: Slipstream Governance and Process.**

The President invited Marcus Peake to speak to the Motion, as he led the sub-committee which composed the revised Standard Operating Procedure (SOP) Appendix 4. Marcus stated that the editing, production and distribution costs of Slipstream had been reviewed and that significant savings opportunities had been identified.

Marcus commended the revised SOP to the Delegates saying that it sets out better and clearer processes, it defines the responsibility of every stakeholder involved in the process and it gives specific costing forecasts.

Marcus went on to state that the draft SOP reflects WA's earlier amendment, showing that Divisions would be liable to pay the Slipstream Levy for Full and Associate members only. He advised that the National Executive intends to raise a Notice of Motion for the 2021 FCM to reconsider other classes of members to whom the Slipstream levy will apply.

Questions on the proposed Notice of Motion were called for. John Siebert, the SA Delegate stated that the SA Executive consider the document very adequate, and he moved that the Notice of Motion be accepted.

The NSW Secretary then questioned the relevance of the paragraph in the SOP which stated at para. 8: "There shall be no opting-out option....". Following discussion between Delegates on this matter, the President directed that it will be taken on notice and, if found to be invalid, will be edited from the draft SOP.

The National Secretary reminded Delegates that the Slipstream Editor had input a second tranche of proposed amendments to the redrafted SOP, but his suggestions, although relevant, had not been incorporated into Version 6 as they had not been received by the National Secretary before the cut-off date for submissions to the FCM.

Delegates Phil Carey (NSW), Chris Fealy (VIC), Greg Kelson (WA) and Marcus Peake (Webmaster) all declared that the Editor's recent suggestions were worthwhile, and the ensuing debate centred around a time frame and process for their inclusion. The President then invited written submissions from all Divisions to the Secretary should they wish to put forward any other minor amendments, and these, together with the Editor's suggestions and the NSW Division's concerns over para. 8 "opting-out of Slipstream" could all be considered and approved by all Divisions.

There was universal agreement that the Notice of Motion to accept SOP Version 6 should be voted on now, at this FCM.

The President restated that it was the intent of the National Executive to table a Notice of Motion at the 2021 FCM to amend the Constitution to incorporate all classes of membership to be levied for Slipstream. Should that Constitutional change be approved then it will follow on that SOP Appendix 4 must also be amended.

Ray Murrell sought and received affirmation from the President that the Divisions were to vote on SOP Appendix 4, Revision 6. The President went on to say that the National Executive will then incorporate minor changes that will go out to Divisions in the next few months for agreement; and that the Divisions will vote on a separate matter (Constitutional change) at the 2021 FCM.

*The Motion, to accept SOP Appendix 4 Revision 6: Slipstream Governance and Process having been proposed by the National Executive and seconded by SA, was voted on and CARRIED unanimously.*

***Agenda Item 9b:***

- 1. The FCM accepts that in today's digital age, a viable and dynamic Association website is necessary.**
- 2. The FCM agrees that the current website requires a rebuild, approves the necessary expenditure to perform this work, and identifies where the funds are coming from.**

The President opened discussion by stating that there are serious technical deficiencies and complexities with the website, and he invited the Webmaster, Marcus Peake to explain those issues. He stated that the FCM initially needs to vote on Item 1, the outcome of which will determine the need or otherwise to debate Item 2.

Item 9b.1. It was stated by NSW President Phil Carey that no further explanation was needed on the issue of Item 1, and he requested an immediate vote. The President put the motion to the Delegates.

*The Motion, to accept that an Association website is necessary, having been proposed by the National Executive and seconded by NSW, was voted on and CARRIED unanimously.*

Item 9b.2. Marcus Peake explained the complexities of web design and the defects that have crept into the Association's website due to the introduction by software suppliers of new technologies that had not been incorporated into our system. He spoke of the attempts to rectify the website's functionality, but expert advice is that a complete rebuild of the website is the only viable solution.

Delegates were referred to the Notice of Motion document and Marcus explained that there are two options, one being an extension of the other. Option 1 would involve up to nine months additional work by the Webmaster, whereas in option 2 the software system supplier performs conversion for the upgrade to give a fully functional website with provision for future upgrades.

Marcus pointed out that the costings quoted in the document were approximates, and he would seek firm quotes from up to three suppliers. Questions were asked from Delegates.

The QLD President stated that the Division supports the fully funded option and suggested either DVA grants or pro-rata contributions from each Division and the National Executive.

Open discussion centred on agreement for the fully funded option and the ability of Divisions to contribute varying amounts, with QLD offering \$2,000 and NSW up to \$5,000. The National Treasurer announced that \$2,300 has been received through an appeal initiated by the National Executive to all members.

The SA Delegate, John Siebert, emphasised that it is the FCM's role to appropriate funds from the National accounts for specific expenditures, and he enquired about current balances from the Treasurer. James Caldwell noted that of the three accounts, the Fixed Deposit had a \$19,000 balance.

John Schonberger the ACT President projected a \$1500 contribution subject to approval by their AGM and suggested an appeal to major Defence industry and contractors.

Similarly, the WA President Greg Kelson said that the WA management committee will consider a contribution.

The Treasurer summarized those offers from Divisions, together with the input from the Fixed Deposit account and donations from members as totalling over \$16,000. He added that although he was confident that sufficient funds could be raised, he was conscious that some Divisions do not have the financial reserves to contribute. The TAS Division President Dennis Hinds remarked that regrettably his Division falls in that category.

The President drew discussion to a conclusion by paraphrasing the Notice of Motion to read "The FCM agrees that the current website requires a rebuild, approves a ceiling expenditure of \$20,000, directs that the National Executive will oversee and manage the expenditure and the National Treasurer will liaise with Divisions in respect of their contributions."

Chris Fealy, the VIC President stated that while his Division believed that the website was a valuable asset to the Association, it would not be financially possible for Victoria to contribute. The NSW President responded by saying that regardless of their membership numbers or financial status, all other Divisions are held in high esteem for their commitment to the values of the Association.

Chris Fealy enquired if the Webmaster was confident that the projected cost of repairs would not blow-out to unmanageable levels. Marcus Peake responded that while he does not believe that situation might arise, his contingency would be either to go back to the Federal Council for adjustment of the upper limit of the expenditure or to spend the approved funds and then undertake the balance of the rebuild work himself.

Based on the above discussions the President called for agreement that if the expenditure exceeded \$20,000 the Federal Council would be consulted to reconsider the upper limit of expenditure.

*The Motion to approve the necessary expenditure to rebuild the website, and to set the limit of that expenditure, having been proposed by the National Executive and seconded by Queensland Division, was voted on and CARRIED unanimously.*



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***Agenda Item 10: REGISTRATION & CAPITATION FEES & SLIPSTREAM LEVY FOR 2021***

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**CAPITATION FEES**

The National Treasurer presented his calculations and justifications for an increase in Capitation Fees from \$5 per member to \$7 per member. The fee has been at \$5 since at least 2005 and after applying basic CPI the fee would be \$7.20. Life and Honorary members are not liable for Capitation Fees.

The Treasurer explained that the \$7 per member is viable provided that FCM's held in non-election years are conducted via ZOOM, thereby saving on travel allowances for Delegates.

*The WA and NSW Presidents expressed support for that principle and the National President moved for a vote on \$7 per member Capitation Fee. The Motion was CARRIED unanimously.*

**SLIPSTREAM LEVY**

The National Secretary described the work of the sub-committee that investigated the true Slipstream production and distribution costs, in order to reach an informed and accurate appraisal of the value of the Slipstream Levy. That sub-committee was able to negotiate a 12-month fixed price from the printer, but postage costs are liable to increase during the next year.

On those assessments, the National Treasurer proposed an increase of the Slipstream Levy to \$6 per member, per issue, commencing with the June 2021 issue.

The VIC Division Secretary enquired whether those members with email addresses be compelled to accept 'soft-copy' Slipstream in order to save printing and postage costs and the Treasurer replied that it was a question of Association policy, not finance, and he was unable to offer a response.

*The President moved for a vote on \$6 per issue Slipstream Levy, and \$3 for 'soft-copy', commencing with the June 2021 issue. The Motion was CARRIED, with one dissention from the VIC Secretary.*

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***Agenda Item 11. ANY OTHER BUSINESS***

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The matter listed on the Agenda for Other Business (Proposed amendments to FAAA National Constitution) had already been dealt with at Agenda Item 9a.

The WA President stated that an approach has been made to Commodore Brett Dowsing RAN to accept the position of Association Patron. He presented a background to CDRE Dowsing's career and stated that the Commodore was honoured to be considered.

The National President thanked Greg Kelson for the recommendation and stated that he would make a personal approach to CDRE Dowsing.

The National Secretary informed Delegates that the HARS Navy Heritage Flight now has two airworthy, ex RAN aircraft (Grumman Tracker and Bell Iroquois). The Flight has been generously supported by the NSW Division since it came into existence three years ago, and the Flight Chairman, Professor Michael Hough had requested that all Divisions be informed of their operations and would welcome any financial support.

The SA Delegate, John Siebert, enquired if a discussion and decision on Registration Fees was to take place. The National Treasurer stated that the payment by Divisions of this fee was somewhat ad-hoc and unregulated. The Fee is to remain unchanged at \$5 per new member and the President requested the National Treasurer to contact Division Treasurers to ensure timely payment as new members are registered.

The National Treasurer made a plea to Divisions to ensure that EFT or cheque payments made to the National Executive General or Slipstream Accounts are clearly marked with the name of the Division making the payment and the purpose of the payment.

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*Agenda Item 12: Meeting Closure and scheduling of next Meeting*

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The National President conveyed his thanks and appreciation to all Delegates for their contributions and input to the meeting. He expressed his wish that everybody's lives will return to a post-COVID normal as soon as possible. The meeting was formally closed at 1306 AEDT.

The next Federal Council Meeting will be held by Zoom on Saturday 23<sup>rd</sup> October 2021 commencing at 1000.

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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 Manager's Report
- G. Slipstream Editor's Report
- H. Wall of Service Administrator's Report
- I. FAA Museum Manager's Report