
FLEET AIR ARM ASSOCIATION OF AUSTRALIA

NATIONAL EXECUTIVE

Minutes of the Executive Meeting held via ZOOM
31st March 2021 at 1420

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

The President, Secretary and Membership Database Manager met in person at The Canberra Club, Barton ACT, while the other executive members joined by ZOOM.

APOLOGIES

Nil

ACCEPTANCE OF PREVIOUS MINUTES

<i>Proposed:</i>	T. Hetherington
<i>Seconded:</i>	M. Peake

CARRIED

BUSINESS ARISING FROM SEPTEMBER 2020 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. No action to report for this meeting.
3. *Termination of Memberships* - Remains as Standing Item. No action to report for this meeting.
4. *Fees and Charges to Divisions* – Remains as Standing Item. The revised Capitation Fee of \$7 was set at the 2020 FCM, and the Registration Fee remains unchanged at \$10.
5. *Board of Inquiry Report Leut. G. Brooks* –The President was advised by Navy HQ that the full report would not be released but if the Association had a specific question, then it may be addressed. Marcus Peake has obtained the full listings of recommendations of the BoI from National Archives and he will compare those with the information previously received from COMFAA and report to the President accordingly.
ACTION: MARCUS PEAKE
6. *Signage for Errol Kavanagh Memorial Oval* – Anthony DiPietro has again approached ACT Government and it was reported that restoration action is still pending.
ACTION: MARCUS PEAKE
7. *Nowra Veterans' Wellbeing Centre* – Phil Carey reported that he has had contact with representative of RSL Lifecare, the ESO awarded the contract. Temporary premises have been leased in Nowra Lane, Nowra. Tenders for construction of the new centre located in Wallace Street, Nowra have closed, and Phil has been assured that he will be kept updated on future developments. Phil has requested SOP's from the Centre in order to advise FAAAA members and their families of the services being offered.
ACTION: PHIL CAREY
8. *'Slipstream' SOP Appendix 4* – The Secretary had advised all Divisions prior to FCM of changes proposed by WA Division.
NFA
9. *National and State Executives* - Contact details have been verified by the Secretary and 'Slipstream Editor'.
NFA
10. *FCM Notices of Motion* – The Secretary had confirmed that the Queensland Division was in receipt of those documents.
NFA
11. *Website National and State Executive Contact Details* – Marcus confirmed that the updated details exist, behind the firewall.
NFA
12. *Life and Honorary Members* – The Treasurer will not invoice Divisions for these members until such time as the FCM approves a change in The Constitution.
NFA
13. *Website Repair Fund-raising* – The Webmaster addressed this matter in his Report.
NFA

14. *WA Division Submission to FCM* - The President addressed this matter in his Report.
NFA

15. *Conduct of the 2020 FCM* – The Secretary reported that the FCM proceeded well using the ZOOM format.

NFA

CORRESPONDENCE

The Secretary's Report (Appendix A) showed incoming and outgoing correspondence since the September 2020 National Executive Meeting. There were no questions relating to Correspondence.

PRESIDENT'S REPORT

1. President Mark Campbell's President's Report (Appendix B) had been distributed, and raised the following matters:
 - a. Ongoing correspondence and recent discussions with WA Division on matters initiated by that Division.
 - b. The FAAAA has taken the viewpoint that a Commission into Veterans' Suicide is necessary, as opposed to a Royal Commission. This aligns with the National RSL stance.
 - c. Discussion on a proposed Group Bravery Award was conducted in General Business.
 - d. Paul Norris, the Membership Database Manager was complimented on the information he forwards to new and re-joining members, and on the way in which he manages the many aspects of his role. Similarly, the Editor and Webmaster were praised for their engagement with new members.
2. There were no questions relating to the President's Report.

VICE PRESIDENT'S REPORT

1. Vice-President Phil Carey raised the following matters:
 - a. He will prepare a report for FlyBy newsletter on the subject of the Veterans' Wellbeing Centre.
 - b. Phil will work with the Treasurer to establish the Registration Fee payable by NSW Division and due against new members joining through the Wall of Service plaque purchase.
 - c. Phil expressed the wish to hold a NSW Division General Meeting at a locality other than Nowra when Covid restrictions permit.

ACTION: PHIL CAREY

TREASURER'S REPORT

1. Treasurer James Caldwell confirmed that all Executive members had received the report he had distributed on 31st March (Appendix C).
2. James reported the following:
 - a. \$5000 of the General Account is allocated to website repair costs, with a further \$379 deposited on 31 March for that purpose.
 - b. "Slipstream" invoices are yet to be paid, and accounts to Divisions are ready to go out.
 - c. Accounts are outstanding for March 2021 'Slipstream', Volume 32.
 - d. Direction is requested on the validity of the Member's Joining Fee (Registration Fee), payable by each Division. The Executive noted that :
 - i. "Joining Fee" refers to the fee levied by some Divisions on some people when they first join the FA AAA. It varies from zero to \$15.00, is set by Divisions and is not mentioned in the National Constitution.
 - ii. Clause 11 of the National Constitution specifies a Registration Fee and a Capitation Fee, as follows:
 - iii. 11.2 Divisions shall remit to the National Secretary a **Registration Fee** for each Full Member and Associate Member on joining. The amount of the Registration Fee, and the date becoming due and payable, shall be determined by the Federal Council.
 - iv. Divisions shall remit to the National Secretary an Annual **Capitation Fee** for each Registered Member. The amount of the Capitation Fee, and the date becoming due and payable, shall be determined by the Federal Council.
 - v. In years 2014 to 2019 the FCM set the Registration Fee at \$10 and the Capitation Fee at \$5.00. In the 2020 meeting there was a decision to raise the Capitation Fee from \$5.00 to \$7.00 but it was silent on the Registration Fee. It therefore retained its default value.
 - e. The National Executive accepted that the Registration Fee is currently set at \$10.00 and directed the Treasurer to use this amount in his billing to Divisions."
 - f. Direction is also requested on the Member's Joining Fee (Registration Fee), payable by members joining through Wall of Service plaque purchase. The Executive noted that NSW Division charges an extra \$50 to non-members buying a Wall of Service plaque, which gives them full membership for at least one year. It is, in effect, a subscription payment and therefore the Division is liable for the Registration Fee on such members, as specified above.
3. Following extensive discussion on matters d. and f; the Treasurer was directed that the one-off Registration Fee of \$10 for new members is to be invoiced to the respective Division.
4. All other financial activities are progressing well.

Treasurer's Report Proposed: J. Caldwell
Seconded: M. Peake

CARRIED

SECRETARY'S REPORT

1. Terry Hetherington reported the following: (Appendix A.)
 - a. In his opinion, the 2020 FCM was well conducted using the ZOOM format and he forecast that the 2021 FCM will also need to be conducted by ZOOM.
 - b. 'Slipstream' SOP Appendix 4, Version 6 will become applicable from tomorrow, 1st April. All National Executive members and each Division had the opportunity up to 28th February to provide input and this matter is now finalised.
 - c. A submission from the FAAAA has been lodged with the DHAAT in respect of recognition for ADF members killed, wounded or injured whilst on duty.
 - d. The March 2021 'Slipstream', Volume 32 has been packaged and dispatched with the assistance of NSW Members Dick Martin, Dennis Mulvihill and the Treasurer James Caldwell. Terry stated that the labelling and mail-out process is now well understood and under his control.

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

WEBMASTER'S REPORT

1. Marcus Peake reported that following issues concerning the website: (Appendix D.)
 - a. Fund-raising for the website repair netted in excess of \$10,000, which equated to the amount payable to Webics for their work. (\$10,665).
 - b. A 50% deposit was paid at commencement, and a further progress-payment of 25% will be paid mid-to-late April.
 - c. Final payment will be due once work completed, but before going live. Marcus estimated May or mid-June for completion.
 - d. Marcus is very happy with progress and updates thus far and he explained that the website will have very enhanced functionality.
 - e. FlyBy is due for release tomorrow (01 April) with about 20 pages, going to 1,081 recipients. Once the new website come on-line, there will be less focus on FlyBy.
 - f. Marcus and Paul Shiels continue to liaise positively re 'Slipstream' and 'FlyBy'.
 - g. Marcus can arrange printing of business cards for approx. \$30 for 250 cards. He showed a sample of his card.

Webmaster's Report Proposed: M. Peake
Seconded: T. Hetherington

DATABASE MANAGER'S REPORT

1. Database Manager Paul Norris confirmed that all Executive members had received the report he had distributed on 31st March (Appendix E).
2. Paul Norris reported the following:
 - a. Membership numbers stand at 801, with Divisional figures as shown at Appendix E.
 - b. Seven members have passed away since the FCM.
 - c. Unfinancial members stand at 121 currently.
 - d. Bulk email messages have had their personal name excluded from the header due to software issues.

Database Manager's Report Proposed: P. Norris
Seconded: T. Hetherington

GENERAL BUSINESS

1. FCM 2020: Summary of outcomes. – All members were satisfied with the ZOOM format and conduct of the FCM.
2. Management of non-members. – Marcus Peake explained that a database of about 150 names was inherited about 3 years ago from HQFAA.
 - a. That number has now grown to over 450m. They receive 'FlyBys' and occasional email reports and updates.
 - b. They receive everything that a normal member receives, except 'Slipstream', however contact with those persons is in accordance with our constitutional aims and objectives.
 - c. Discussion ensued and a decision was reached that these 'non-members' will be exclusively approached in the April 'FlyBy' to make a voluntary contribution of \$10 p.a. (or join as a full member) to continue receiving this newsletter.
 - d. Paul Norris proposed that a review take place at the next National Executive meeting.
3. "Flying Stations Mk.II" – Marcus Peake detailed the background to this proposed publication, and the issues that are arising with its compilation. President Mark Campbell concluded that it was best managed by HQFAA and he suggested holding back on any action by the FAAAA until the intentions of COMFAA are known. This matter to remain as a standing agenda item.
4. Business Cards. – Addressed in the Webmaster's Report.
5. FCM 2021 Options – Terry Hetherington proposed that Divisions be formally advised that the 2021 FCM will be held via ZOOM, which was agreed to unanimously.

ACTION: TERRY HETHERINGTON

6. Group Bravery Award, 1976 'H' Hangar Fire – A letter seeking FAAAA support has been received from Mr Ian Carroll, a member of NSW Division.
 - a. President Mark Campbell has had telephone discussions with Mr Carroll and has encouraged Ian to commence drafting a submission for an award for up to the people.
 - b. Mark is comfortable either by endorsing a submission prepared by Ian, or by lodging the submission under the auspices of the FAAAA.
 - c. The President will reply to Mr Carroll to explain the FAAAA's position.

ACTION: MARK CAMPBELL

Meeting Closure and scheduling of next Meeting

Next meeting: National Executive Meeting by Zoom on Thursday 22nd July commencing at 1030.

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Mark Campbell
President

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Terry Hetherington
Secretary

Appendix A. Secretary's Report

NATIONAL EXECUTIVE SECRETARY'S REPORT 31 MARCH 2021

Correspondence (24 Sep 2020 to 29 Mar 2021)

IN

Slipstream Editor: Multiple emails re Slipstream SOP, production and processes

National Exec members: Multiple emails re FCM 2020

National Exec members: Multiple emails re 'Slipstream' SOP's

State Division Exec members: Multiple emails re FCM 2020

State Division Exec members: Multiple emails re 'Slipstream' SOP's

National Exec members: Multiple emails re Website repairs

State Division Exec members: Multiple emails re Website repairs

WA Div Secretary: Letter for FCM re 'Slipstream' SOP's

Webmaster: Addition to FAA Roll of Honour

WA President: Requesting deletion of part of his FCM Report

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

Member Ian Carroll: Letter proposing a Group Bravery Citation for 1976 H Hangar fire

National Exec members: Multiple emails re recognition for ADF members injured, wounded or killed.

Webmaster: Advice on new SA Div committee and Qld Div committee

OUT

Slipstream Editor: Multiple emails re Slipstream SOP, production and processes

National Exec members: Multiple emails re FCM 2020

National Exec members: Multiple emails re 'Slipstream' SOP's

State Division Exec members: Multiple emails re FCM 2020

State Division Exec members: Multiple emails re 'Slipstream' SOP's

National Exec members: Multiple emails re Website repairs

State Division Exec members: Multiple emails re Website repairs

WA Div Secretary: Acknowledging letter for FCM re 'Slipstream' SOP's

Webmaster: Rejecting addition to FAA Roll of Honour

WA President: Acknowledging deletion of part of his FCM Report

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

National Exec members: Multiple emails re recognition for ADF members injured, wounded or killed

Defence Honours & Awards Tribunal: FAAAA submission to enquiry for recognition of ADF members injured, wounded or killed

Federal Council Meeting

My overall impression of the 2020 FCM was that it ran smoothly, and that the National Executive achieved all our goals and objectives for the meeting. Two significant outcomes were, viz: Acceptance of the revised Slipstream SOP-Appendix 4, Version 6; and agreement by all Divisions for Constitutional changes at FCM 2021 to impose Capitation Fees for Life and Honorary members.

The ZOOM format worked very well, as it has for subsequent National Executive meetings. The format for FCM 2021 will be addressed by me in General Business.

Slipstream SOP Appendix 4, Version 6

Following extensive correspondence between all parties, and discussion at the 2020 FCM, an acceptable version of the SOP had been formulated and distributed to all Division Executives. Divisions were requested to submit any final objections by the end of February. None have been forthcoming therefore the SOP will become affective from 01 April, as advised to all Divisions.

Proposed Group Bravery Citation

NSW Division member Mr Ian Carroll wrote to the National President seeking FAAAA endorsement of a proposal he intends to raise concerning the personnel involved in fighting the 1976 H Hangar fire. Ian was the recipient of The Bravery Medal, but he contends that all other members present should receive recognition. Ian has requested FAAAA endorsement, or indeed for the Association to initiate the submission.

Defence Honours & Awards Tribunal Submission

On 26th February last our Webmaster Marcus Peake became aware of the DHAAT calling for submissions into “recognition for members and families of members who are injured, wounded or killed in or as a result of service.” Marcus penned the body of the proposed FAAAA input and following review and refinement by all National Executive members, I lodged the submission electronically on 25th March.

Slipstream Mailout Procedures

Following a reasonable amount of mentoring by Dick Martin over six months, I directed and participated in the mailout last week. Dick Martin, Dennis Mulvihill and James Caldwell assisted. I now believe that future mailouts can be successfully accomplished with the usual help from NSW Division members, and with a few procedural improvements that I plan to initiate.

This concludes my report.

Terry Hetherington OAM
NATIONAL SECRETARY

29 March 2021

Appendix B. President's Report

National President Report National Executive March 2021

The last period has primarily involved regular FAAAA correspondence. The main topics and correspondents have been:

- a. Royal Commission into Veterans suicide
- b. Ian Carroll's suggestion re December 1976 Hangar fire Group Bravery award
- c. FAAAA Divisions, and
- d. New members.

I shall verbally brief my activity in respect of each of these at the National Executive meeting as well as provide an update on National Patron matters.

In some discussions with members during the period, excellent feedback has been received re Fly Bys, Slipstream and the FAAAA website.

I was intending to attend the Last Post ceremony for LEUT Paul Kimlin on Good Friday. Unfortunately, the ceremony is full and due to Covid limitations no additional attendees will be accepted. I have made application with the War Memorial staff to attend if anyone pulls out of the ceremony.

Mark Campbell
National President

FLEET AIR ARM ASSOCIATION of AUSTRALIA

BALANCE SHEET

As at 22 SEPT 2020 (in Aust Dollars) (cash basis)

<u>ACCOUNT</u>	<u>BALANCE</u>
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ASSETS

30.03.21

Cash and Bank Accounts

FAAA (Aust) General Account 1000****
FAAA (Aust) SS Account 1000****

FAAA (Aust) Fixed Term Deposit 700****
(Matures 01 July 2021) @1.35%

Total Cash and Bank accounts

SHOWN ASSETS HELD AT BANK

LIABILITIES & DEPOSITS

Accounts for Slipstream Vol 32 # 1 - not yet received
Invoices for Slipstream Vol 31 # 1 - not yet forwarded

TOTAL LIABILITIES & EQUITY

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 D. **NATIONAL EXECUTIVE WEBMASTER'S REPORT 31 MARCH 2021**

Website

Since the last meeting a contract has been issued to WEBICS to build a new website at a fixed price of \$10,665.60 (incl GST).

The initial (50%) deposit was paid in early December and a further 25% will be due on completion of sub-page transfer, estimated mid to late April. The final balance will be required before going live, perhaps in May or early June.

In this development phase there's been much 'to-ing and fro-ing' with Webics to specify exact design parameters such as page layouts, fonts etc., and to verify page material.

I have attempted to strike a balance for the new site – that is, to retain the overall look and feel of the old one, but to take full advantage of the technical advances of the last six years.

The new site will be fully compatible with both large and small screens (phones and tablets) as about 50% of our readers now use such devices. There will be less text on the main screen and more pictures, linking readers to various parts of the site. Emphasis has been given to making it simple to use, and to have clean lines.

Construction of the body of the new site is largely complete, and work has commenced on the transcript of complex pages from the old (broken) plug-in to the new one. This is an extensive task.

The old site and all its contents can still be accessed, but no new material can be posted on it for the next couple of months.

FlyBy Newsletter

FlyBy continues to be published each month, with the next edition due tomorrow (01 April). The design has settled down and seems to average out at about 20 pages.

Once the new website becomes functional this effort will need to be scaled back.

Distribution of FlyBy continues to grow slowly. April's edition will be sent to 1080 addressees. We know, however, that about 23% of them don't read it.

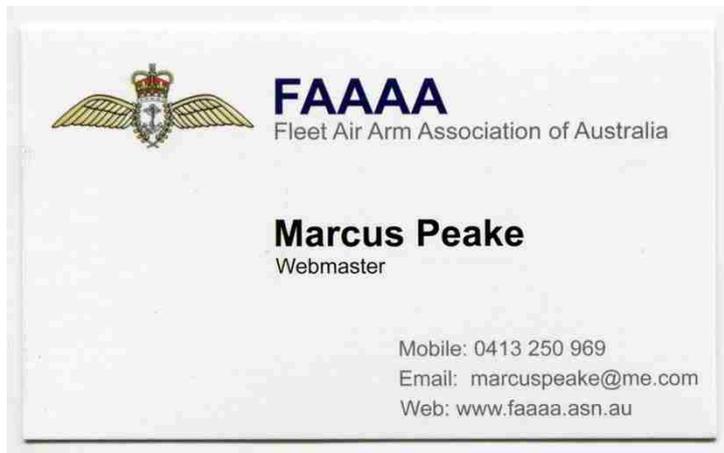
I continue to liaise with Paul Shiels, the Editor of Slipstream, and our working relationship is good.

Other Matters

On a different issue, I designed and purchased Business Cards for myself during the quarter, as I was finding a need for them. The design reflects the website banner and the letterhead to this report.

I use similar letterheads in 'Welcome Letter' correspondence for those Divisions for which I manage initial recruiting (NSW, ACT and QLD), so there is some consistency in our material, at least for that function.

A picture of a card is reproduced below for the interest of members.



Marcus Peake
Webmaster

Appendix E. **National Membership Database Manager's Report for National Executive Meeting**
31st March 2021

Membership Database Activities Since Last Meeting (FCM)

Activities in the period since the FCM in October 2020 have mainly involved finalisation and release of Version 7.1 of the Database Instruction Manual in conjunction with the Webmaster, processing new member applications, preparation for the end of membership year updating of member records as advice of subscription payments are received from Divisions.

In addition, bulk emailing of the December 2020 and March 2021 softcopy Slipstream weblinks was carried out and following a request from the NSW Division Secretary, bulk emailing of NSW members with notice of the NSW Division AGM and associated papers (Agenda and Reports) was carried out. Details of individual Division costs for both editions of Slipstream (hard and soft copies) have also been prepared and passed to the National Treasurer to enable billing of Divisions.

The latest Australia Post Sort Codes for the period 26 Feb 2021 to 26 Aug 2021, which are used in the hard copy Slipstream mailing process, were also incorporated into the database prior to provision of the mailing lists for the March 2021 Slipstream and a 'Letter to the Editor' of FlyBy was also submitted for the February issue.

Correspondence and contact with Division executives has mostly been particularly good, but sometimes it takes a bit of coaxing to get what is requested and sometimes you cannot please all of the people all of the time.

Membership Statistics

Our current membership stands at 800 members, up from 788 at the time of the FCM. Since the FCM we have gained 38 new members, as follows:

- a. 17 for NSW Div, of which 9 were Wall of Service Plaque applicants, with one of those becoming an Associate member after purchasing the plaque for their late Father, and 3 previous members who re-joined;
- b. 1 for ACT Div;
- c. 3 for VIC Div, with 1 being a previous member and 1 being an Associate member;
- d. 4 for SA Div, with 1 being an Associate member;
- e. 2 for WA Div; and
- f. 11 for QLD Div, with 1 being a previous member.

Offsetting the 38 new members, we also lost 26 members, with 3 resignations, 15 cancellations due to non-membership renewal for 2020 (all QLD Div) and 7 members having 'Crossed the Bar', including one Honorary member from WA Div.

However, of the current 800 members, we still have a total of 161 members who are yet to renew for 2021 with the breakdown as follows:

- a. NSW – 80
- b. ACT – 9
- c. VIC – 7
- d. TAS – 3
- e. SA – 16
- f. WA – 23
- g. QLD – 23

It is to be hoped that a significant number will decide to renew, but as we are now at the end of March, the picture is not looking good.

Paul Norris FAAAA National Membership Database Manager