
FLEET AIR ARM ASSOCIATION OF AUSTRALIA

NATIONAL EXECUTIVE

Minutes of the Executive Meeting held via ZOOM
07 July 2021 at 1330

ATTENDANCE

<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

APOLOGIES

Nil

ACCEPTANCE OF PREVIOUS MINUTES

Two corrections to those Minutes were noted:

1. Financial Report incorrectly dated as 22 Sep 2020, in lieu of 31 March 2021.
2. Secretary's Report Item 1.b. should read: 'Slipstream' SOP Appendix 4, Version 7.

Proposed:	P. Carey
Seconded:	M. Peake
CARRIED	

BUSINESS ARISING FROM MARCH 2021 EXECUTIVE MEETING

The President opened business by welcoming all Executive Members.

1. *Association Patron* – Remains as Standing Item. No action to report for this meeting.

2. *Recruiting, Retention, and Engagement with Members* – Remains as Standing Item. Letter from NSW Division Secretary to be addressed in General Business.
3. *Termination of Memberships* - Remains as Standing Item. To be addressed in General Business.
4. *Fees and Charges to Divisions* – Remains as Standing Item. To be addressed in General Business.
5. *Board of Inquiry Report Leut. G. Brooks* –This matter is still pending.
ACTION: MARCUS PEAKE
6. *Signage for Errol Kavanagh Memorial Oval* – ACT Parks Services have agreed to make and install the new sign; wording sanctioned by Mrs Carol Kavanagh; Navy approved use of ‘Navy Wings’. Completion is still pending.
ACTION: MARCUS PEAKE
7. *Nowra Veterans’ Wellbeing Centre* – Phil Carey reported premises have opened in Nowra Lane, Nowra. He is still awaiting SOP’s from the Centre.
ACTION: PHIL CAREY
8. *Wall of Service* - NSW Division has commenced paying Registration Fee for members purchasing Wall of Service plaques.
NFA
9. *FCM 2021* – The Secretary placed a notice in June ‘Slipstream’ advising that the 2021 FCM will be conducted by ZOOM.
NFA
10. *H Hangar Fire 1976* – Mr Ian Carrol has been gathering information from National Archive to support his efforts to recognize personnel engaged in fighting the fire. The President will maintain contact with Mr Carrol.
ACTION: MARK CAMPBELL

CORRESPONDENCE

The Secretary’s Report (Appendix A) showed incoming and outgoing correspondence since the March 2021 National Executive Meeting. Matters relating to Correspondence were addressed in General Business.

PRESIDENT’S REPORT

1. President Mark Campbell noted that there had been nothing significant to report, until a letter of resignation was received yesterday from the ‘Slipstream’ Editor.
2. A reply has been sent to the Editor, and the matter was addressed in General Business.

VICE PRESIDENT'S REPORT

1. All issues addressed in Matters Arising.

TREASURER'S REPORT

1. Treasurer James Caldwell confirmed that all Executive members had received the report he had distributed on 6TH July (Appendix A).
 - a. James reported that the balance sheet now reflects 'accrual accounting' method, i.e., revenues are recorded when they are earned and expenses when they are incurred, thus providing a more accurate picture of the overall financial status of the Association.
 - b. The General Account is holding \$5,600 for the website upgrades, leaving approx. \$4,000 balance. James gave an overview and forecast of the 'health' of the General Account, pointing out that the only income source is Capitation Fees. If, as anticipated, the FCM approves payment of Capitation Fees for Life and Honorary members, the General Account will continue to retain a slight surplus over expenses. The annual increase in expenses is nearly 10%.
 - c. The Slipstream Account is holding well, with a small surplus of \$560 in the June 2021 issue. The printer is expected to advise a rise soon in his annual charges, in addition to rises in postage, stationery and website 'pop-ups'.
 - d. The fixed investment account has just been redeposited for a further 12 months, but at a rate of 0.7% pa. The Treasurer suggested alternate investment arrangements and will distribute advice to National Executive members for consideration.
 - e. Discussion ensued on the overall financial situation of all accounts. The Treasurer was authorised to transfer funds from the Slipstream Account to the General Account to bolster reserves in that account, whilst retaining sufficient Slipstream funds to cover up to three future issues.

ACTION: JAMES CALDWELL

Treasurer's Report Proposed: J. Caldwell
Seconded: T. Hetherington
CARRIED

SECRETARY'S REPORT

1. Terry Hetherington reported the following: (Appendix B.)
 - a. A notice regarding the ZOOM FCM was placed in the June 2021 'Slipstream'.
 - b. He will support the motions proposed for the FCM.
 - c. He requested guidance on the WA Consumer Protection letter dated 18 Aug 2018. The National Executive agreed that the issues raised were not mandatory, and that there is no impact on the Association's National Constitution.

- d. The recent ‘Slipstream’ mail-out went well, but the Secretary expressed concern about the print overrun of approximately 80 copies. It was pointed out that the SOP calls for the Secretary to advise the printer of the print-run number required for each edition.

ACTION: TERRY HETHERINGTON

Secretary’s Report Proposed: T. Hetherington

Seconded: J. Caldwell

CARRIED

WEBMASTER’S REPORT

1. Marcus Peake confirmed receipt of his written report, and advised as follows: (Appendix C.)
 - a. Webics have delivered the new website ‘draft’ and he is satisfied with its functionality, and he anticipated that it will go ‘live’ by the end of August.
 - b. There will be an overlap of recent material on the old website that the Webmaster will transfer to the new website once it is active.
 - c. In response to a question from the Database Manager, Marcus confirmed that indexing of archived ‘Slipstream’ magazines will proceed, but not as a high priority.

Webmaster’s Report Proposed: M. Peake

Seconded: P. Norris

CARRIED

DATABASE MANAGER’S REPORT

1. Paul Norris confirmed that all Executive members had received his report dated 6th July, (Appendix D).
 - a. Paul stated that in the last Quarter there was a net loss of 4 members nationally, balancing new memberships against deceased, resigned and non-financial members.
 - b. He has corresponded with all Division Secretaries to update financial member records.

Database Manager’s Report Proposed: P. Norris

Seconded: T. Hetherington

CARRIED

GENERAL BUSINESS

1. “Flying Stations Mk.II”: – Marcus Peake advised that a publisher has been appointed, with a proposed release date of July 2022. He expressed reservations about the editorial standard, and he is concerned that the book may lack the impact of the original volume. President Mark Campbell will contact the editor to offer input but concluded that this is an issue for COMFAA. To remain as a standing agenda item.

ACTION: MARK CAMPBELL

2. Notice of Motion re ‘Slipstream’ levy and Special Resolution re Capitation Fees: All members of the National Executive supported the proposals, which will be distributed to all Divisions for comment.

ACTION: TERRY HETHERINGTON

3. Letter from WA Consumer Affairs re Constitution: Resolved in Secretary’s Report.

NFA

4. Letter from NSW Division re ‘Slipstream’ and membership decline: In essence, the NSW Secretary’s letter partly attributed the decline in membership to the editorial content of ‘Slipstream’ magazine. The National Executive universally concluded that items of general interest and topical or historical input from Association members and from Fleet Air Arm sources has been in steady decline. The magazine editor, in the opinion of the National Executive, produces a quality magazine albeit while not receiving significant external input. This lack of material has also been an issue for former editors.

The President canvassed suggestions which will be passed to the Editor.

ACTION: ALL NATIONAL EXECUTIVE MEMBERS

5. Notice of Resignation by ‘Slipstream’ Editor: The President distributed the resignation letter and invited comment from the National Executive. President will make direct personal contact with Editor to discuss the issues and concerns expressed in his letter. National Executive are unanimous in their support for the Editor continuing in his role but will leave the President to engage ‘offline’ with the Editor. The Editor is to be invited to sit on the National Executive.

ACTION: MARK CAMPBELL

6. Status of General and Slipstream Accounts: A brief debate took place on the perceived advantages of combining the two Accounts. The concept was rejected, and the accounts shall remain separate.

NFA

7. Management of Extinguished Members: Marcus Peake questioned the process of terminating unfinancial members and sought confirmation that each Division was responsible for such action. In his experience as Webmaster, he has had contact with unfinancial members who were not aware of their status, and who had not received notification from their respective Division. The President will reiterate this Divisional responsibility at the FCM.

ACTION: MARK CAMPBELL

Meeting Closure and scheduling of next Meeting

Next meeting: National Executive Meeting at the WEC (COVID dependent) on Wednesday 01 September commencing at 1200, incorporating a working lunch.

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Mark Campbell
President

.....
Terry Hetherington
Secretary

FLEET AIR ARM ASSOCIATION of AUSTRALIA

BALANCE SHEET

As at 30 June 2021 (in Aust Dollars)

ACCOUNT ASSETS **BALANCE**

Cash and Bank Accounts

FAAA (Aust) General Account 100****
Outstanding Accounts Due (Capitation Fees)

Total

FAAA (Aust) SS Account 100****
Outstanding Accounts Due

Total

FAAA (Aust) Fixed Term Deposit 700****
(Matures 01 July 2022) @ 0.70%

Total Cash and Bank accounts

SHOWN ASSETS HELD (All Accounts)

Please Note:

Website Appeal Balance Held in General Account

James E Caldwell
Treasurer

Note by Webmaster.
The figures contained in this report have been removed from this on-line version of the Minutes for security reasons.
A full copy of the Treasurer's report can be obtained on applying to the National Secretary.

Appendix B. Secretary's Report

NATIONAL EXECUTIVE SECRETARY'S REPORT 07 JULY 2021

Correspondence (29 Mar to 05 July 2021)

IN

Slipstream Editor: Multiple emails re June 2021 Slipstream production

Database Manager: Multiple emails welcoming new members and advising address changes

NSW Division Secretary: Dated 13 June 2021 re correlation between 'Slipstream' and declining membership numbers.

National Exec members: Multiple emails re Capitation fee Special Resolution

National Exec members: Multiple emails re 'Slipstream' levy Notice of Motion

John Macartney: Dated 13 May 2021 Invitation to National Vietnam Veterans Memorial event at Old Bar

OUT

Slipstream Editor: Multiple emails re June 2021 Slipstream production

National Exec members: Multiple emails re Capitation fee Special Resolution

National Exec members: Multiple emails re 'Slipstream' levy Notice of Motion

Member Ian Carroll: Response re a Group Bravery Citation for 1976 H Hangar fire

Community Underwriting: Dated 30 June 2021 re Insurance renewal

NSW Division Secretary: Dated 05 July acknowledging letter dated 13 June

NSW Division Secretary: Dated 05 July requesting advice on WA Consumer Protection letter dated 18 Aug 2018

John Macartney: Dated 23 June 2021 response to National Vietnam Veterans Memorial event at Old Bar

Federal Council Meeting

- | | | |
|----|---|---|
| 1. | 2021 FCM by ZOOM | Nat Sec's notice in 'Slipstream' advising |
| 2. | Capitation fee proposals | Support for 'Slipstream' levy and |
| 3. | dated 18 Aug 2018 re Constitution updates | Action on WA Consumer Protection letter |

Slipstream Mailout Procedures

- | | | |
|----|---|--|
| 1. | accomplished with the usual help from NSW Division members and National Treasurer | The June 2021 issue mailout successfully |
|----|---|--|

This concludes my report.

Terry Hetherington OAM
NATIONAL SECRETARY

05 July 2021

Webmaster's Report for the National Executive Meeting of July 2021

1. At the beginning of July WEBICS forwarded the new (draft) website for checking. Whilst this is a work in progress, I can report that all pages have now been transcribed from the old format, and all links between and across pages appear to be operational.
2. It is evident that, while the content, photographs and links have been transcribed, the formatting has in many cases suffered from the transition. This is mostly due to the 'standard look' WEBICS has applied whereby all fonts, spacing, labels and buttons have a uniform appearance to comply with contemporary website practice. This differs from the 'customised' look I'd given pages over some seven years of work (partly due to learning how to do things as I went along).
3. Whilst my sensibilities are somewhat offended, I can live with the new look. No doubt I'll go back and change some aspects of it, but I can confirm that WEBICS have delivered the specification and we are on track for a launch of the new site at the end of July/early August.
4. It is becoming clear that with the website back on line, "FlyBy" must diminish – I won't have the capacity to do both to the extent I'd like. It is likely that I'll eventually need to relinquish one of them, probably in the next year or so.

Marcus Peake
Webmaster

National Membership Database Manager's Report for National Executive Meeting 7th July 2021

Membership Database Activities Since Last Meeting (Mar 2021)

Activities in the period since the last National Executive Meeting have mainly involved updating membership records as outstanding member payments have been advised by Divisions, processing new membership applications, and unfortunately cancelling memberships where Divisions have advised that members have not renewed for 2021 or members have sadly "Crossed the Bar".

The web link for the March and June editions of Slipstream were also sent out to those members who have elected to receive the softcopy, along with provision of details of individual Division costs for both editions of Slipstream (hard and soft copies) to the National Treasurer to enable billing of Divisions. Details of new members who joined in the June quarter were also passed to the Treasurer to assist in accounting for payment of Registration fees by respective Divisions.

Correspondence and contact with Division executives has remained satisfactory from my perspective, albeit with the usual bit of coaxing to get what is requested from some quarters.

Membership Statistics

Our current membership stands at 796 members, down from 800 at the last meeting.

Since the March meeting we have gained 37 new members, as follows:

- a. 19 for NSW Div, of which 6 were Wall of Service Plaque applicants, and 5 previous members who re-joined;
- b. 2 for ACT Div;
- c. 2 for VIC Div;
- d. 3 for WA Div, with 2 being Honorary members; and
- e. 11 for QLD Div, with 2 being previous members.

Offsetting the 37 new members, we also lost 41 members, with 9 resignations (including 5 members due to ill health or advanced age, with one being a Life Member), 28 cancellations due to non- membership renewal for 2021 and 4 members having "Crossed the Bar".

I have also been advised of another 5 previous members who have "Crossed the Bar" since the last meeting.

However, of the current 796 members, we still have 10 who are yet to renew for 2021 with the breakdown as follows:

- a. ACT – 3
- b. WA – 6
- c. QLD – 1

In relation to the above unfinancial members, I contacted the Division Secretaries prior to distribution of the June Slipstream to ascertain if those members were to receive Slipstream, and whilst I was provided with updates on the status of a number of previously unfinancial members, with the exception of the QLD member I have not received any further updates and therefore the ACT and WA members included in the figures above received the June Slipstream and the Divisions will be invoiced for the cost.

Paul Norris

FAAAA National Membership Database Manager