



Minutes of the RAEME National Association Via Skype 23rd March 2016

Meeting Opened: 2015 h

Present:

President: Richard Moyses, Secretary: Don Harvy, Dennis Clarke (VIC) Lyell Wedd (ACT), Ray Norman (QLD), Mike Newbond (VIC), and Alex Smithers (WA).

Apologies:

The following persons were apologies for the meeting, CAPT Justin Pape (Treasurer), Brendan Robertson (ACT), Russell Clarke (TAS), and Corps RSM, WO1 Robert Turnbull

1. Presidents Report

President, Richard Moyses, welcomed all to the meeting and gave an overview of the Agenda items and informed the meeting that he will address them in no particular order and cover the more important issues during the meeting. President stated that it was not his intent nor was it necessary during this meeting talk about all the items due to time constraints for all present generally and wished to concentrate on the main items with a focus on communication and emails that have been disseminated over the last few weeks.

President informed the meeting that he wished to regain momentum over the next few months and get clear direction for the RAEME National Association Committee (RNAC) over the next six months. President acknowledged the resignation of the immediate past president (IPP), of the RNA.

President wished to record a vote of thanks from RNAC members for their offers of support and best wishes re his father's health and their support generally on his appointment as the President of the RNA.

President informed the meeting that whilst he was happy to receive emails from RNAC members that he was not in a position to answer all emails immediately because like everyone else he is quite busy. He will always respond but often this will be a few days later.

President informed the meeting that he would concentrate on other issues during general business and discussion.

2. Secretary Report

Secretary, Don Harvy, informed the meeting of the following:

a. Previous Minutes

Secretary reported that he was not in receipt of any previous minutes of RNA meetings from either the IPP or previous RNA Secretary. Reported that his assumption was that previous RNA minutes were being held by the former office bearers at the State Associations.

b. Vale Notifications

Secretary reported that most vale notifications are being done by individual State Associations, but that he was happy to receive all vale notifications from them and disseminate this information to the other State Associations on behalf of the RNA. Stated that it was his view that the State Associations were exchanging this information in any event.

c. Group RNA and State Association Email Addresses

Secretary stated that over the previous 12 months he had sent contact emails and other information emails to RNA group email addresses those being the Presidents and Secretary group email listing and individual persons as listed. Stated that he has never received any response from either.

d. State Association Property including RAEME memorabilia

Secretary reported that the AEME RAEME Association of SA Inc had recently donated a large volume of RAEME Memorabilia and property to the Army Museum of South Australia (AMOSA) mainly due to an ongoing inability relating to storage and maintenance. Stated the property was too large and that storage and the need to preserve the items were the main factors for the decision. Reported that whilst the option to donate the items to AMOSA the cost of that was the property then became the property of AMOSA and not the AEME RAEME Association. (See para 4c RNA Constitution).

e. Responses to Agenda Items generally

Secretary requested that if there are responses to agenda items could the members please forward them electronically to the RNA Secretary for inclusion on the minutes, before, after or at the time of the meeting.

f. Dissemination of Minutes

Secretary informed the meeting that he would have the RNAC meeting minutes ready for distribution within fourteen (14) days of the meeting and requested that members advise him of their current email addresses.

Treasurers Report

President gave in interim report on behalf of the Treasurer, CAPT Justin Pape; President reported that there had been few transactions on the account with a current balance of approximately \$9000. Reported that in his view the account was being well maintained and that accurate records were being kept by the Treasurer. Informed the meeting that the

treasurer was in fact making monthly financial reports to the RNAC and that in future once email addresses have been finalized members RNAC members should receive a monthly update. (A copy of the DefenceBank printout showing latest transaction and balance is attached to these minutes).

General Business – discussion

In response to the Secretary Report, Ray Norman reported that there had only been one set of previous minutes for the RNA and that he would forward them to the Secretary and all others on the RNAC.

President reported to the meeting regarding RAEME memorabilia and property that the AMOSA currently had two serving RAEME members on the staff, a CAPT and a WO2, both of whom are long standing members of the Corps.

Ray Norman reported to the meeting that the Corps RSM Robert Turnbull wished to be included as a member of the RNAC with the President's concurrence. Presidents reported that in principal he had no objection the Corps RSM and the SO2 Major Aitken being on the RNAC but will 'wait out' in the short term until such time as the RNAC is in a position to have a constructive meeting once the initial planning has taken place. President stated that it was his intent to ensure that the RNA and the RNAC was on track since the resignation of the IPP.

Ray Norman reported that RNA funds were predominately owned by the Spanner pack programme as the monies had been raised through HOC, Regional Associations and sponsorship. Reported that it was his view that the funds currently in the account should be considered as follows:

Other funds (general operating account): \$2000

Spanner Pack Programme: \$7000

Ray Norman reported that in his view once the Spanner pack Account goes below an amount of \$3000 the HOC Committee had given an assurance that a further \$5000 would be donated to the RNA for the operation of the Spanner Pack Programme under his administration. The funds to be held by the RNA but dispersed accordingly for the spanner pack programme. Reported the HOC is currently awaiting expenditure of the current funds. Reported that he was also very happy with CAPT Justin Pape's administration of the RNA funds given his current commitments.

Mike Newbond suggested that RNA funds should be autonomous from the Spanner Pack Programme and that the programme should be administrated (financially) by a sub-committee of the RNA.

The President advised the funds are accounted for separately within the one account as detailed by Ray Norman. The President indicated he believes the governance and administration of the account is appropriate and there is no need for any changes at this time.

President gave a commitment to ensuring that once he has received the latest financial statement from the Treasurer that the report will clearly indicate separation and expenditure.

President reported to the meeting that he had been in contact with HOC though HON COLCOMDT SA Region, COL David Cocker and the situation at present for the RNA was that he was now the President, and will continue in the role in the immediate term. Dennis Clarke was the Vice President but that HOC had indicated that succession of the President's position will not be confirmed until such time as the Constitution has been ratified by the RNAC and a suitable succession plan was in place. HOC intent is to provide oversight. In summary the President informed the meeting that he will remain president until further notice that is until such time as the RNAC nominates a new committee and the nomination is ratified by HOC. President stated that his intent to remain for the amount of time necessary to have the RNA in a position to move forward.

Ray Norman stated that he agreed with the position of the President and that the ideal situation would be that the VP becomes President but accepted that rotation may not follow the process due to State commitments and there was a need to have flexibility to change. He indicated that it may be the case that the position of President of the RNA be a three year appointment but that he had no issues with the current status quo but wished to stress the point regarding rotation and flexibility and that he was more than comfortable with Denis Clarke being the VP.

Ray Norman reported that there was in fact a quorum present in the current meeting (See para 15 of the Constitution), and that the RNAC should take this opportunity to confirm appointments.

The President agreed and the following RNA appointments were confirmed by the RNAC:

President:	Richard Moyses
Vice President:	Dennis Clarke
Secretary:	Don Harvy
Treasurer:	Justin Pape
Membership:	Major Sara Jane Aitken (SO2 HOC)

President stated that there is a requirement to clarify the current names and email addresses of all the current RNAC members. Informed the meeting that he will be remaining and that para 4c of Strategic Plan will need amendments as to the succession of the President's position given the intent and oversight from HOC.

Ray Norman advised that he was putting read receipts on sent emails for the sole purpose of confirming email addressee's. Ray Norman commented on the agreements made at the last Skype meeting regarding the rotation system, (that is the rotation of the role of President of the RNA – being in an agreed order from State to State on an ongoing rotational basis). Ray Norman advised that although a rotational system had been agreed upon that no decision had been made regarding which order the rotation would commence meaning and that President

may not necessarily be the State President of that Association, e.g. the current VP is not the President of the Victorian RAEME Association but is a member of that Association.

The President assured the RNAC that he would ensure appropriate enquiry was made in to the issue for the benefit of the RNA.

3. Constitution

The President reported that not all members of the RNAC were on line at present and that he had not received feed-back from all states. He also advised RAV had forwarded comments and questions regarding the draft version.

Having stated that, he did advise most responses indicated agreement in principle to the acceptance of the Constitution as proposed, however, he would not formally propose acceptance until he had discussed the feedback form RAV. President advised he would contact Secretary RAV in the near future to discuss. He could then report back on progress with a view to progress agreement ASAP.

This was agreed to by those members present at the meeting. (Committee Quorum decision)

President stated the Constitution was an evolving document and may change in the future and he acknowledged the excellent work achieved to date on the document.
All present agreed with this.

Ray Norman discussed the dissemination of responsibilities of the RNAC versus State Constitutions with an overview to change in the future if necessary. (See para 28 (a) of the Constitution).

Don Harvy reported that he supports the concept of the stated intent of the document (See para 28 (a) of the Constitution), WRT to change or amendments in particular the role and authorities therein of the patron, and that he supports the document in its current form.

President informed the meeting that this ongoing issue had mainly occurred due to the sudden resignation of the IPP and that the processes in place for that event were not covered in the document but had the concurrence of the HOC to enable the RNAC to function.

Ray Norman informed the meeting the initial concept succession, (meaning the replacement of the RNA President), should be done through the rotation system as proposed in the initial set up of the RNA.

Mike Newborn discussed a proposal to insert a clause for this contingency should be placed in the Constitution document to cover any future like or similar situation.

Ray Norman reported that he felt this was not necessary as the matters of a similar nature in the future can be decided by the RNAC and this occasion was a one off event.

President stated that he was happy to consider all options and he would consider all options and take input from the members of the RNAC.

President also took the opportunity to acknowledge and thank like Lyell Wedd for the work done on the RNA newsletter and that he would table the newsletter at the next meeting of the RNA

4. Website

President acknowledged the IT/Website masters, Dean Ellis, Richard Legge and Alex Smithers.

President that there was a need to clarify with the webmasters the accuracy of information on the site in particular the names and contact email addresses etc. There was a need to update the social media side of the website but acknowledged the volunteer aspect of the commitment of the IT/Web masters and that all things take time.

5. Reciprocal Membership

President reported that at present he felt that this was a minor issue that required proper feedback on the issue from all State Associations. There was some general discussion relating to reciprocal membership and problems if any associated with it.

Ray Norman stated that his personal view was that members of the RNA (meaning ADF members), are entitled for reciprocal membership on posting from State to State. He covered the following points:

- a. A member who is a life member (RNA membership) or is a life prescribed member or an Honourary Life Member is the next State going to accept/recognise membership status without the payment of further funds to the State Association; and
- b. ADF members had expressed a view that they won't join one of the State Associations as the next State won't recognise life paid up membership or other forms of life membership.

Ray Norman supported the view that the RNA should support all forms of Life Membership WRT recognition of reciprocal rights.

President reported that his position is that the RNA should be seeking the views of the State Associations prior to carte blanche recognition of reciprocal rights.

Don Harvy reported to the meeting that the AEME RAEME Assoc of SA did not have a process for the purchase of subscribed life membership and that membership was restricted to five year blocks at any one time. (The State Association does have Honourary Life memberships).

There was general discussion regarding recognition of reciprocal life membership with the president acknowledging that the RANC would investigate the issue.

6. Spanner Pack Programme Update

Ray Norman reported to the RNAC that he had recently sent 40 spanner packs parcels to RAEME soldiers deployed overseas. Commented that they had only taken eight (8) days to arrive from postage to both Iraq and Afghanistan. He informed the RNAC that approximately 5,000 spanner pack parcels had been received to date. Reminded the RNAC that there are only approximately 3,300 members currently serving in the Corps and that the amounts sent are a testament to the programme. He further stated that the programme had a fantastic run so far and that members on deployment both ARA and GRES have been very happy with the receipt of same. He reported that each consignment cost about \$1500 with four (4) consignments being sent each year.

President acknowledged the very good update and briefing on the programme further stating that they were good publicity on the Corps generally. There was further discussion regarding advertising generally of the existence of the Spanner Pack programme with Ray Norman commenting that he had recently met with a serving RAEME officer who had no idea that the programme existed. The President enquired if the Spanner pack programme received coverage in the Army newspaper with the response being that it does not. President stated that he would enquire with the editor and the Corps Committee as to having an article placed in the Army News. There was general discussion regarding the dissemination of the programme in various State Newsletters. This resulted in an agreement for each State to exchange information.

7. Webmaster update- Alex Smithers

Alex made the following submissions to the meeting regarding the website and general IT matters:

- a. Members (in particular State committees) are not taking the opportunity that exists on the site for communication through an email service but that members are tending to use private email addresses for communication. Informed the meeting that website email address list will send the information to whomever is the current incumbent of the RNAC and or to the various State committee office bearers providing the information is uploaded onto the site. There is also no limit as to amount of recipients;
- b. The website is free with no charge at present and has been this way for the last two to three years due to funding from various sponsors who advertise on the site; and
- c. The web masters were currently working on a self/private member history page wherein members can upload articles for preservation and sharing on an FYI basis on issues including articles that were not subsequently published in the recently released Corps History Book.

Ray Norman commented WRT to item (b) of Alex's report that advertising monies that are received are intended to be dispersed throughout the various State Associations and there was no intention for this to generate income. He also informed the RNAC that he had received queries from sponsors that they had not received invoices for advertising that they had been

expecting. Ray further informed the RNAC that he had discussed this with the Treasurer and will follow up again.

8. Meeting Completion – Repechages

The President called for any last comments or rapid charges IOT close the meeting.

Lyell Wedd was in favour of having Job descriptions made available for placement in the CFN Magazine for the information of members who may have an interest in the future for service on the RNAC. Ray Norman clarified that there is only one publication per year. President reported that this issue be tabled at the next meeting.

9. Actions

The President in winding up the meeting confirmed that the following actions take place prior to the next meeting:

- a. Ray Norman – provide a copy of the previous minutes to the current RNA Secretary
- b. Alex Smithers- Update of website email structure
- c. Lyell Wedd - Template for the RNA Newsletter
- d. President - follow up constitution queries with RAV

**** At this point connection failed****

Meeting Closed: 2150 h

Next Meeting: TBA

Richard Moyses
President
RAEME National Association

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March 2016

Attachments

1. Minutes of the Previous RNA Meeting 15 October 2014 (for reference only)
2. Website Sponsorship/Advertising RAEME Associations General
3. DefenceBank Statement as at 23 March 2016

Minutes of the RAEME National Association Skype Meeting Held 15th October 2014

Opening

The Chairman Raymond Norman opened the skype meeting at 1932 hrs EST (2032 hrs EDLST) and welcomed those members on line

Attendance

Raymond Norman, Phillip Coppin, John Halsted, Dean Ellis, Lyell Wedd, Alex Smithers, Gary Sargent

Apologies

Jeff Maurice, Brendan Robertson, Allan Hawkins, Wes Lynch, Russell Clarke, Richard Moyses,

General Business

Discussions were held on the following topics:

Past Policies of the RNA

The Chairman reinforced the policy that the RNA was formed to bring all Regional RAEME State and Territory Associations and Groups together including the HOC (all current serving members of the Corps) into one organisation that gives everyone a place to go that is common to all former and serving members of the Corps.

To ensure that we as the RAEME National Association are a bottom up organisation not a top down organisation in that the RNA only do what the majority of Regional State or Territory organisations agree from a National perspective such as economies of scale (eg: merchandise) or provide the means of connection (eg: web sites) to the wider RAEME family

RNA Agreed Tasks

Web Site and Social Network

- ☐ Develop and build a RAEME National Association web site
- ☐ Expand the web development to include rebuilding all Regional State and Territory Associations web sites to have a commonality under the guidance of the National IT Team of Richard Legge, Dean Ellis and Alex Smithers
- ☐ Provide advice and guidance to all Regional State and Territory Association Web Masters
- ☐ Provide a means (social network) to link all current and former members of the Corps

All the above are a work in progress at various stages of development/modification and/or implementation.

The Chairman is to write a letter to all current serving members of the Corps inviting them to join the RNA Social Network.

Advertising

The RNA IT Team have developed all the web sites to incorporate paid advertising from sponsors at a Platinum, Gold, Silver and Bronze level.

A number ideas and scenarios were floated on suitable methods of dispersing monies accrued from this advertising on the National web site to the State and Territories.

State based only advertising is not included in this model as all monies received would go directly to that State.

There are many different advertising scenarios that need to be devised and agreed upon including the need to channel some of the advertising profit back to the Web Site host Richard Legge as a means of compensation (additional out of pocket expenses) for the work Richard does that is over and above his minimal fees charged for hosting all the sites.

The outgoing Chairman in conjunction with the incoming Chairman will formulate a method of distribution of advertising funds for discussion and approval

Payment to Host

The agreed method of payment to the Web Site Host is:

- ☑ The Host company to annually invoice the RNA for all National and State and Territory sites
- ☑ The RNA will annually individually Invoice the State and Territory Associations for their portion of the overall cost
- ☑ Additionally the President mentioned that any committee members that had out of pocket expenses should submit a claim and receipts to the RNA treasurer

RNA Committee Inclusions

The Chairman would like the following to be added to the Contacts List on the RNA Web Site:

- ☑ Web Master Dean Ellis
- ☑ IT Team Richard Legge, Dean Ellis, Alex Smithers The RNA Web Site needs to change to a drop down box for point of contact similar to the State Web Sites.

Areas of responsibility for members of the RNA Committee in addition to being a representative from their State or Territory needs to be defined and allocated accordingly

Strategic Plan and Constitution

Draft 3 of the RNA Strategic Plan was put out to the Regional State and Territory Associations for comment.

Suggested changes to this Draft have been received and the Strategic Plan Draft 4 will be taken to the RNA Committee for approval.

Alex Smithers suggested in relation to Committee that all appropriate positions ie President, Vice President etc be on a rotation rostered system rather than a volunteer election process. All agreed that Alex's proposal be adopted and should be built into the next revision of the RNA Strategic Plan. When approved, the RNA Strategic Plan in PDF format will be sent to all State and Territory Associations and posted on the RNA web site.

The Constitution then can be finalised using the approved Strategic Plan as the template.

Membership of the RNA

The Chairman reinforced the Membership of the RNA as follows:

- ☑ **Affiliations** Members of any organisation that are affiliated with the RNA are automatically members of the RNA
- ☑ **Full Time Serving members of the Corps** All of these people regardless of category of service are members of the RNA provided that they sign up to the Social Network on the RNA National site

All Membership of the RNA in the above categories is free

There being no further discussion, the Chairman closed the skype meeting at 2055 hrs EST (2155 hrs EDST)

Raymond G Norman

President

20th October 2014

First Draft 8/11/14

Web Site Sponsorship/Advertising RAEME Associations General

Background

1. During the web site development for all associations the IT team included the ability for all affiliated associations and RNA to obtain various levels of sponsorship/advertising paid or otherwise to be displayed on the sites.
2. Some of the aims are to raise funds to offset the costs of hosting the sites, assist with general administrative costs, subsidising function costs and other activities, such as sponsoring the RAEME display at the ARMY Museum Bandiana, RAEME Birthday, which are goals in the RNA Strategic Plan (SP).

General Comments and Suggestions

3. There are many possible combinations of how this process could be managed, coordinated and funded.
4. It is not intended to lock any system in place from a national perspective except to say that the RAEME National Association (RNA) intention is to seek funded sponsorship/advertising at the national level and **where agreed in writing** with affiliated member associations and include these associations in any national negotiations with sponsors nationally.
5. This could be any combination of the RNA and all affiliated associations or just one other affiliated association etc. Each set of circumstances would be negotiated with the affiliates involved at the time negotiations are taking place with a sponsor. No transactions will be entered into without the written consent of the partner affiliates.
6. Individual Affiliated Associations may choose to have sponsorship and provide these spaces funded or free or a combination of both, this would be totally of their choosing. The RNA will have **no role** to play in these circumstances.
7. As can be seen on all the web sites by clicking on the various sponsor/advertising space there is a suggested level, period and costing for the various levels of advertising. This was a guide proposed by the IT team whilst in development of the web site process. It is suggested that the minimum period of sponsorship should be **six months** rather than what is

displayed in some instances as one month and these advertising periods and costs could be adjusted accordingly. Additionally it is suggested that the pricing at the various levels as indicated be consistent across all associations for ease of co ordinations and negotiations especially where there are more than one affiliate involved including the RNA.

Co Ordination

8. Stand-alone individual sponsorship negotiations would be coordinated by the affiliated association with the sponsor concerned. No input from RNA unless requested.
9. Multiple affiliates' sponsorship would be coordinated by the RNA in close consultation with the affiliates concerned.

Funding

10. In an attempt to keep it simple the following is proposed:
 - a. All sponsors funding at State and Territory level will be retained by the states and territories and this would include the State and Territory portion of a combined sponsor agreement with the RNA.
 - b. The RNA would also redistribute annually 55% of any income that the RNA portion received from sponsorship whether it is from a stand- alone sponsorship or a combined sponsorship with all or other affiliates as the case may be. All affiliates would benefit from this redistribution.
 - c. A further 10% of the RNA sponsorship would be redirected annually to the current hosting company to assist in compensating them for providing hosting at cost price currently.
 - d. It is recommended that the States and Territories compensate the hosting company at a similar rate to the RNA.
 - e. Additionally, if surplus to requirement sponsor funds are available at RNA, State and Territory level then it is further recommended that a portion of these funds be donated to the RAEME Display at the ARMY Museum Bandiana. The RNA if acceptable to all, would collect these funds annually from all and present to the Museum on behalf of all affiliates and RNA when the RNA President attends the Corps Committee Meeting.
 - f. Any discounting of sponsorship in the first instance would be undertaken by the RNA discounting the RNA portion of any combined agreement.

Head of Corps

11. Head of Corps as part of the RNA could possibly secure some sponsorship for the Craftsman Magazine, Corps Birthday etc from this process.
12. Affiliates are requested to inform sponsors of the possibility of including sponsorship to these HOC activities when negotiating with potential sponsors.
13. HOC Cell, SO2 Corps must be consulted prior to any negotiations involving the HOC are commenced.

Summary

14. The process of Sponsorship/advertising is another way in general terms of bringing the RAEME family together and this can only be a good thing for the future of the Corps and RAEME Associations.



General Account

ACC 20662821

\$9,337.89

CURRENT \$9,337.89

TRANSACTION
ALLSHOWING
27/12/2015 - 25/03/2016ORDER
NEWEST FIRST

AMOUNT BALANCE

06/03/2016 YOUR CHEQUE #53
EFFECTIVE DATE: 04/03/2016

-\$581.97 \$9,337.89

21/02/2016 YOUR CHEQUE #52
EFFECTIVE DATE: 19/02/2016

-\$748.00 \$9,919.86

