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*FLEET AIR ARM ASSOCIATION OF AUSTRALIA*

*NATIONAL EXECUTIVE*

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Minutes of the Executive Meeting held via ZOOM  
01 September 2021 at 1325

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*ATTENDANCE*

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|                                    |                 |
|------------------------------------|-----------------|
| <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       |

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*APOLOGIES*

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|------------------|--|
| <i>President</i> | M. Campbell (Unable to connect to Zoom link) |
| <i>Editor</i>    | P. Shiels (Prior commitment)                 |

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*ACCEPTANCE OF PREVIOUS MINUTES*

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|-----------|-----------|
| Proposed: | P. Norris |
| Seconded: | M. Peake  |
| CARRIED   |           |

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*BUSINESS ARISING FROM JULY 2021 EXECUTIVE MEETING*

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The Vice President assumed the Chair and opened business.

1. *Association Patron* – Phil Carey will consult with Mark Campbell to discuss options.  
**ACTION: PHIL CAREY**
2. *Recruiting, Retention, and Engagement with Members* – Phil Carey described intentions for the NSW Division. Phil shall write to all Divisions inviting input to a discussion at the FCM  
**ACTION: PHIL CAREY**

3. *Termination of Memberships* - Remains as Standing Item.
4. *Fees and Charges to Divisions* – James Caldwell summarised his analysis of both accounts and noted that the increase in Capitation fees for this year has maintained the General Account with a modest surplus. The ‘Slipstream’ account will retain adequate funds to cover three future editions, and the balance will be transferred to the General Account. James will advise the Secretary of the actual amount to be transferred.  
**ACTION: JAMES CALDWELL**
5. *Flying Stations Mk.II* – It was reported by Marcus Peake, from the President, that COMFAA is yet to see a draft of the book and the intent to send it to the printer this year will be reliant on COMFAA’s approval.  
**ACTION: MARK CAMPBELL**
6. *Board of Inquiry Report Leut. G. Brooks* – Marcus Peake recommended no further action be pursued. Secretary was directed to remove from the Minutes.  
**NFA**
7. *Signage for Errol Kavanagh Memorial Oval* – ACT Parks Services action is still pending. FAAAA representatives and Mrs Kavanagh will be invited to the unveiling, assuming that Department pursues this option with the relevant Minister.  
**ACTION: MARCUS PEAKE**
8. *Nowra Veterans’ Wellbeing Centre* – Phil Carey is still awaiting a response or SOP’s from the Centre.  
**ACTION: PHIL CAREY**
9. *H Hangar Fire 1976* –The President will maintain contact with Mr Ian Carrol.  
**ACTION: MARK CAMPBELL**
10. *‘Slipstream’ Print Run* – Once the mailing report is received from the Database Manager, print numbers for the September edition will be advised to the printers.  
**ACTION: TERRY HETHERINGTON**
11. *FCM Business* – All Divisions had been forwarded advice on the Special Resolution and Notice of Motion, as reported in Correspondence.  
**NFA**

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*CORRESPONDENCE*

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1. The Secretary’s Report (Appendix C) showed incoming and outgoing correspondence since the July 2021 National Executive Meeting, and he expanded on each item.
2. The Secretary noted an error in the report concerning correspondence OUT on 28 August. The item should read “*Professional Indemnity Insurance*”. The same error was noted in correspondence IN on 30 August. Furthermore, no response was received from ACT Division, and it was assumed that the Division does not have an accredited welfare advocate(s).

3. Other matters relating to Correspondence were addressed in General Business.

*Correspondence Report Proposed:* T. Hetherington

*Seconded:* (with required amendments) M. Peake

CARRIED

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*PRESIDENT'S REPORT*

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1. As the President was absent, his report (Appendix A) was discussed. The Secretary confirmed that Paul Shiels will join the National Executive, and that the Editor's position will henceforth sit within the National Executive.
2. Marcus Peake reconfirmed the juxtaposition of 'Slipstream' and 'FlyBy' and the Executive agreed that each publication serves a different and very useful role for the Association's membership.

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*VICE PRESIDENT'S REPORT*

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1. The Vice President chaired the meeting in the President's absence. No written report.

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*TREASURER'S REPORT*

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1. Treasurer James Caldwell confirmed that all Executive members had received the report he had distributed on 30<sup>th</sup> August (Appendix B).
2. James emphasised that an error was made in the balance of the Fixed Deposit in his report. The correct figure is: \$19,393.99. He will distribute an amended report correcting that error, and noting transfer from 'Slipstream' account to General account'

**ACTION: JAMES CALDWELL**

*Treasurer's Report Proposed:*

J. Caldwell

*Seconded:* (with required amendments)

T. Hetherington

CARRIED

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*SECRETARY'S REPORT*

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1. Terry Hetherington reported that both items on his written report (Appendix C) have been dealt with in earlier business.

*Secretary's Report Proposed:* T. Hetherington

*Seconded:*

J. Caldwell

CARRIED

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*WEBMASTER'S REPORT*

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1. Marcus Peake advised as follows: (Appendix D.)
  - a. The new website is expected to be rolled out in the next week. The existing website will be extinguished simultaneously, but Marcus is confident that the transition will be successful.
  - b. It has been impossible to attend 'face-to-face' training due to Covid lockdown.
  - c. The final account 25% installment will fall due once the webmaster has confirmed the new website is on-line.
  - d. Marcus has purchased a new desk-top publishing program for 'FlyBy', and the October edition will be the 50<sup>th</sup> produced. The Treasurer proposed that the cost of the publishing program be covered from Association funds, however Marcus declined the offer, with appreciation.

*Webmaster's Report Proposed:* M. Peake  
*Seconded:* P. Norris  
CARRIED

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*DATABASE MANAGER'S REPORT*

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1. Paul Norris paraphrased his report dated 29<sup>th</sup> August, (Appendix E), noting:
  - a. The expected turn-over of new and departed members.
  - b. There are revised Australia Post sort codes which have been incorporated into the September 'Slipstream' mailing list.
  - c. Membership numbers have increased to 800, including two pending applications.

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

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*GENERAL BUSINESS*

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1. VITA professional indemnity insurance, dealt with earlier, will not be renewed.  
**NFA**
2. The conduct and agenda for the FCM will be similar to previous meetings, with the exception that the meeting will be conducted via Zoom.  
**ACTION: TERRY HETHERINGTON**
3. The Treasurer sought guidance on dealing with any future donations in respect of 'FlyBy'. Until now, donations have been absorbed into the General Account. The Vice President requested a recommendation from James, which was to pass any such donations to Marcus

Peake, on production of a valid receipt. The Chairman sought and received concurrence from the Executive and endorsed that action.

**ACTION: JAMES CALDWELL**

- 4. Marcus Peake stated that he will refine the drafts of the Special Resolution and Notice of Motion and send those to the Secretary. They will be for distributed to all Divisions together with the Agenda and other FCM documentation.

**ACTION: MARCUS PEAKE**

- 5. In relation to the two recent submissions from the WA Division concerning the Special Resolution and Notice of Motion, the Executive discussed appropriate responses and decided on the following:
  - a. To defer to the President whether he wishes to make a direct response to the WA President.
  - b. To allow the WA Division delegates at the FCM to address their concerns in open debate.
  - c. The Secretary shall acknowledge receipt of the WA Division’s correspondence, dated 31<sup>st</sup> August, ‘noting’ their position on the matters.

**ACTION: TERRY HETHERINGTON**

- 6. The Secretary stated that the printer-copier-scanner he uses for Association business has ceased to function. This printer and the Secretary’s computer were purchased by the NSW Division in 2015 and were retained for National Executive use when he assumed the National Secretary’s role. The Secretary offered to split the cost of a new printer 50/50 however the Executive voted to allocate up to \$300 for a printer of the Secretary’s choice. The Secretary undertook to inform the President before proceeding.

**ACTION: TERRY HETHERINGTON**

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*Meeting Closure and scheduling of next Meeting*

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The meeting closed at 1427 pm

Next meeting: A decision on a National Executive Meeting prior to the FCM was held in abeyance. The Federal Council Meeting will take place on Saturday 23<sup>rd</sup> October at 1000 via Zoom.

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**Phil Carey**  
**Vice President**

.....  
**Terry Hetherington**  
**Secretary**

Appendix A. President's Report

**National President's Report  
FAAAA National Executive Meeting September 2021**

The past few months have centred on two main issues: the letter from the Slipstream Editor stating his intention to resign; and discussions with COMFAA on Flying Stations MkII as per our discussion at the last National Executive Meeting.

We shall discuss these matters at the meeting, but in short, Paul Shiels has agreed to remain as Slipstream Editor for the moment, and after an initial discussion, I am awaiting further advice from COMFAA on the status of Flying Stations MkII.

I have had one brief contact with Ian Carroll in his quest for a Group Bravery award for those who attempted to fight the December 1976 Hangar fire at HMAS Albatross. Work on gathering evidence continues.

The Vietnam Veterans Day reunion programmed for mid-August that was to be attended by the Hon National Secretary and I, was cancelled due to the threat of, and subsequent realisation of a NSW wide Covid 19 lockdown.

I do not enjoy being locked down!!

Mark Campbell  
National President

**FLEET AIR ARM ASSOCIATION of AUSTRALIA**

**BALANCE SHEET** *(Revised)*

**As at 30 AUG 2021 (in Aust Dollars) (Accrual Basis)**

| <b><u>ACCOUNT</u></b> | <b><u>BALANCE</u></b> |                 |
|-----------------------|-----------------------|-----------------|
| <b><u>ASSETS</u></b>  | <b>30.08.21</b>       | <b>06.08.20</b> |

**Cash and Bank Accounts**

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

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

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

**Total Cash and Bank accounts**

**SHOWN ASSETS HELD AT BANK**

**LIABILITIES & DEPOSITS**

**Less Liabilities (outstanding cheques)**

**Plus O/S Accounts & Dep**

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.

**TOTAL LIABILITIES & EQUITY**

**Note**

**Approx \$5320.00 remains in General A/C on behalf Web Appeal**

**Possible additional liability of approx. \$380 for VETS Welfare Insurance *(Not to be taken up)***

**James E Caldwell**

**Treasurer**

Appendix C. Secretary's Report

NATIONAL EXECUTIVE SECRETARY'S REPORT 01 SEPTEMBER 2021  
(Revised)

Correspondence (08 July to 31 Aug 2021)

**IN**

|                                   |           |   |
|-----------------------------------|-----------|---|
| <b>Database Manager</b>           | Multiple  | Emails welcoming new members and advising address changes                           |
| <b>National Exec members</b>      | Multiple  | Emails re Capitation fee Special Resolution   |
| <b>National Exec members</b>      | Multiple  | Emails re 'Slipstream' levy Notice of Motion  |
| <b>Community Underwriting</b>     | 8 July    | Confirming renewal of Public Liability policy                                       |
| <b>Community Underwriting</b>     | 9 July    | Revised 2021/2022 Public Liability policy   |
| <b>Vic Division</b>               | 19 July   | Supporting Special Resolution and Notice of Motion                                  |
| <b>WA Division</b>                | 07 August | Requesting copies of previous Nat Exec Minutes                                      |
| <b>WA Division</b>                | 21 August | Response to preliminary notice of Special Resolution and Notice of Motion           |
| <b>All Divisions (except ACT)</b> | 30 August | Agreeing with cessation of <i>Professional Indemnity Insurance</i>                  |
| <b>WA Division</b>                | 31 August | Further discussion on preliminary notice of Special Resolution and Notice of Motion |

**OUT**

|                               |           |  |
|-------------------------------|-----------|--|
| <b>National Exec members</b>  | Multiple  | Emails re Capitation fee Special Resolution  |
| <b>National Exec members</b>  | Multiple  | Emails re 'Slipstream' levy Notice of Motion   |
| <b>Community Underwriting</b> | 8 July    | Amending clause of Public Liability policy   |
| <b>All Divisions</b>          | 18 July   | Distributing Public Liability policy from Community Underwriting                             |
| <b>All Divisions</b>          | 18 July   | Preliminary notice of Special Resolution and Notice of Motion                                |
| <b>WA Division</b>            | 07 August | Forwarding copies of previous Nat Exec Minutes   |
| <b>NSW Division</b>           | 10 August | Response to NSW Secretary letter of 13 June re 'Slipstream'                                  |
| <b>WA Division</b>            | 24 August | Acknowledgement of response to preliminary notice of Special Resolution and Notice of Motion |
| <b>All Divisions</b>          | 28 August | Recommending cessation of <i>Professional Indemnity Insurance</i>                            |
| <b>WA Division</b>            | 31 August | Acknowledgement of response dated 31 Aug   |



*Professional Indemnity Insurance*

- All Divisions (except ACT) promptly responded stating that they do not have active Welfare Advocacy representatives and were agreeable to cessation of the VITA policy.

*'Slipstream' Editor joining National Executive*

- President Mark has invited Paul Shiels to join the National Executive.
- Paul is unavailable for 01 September meeting due to prior commitment.

This concludes my report.

Terry Hetherington OAM  
NATIONAL SECRETARY

31 August 2021

## **Webmaster's Report for September National Executive Meeting**

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I received advice yesterday that our new website is now in the very final stages of construction, with the dotting of 'i's' and the crossing of 't's', so to speak. I'm hoping to take possession of it in the next week and will then commence work to bring it up to date. Regrettably we won't be able to have both sites running concurrently for a while (due to its very large size), which would have made that work easier. C'est la vie.

It's been almost a year since we experienced the software problems of the existing website, so it's been a much longer journey than we envisaged. It's worth remembering the extraordinary support we received from members – over \$10K in donations, which was sufficient to pay the bill for the entire rebuild. Two donors alone covered \$6K of that which was an extraordinary gesture on their part.

It will take a month or two for me to get the new site under control. The page plug-in is completely new to me, and lockdown prevents the coaching session I was to have had with WEBICS. I guess it is back to the books to do some self-tutoring. This won't affect the functionality of the website, just its look and the production of new material.

### **FlyBy**

September's "*FlyBy*" went out on the first of this month and will be the last I produce using Microsoft Word as the type-setting program. Word is good at word-processing but sucks at publishing, and I can't calculate the number of hours I've spent coaxing text boxes to stay where they should and fonts to behave as I want, only to have them mysteriously reset themselves later that night. If voodoo was a reality, Bill Gates would now be plagued with boils and hemorrhoids! The cost of a professional Apple Mac Desktop Publisher was prohibitive, however, until a new girl on the block caught my eye. I've bought it, and I'm pleased to report that it is excellent. Stand by for the next edition, which also happens to be the 50<sup>th</sup>!

The Editor of Slipstream and I continue to work together to get the best out of both publications, but I still sense there is a feeling that *FlyBy* is considered to be in competition. There's been recent comparison with the number of pages, etc., which is regrettable. The fact remains that we have two highly professional publications which each serve their purpose, and provided we work together neither should be constrained.

Marcus Peake  
Webmaster/FlyBy Editor  
29 August 2021

**National Membership Database Manager's Report for National Executive Meeting 1<sup>st</sup> September 2021**

**Membership Database Activities Since Last Meeting (Jul 2021)**

From my perspective, the period since the last National Executive Meeting has been quiet, mainly involving processing new membership applications, a few more membership cancellations where Divisions have advised that members have not renewed for 2021 and recording the loss of members who have sadly "Crossed the Bar". Changes from the latest Australia Post sort codes for the period 27<sup>th</sup> August to 24<sup>th</sup> February 2022 have been incorporated into the database and I also attended the July meeting of the NSW Division Executive in my capacity of general committee member.

**Membership Statistics**

Our current membership stands at 798 members, up from 796 at the last meeting.

Since the July meeting we have gained 10 new members, as follows:

- a. 4 for NSW Div, 1 of which was a previous member who re-joined by purchasing a Wall of Service plaque;
- b. 3 for ACT Div;
- c. 1 for VIC Div; and
- d. 1 for QLD Div.

Offsetting the 10 new members, we also lost 8 members, with 1 resignation and 5 cancellations due to non-membership renewal for 2021, and 2 members having sadly "Crossed the Bar".

I have also been advised of 1 previous member who "Crossed the Bar" early last year, but we only recently found about his passing.

**Upcoming Activities**

Upcoming activities will be notifications for the September Slipstream and preparation for the FCM.

*Paul Norris*

**FAAAA National Membership Database Manager**