

THE AIR DISPATCH ASSOCIATION OF AUSTRALIA

Minutes of the ADAA Annual General Meeting 6 October 2012, Ipswich, Queensland

The Meeting was **opened** by the President Gary Cole at 11:05. He welcomed those present and requested apologies.

The Secretary read out the **apologies** from Chris Felkin, Dennis Dray, Terry Heydon, Frank Zuppar, Doug Carpenter, Owen Eather, Nick Nicolai, Tony Dowd, Stuart Hilsberg and Anthony Eddie. President Cole accepted the apologies.

The **minutes** of the previous Annual General Meeting were read.

Business arising from the minutes. The Secretary raised the matter of the decision to Incorporate in Queensland at the last AGM and the difficulties that had been met trying to accomplish this. Only two members had voted on accepting the new rules required by the Dept of Fair Trading in Qld. Without the rules being approved the Incorporation could not be registered. It then became difficult to obtain public liability insurance for the Association if it was not Incorporated.

After quite some discussion it was **moved** Brian Irving seconded Chris Gill that the matter be treated as urgent and that the new Committee should proceed as quickly as possible to obtain Incorporation and Insurance. **CARRIED.**

Finances. Treasurer Kemm Baber then presented Financial Statement and Audit Report. He spoke at length about the Audit Report. He indicated there had been a severe reduction in financial members having lost about 80 members over the last four years and suggested that the Association take action to increase the number of members particularly the younger and serving generations.

Merchandising Officer Chris Gill reported that the **audit was inaccurate** insofar as he had made a **mistake in the quantity of stock** held and that there was an extra box of shirts not counted, he would provide a correct count and apologised for the mistake.

The Secretary then drew the meetings attention to the **matters of concern** raised by the auditor in his comments. After some discussion of these matters it was **moved** Chris Gill seconded Brian Irving that the meeting notes the Auditors comments and directs the incoming Committee to rectify these matters ASAP. **CARRIED**

It was then **moved** by Denis McCann seconded Cyril Clarke that the **audit be adopted** subject to its being corrected after a new stocktake being held. **CARRIED**

The Secretary then reported that only three **nominations** were received for positions on the Committee, one for Gary Cole as President, one for Tony Dowd as President and one for Chris Gill as Committee member or Assistant Secretary if required. The Secretary then advised that Tony Dowd had declined to accept the nomination as President or for any other position on the Committee and further that the Rules provided that nominations were required to be endorsed by two members of the Association. None of the nominations received had been endorsed by two members. He suggested that all nominations should therefore be from the floor.

President Gary Cole then called for a **returning officer** to conduct the ballot for the Committee of Management positions. Pat Slee indicated he was prepared to act as returning officer. The President then declared **all positions vacant** and vacated the Chair.

Pat Slee then took the chair and called for nominations for:-

President: Gary Cole, Nominated by C Gill Seconded by C Clarke - Elected Unopposed

Vice President: Anthony Eddie, Nominated by B Gannon Sec C Gill - Elected Unopposed

Patron: General David Ferguson, subject to his acceptance

Secretary / Public Officer / Merchandising Officer: Chris Gill, Nominated by B Gannon seconded B Irving - Elected Unopposed

Assistant Secretary: Barry Gannon, Nominated by G Cole seconded C Gill - Elected Unopposed

Treasurer: Denis McCann, Nominated by W Badger seconded C Gill - Elected Unopposed

Honorary Historian: Garry McGravie, Nominated by K Baber seconded G Cole – Elected Unopposed

The Secretary then advised the meeting that with the exception of Graham Papworth for Victoria and Tasmania who could not be contacted, all the **State Representatives** had indicated a willingness to continue as State Representatives.

State Representatives It was moved B Gannon seconded G Cole That all current State Representatives be continued in those positions. Subject to Acceptance by G Papworth.
CARRIED

Bank Account Signatories: It was moved by D McCann, seconded by B Gannon that the President, Secretary, Assistant Secretary and Treasurer be signatories on the Bank Account of the Association.
CARRIED

Honorary positions:

Honorary Auditor: Bill Hardman, Nominated by D McCann seconded G Cole - Elected Unopposed

Honorary Editor: Brenda Baber, Nominated by B Irving seconded D McCann - Elected Unopposed

The Returning Officer Pat Slee declared **all positions filled** and requested the President Gary Cole to resume the chair. The President moved a vote of thanks and acclamation for Pat Slee's conduct of the election.

General Business

An open discussion took place about the **decline in finances and membership** which has been happening for some years. Brian Irving spoke at some length and asked what was not being done to encourage membership or conversely what was being done that lost members. There

was a point raised that not all members were receiving the “Clipped Wings” , this was discussed at length and it is apparent that there are some members not receiving the newsletter. There were no complaints about the quality of the newsletter.

Barry Gannon questioned whether the move to a Queensland Committee had been responsible for members in Southern States feeling left out as it were from the activities.

Pat Slee suggested that there were a whole range of small “niggles” that some members had from time to time which may not have been addressed and that the Committee should try and elicit any such matters and deal with them as appropriate.

One complaint that had arose was that overseas reunions were too expensive for many members and that the Association must concentrate on having annual reunions in locations accessible to the majority of ADAA members here in Australia. Overseas meetings should be in addition to Australian reunions and not in place of them.

It was suggested that the Association seek to obtain a **list of ex Air Dispatchers** and see if we can contact those who are not members of the ADAA.

The new Secretary and Treasurer are to attend at **176 Sqn** in the near future and will seek to appoint an ADAA Rep in the unit, hopefully to encourage membership and articles for the Clipped Wings.

The Association attempt to organise a group to travel to **Gallipoli for the 2015** commemorations has received a major setback with the Governments of Australia New Zealand and Turkey stating they intend to restrict attendance to manageable numbers and will be holding a ballot for visas. Given the large number of people who will probably wish to attend it will be very difficult to obtain a visa.

Brian Irving suggested we should start organising a 2015 ANZAC DAY reunion for here in Australia, after some discussion it was agreed to form a Committee to organise same. Pat Slee, Brian Irving, Graeme Buchanan & Denis McCann agree to form the **2015 ANZAC DAY REUNION** Committee and come up with a proposal which should attract as many members as possible to attend.

The **Reunion for 2013** is to be in **Gulgong NSW**, Secretary Chris Gill is organising same and members who wish to attend should contact him for accommodation and details.

Brian Irving reported that the Red Hat Chapter in the **USA** was considering a **2014 reunion** and that he was prepared to be the Australian co-ordinator for same. He will provide details as they come to hand.

A special vote of thanks was moved by the President to Brenda Baber for all the very good work she has carried out on editing the Clipped Wings and maintaining the website.

Pat Slee then moved that a vote of thanks for the past committee be recorded.

There being no further business the President closed the meeting at 12:30 and wished all a safe journey home.

AUDITORS REPORT

I have audited the attached Financial Statements that have been prepared from the Association's records to reflect the financial position of the ADAA as at 30th June 2012.

The Air Dispatch Association of Australia Inc. through its Management Committee is responsible for the record keeping, preparation and presentation of the financial report and the information contained therein.

The Financial Report has been prepared for distribution to members for the purpose of fulfilling the Committee of Management's financial reporting requirements. I disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members or for any purpose other than for which it was prepared.

Following completion of the Audit I make the following comments:

- The Management Committee must ensure that all insurance is in place for the protection of the Association and its members from claims. I note that there is no evidence of current Insurance cover at the time of the audit.
- Receipts must continue to be issued in all instances when cash/cheques are received. Banking summaries confirming the amount banked and correct allocation of receipts must be maintained.
- There is once again an anomaly in the stock held when compared to sales during the year. This has resulted in a loss on the sale of stock during the year. This should be investigated by the Management Committee. The proper maintenance of stock records needs to be addressed by the committee.
- Committee Meeting Minutes must be retained on record, with and an approved Treasurers Report attached ratifying Receipts and Payments for the period. These records were not sighted at the time of the Audit.
- The Constitution and Objects of the Association must be read, and responsibilities understood by all Members of the Management Committee. Copies should be distributed and all Committee Members should formerly acknowledge that they have read and understood the document.
- Auditors adjusting entries are attached. Please pass these journal entries on the dates shown to properly reflect the start of the new financial year. An adjustment of \$69 has been made in the 2012 figures to reflect and understatement of debtors in the 2011 results.
- The results for the year reflected a loss of \$2,864. This was due mainly to Reunion expenses incurred of \$2,500. It is noted that there has been a dramatic reduction in members subscriptions compared to previous years.
- The Financial Report represents fairly, subject to the above, the receipts and payments of the Association for the Year Ended 30th June 2012.

W H Hardman *FIPA MAICD MICM JP*

Hon Auditor

22nd September 2012

AIR DISPATCH ASSOCIATION OF AUSTRALIA INC

(ABN: 82 580 295 387)

Income and Expenditure Statement for the Year Ended 30th June 2012

<u>30/06/11</u>	<u>INCOME</u>	<u>30/06/12</u>
\$ 3,548	Subscriptions	\$ 1,490
\$ 170	Sponsorship/Donations	\$ 57
\$ -	Interest	\$ -
\$ -	Sundries	\$ -
	\$ 1,352	\$ 1,940
	\$ 4,020	\$ 5,573
	\$ 1,391	\$ 1,812
	\$ 5,573	\$ 5,119
\$ 1,514	Merchandise Sales	\$ 2,266
	Opening Stock	-\$ 326
	Purchases	
	Closing Stock	
	COGS	
<u>\$ 5,232</u>		<u>\$ 1,221</u>
	<u>LESS EXPENDITURE</u>	
\$ 275	Newsletter	\$ 325
\$ 99	Bank Fees	\$ 87
\$ 283	Printing/Post/Stationary	\$ 507
\$ -	Reunion Expenses	\$ 2,500
\$ -	Insurance	\$ -
\$ -	Sundries	\$ 48
\$ 53	Sponsorship	\$ 90
\$ -	Welfare	\$ 528
<u>\$ 710</u>		<u>\$ 4,085</u>
<u>\$ 4,522</u>	Surplus/Deficiency for the Year	<u>-\$ 2,864</u>

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Balance Sheet as at 30th June 2012

<u>30/06/11</u>	<u>ACCUMULATED FUNDS</u>	<u>30/06/12</u>
\$ 14,022	Opening Balance	\$ 18,544
\$ 4,522	Add Surplus/Deficiency for Year	-\$ 2,864
\$ -	Auditors Adjustment	\$ 69
<u>\$ 18,544</u>	Closing Balance	<u>\$ 15,749</u>
	<u>REPRESENTED BY</u>	
\$ 12,681	Cash at Bank	\$ 10,372
\$ 5,573	Stock on Hand	\$ 5,119
\$ 290	Debtors	\$ 258
<u>\$ 18,544</u>		<u>\$ 15,749</u>

Hon Auditor