

**RAE ASSOCIATION (VIC) INC.**

**Reg No. A0046126U**

**MINUTES of 14<sup>th</sup> ANNUAL GENERAL MEETING**

**Date of Meeting:** 10<sup>th</sup> April 2018 at Dublin Road, Ringwood East, Vic.

**Opening:** The President declared the meeting open at 1505 hours.

**1. Attendance:**

**Chair:** Willem (Bill) van Ree.

**Present:** As per attached – **See Annex A to this report** (22 members present and 9 Committee)

**Apologies:** As per attached – **See Annex B to this report**

**Guests:** Nil

**Proxies Held:** Twenty Four (24) – Resolutions 8.1 (24); 9.1 (24); 9.2 (22/2), 9.3 (24)

**Voting :** To pass Special Resolutions – 23 people must vote in favour (75.0%) – no Special Resolutions to be passed

**2. Vale:** Minutes silence for our fallen comrades Listed at Annex C

**3. ODE** Vice President, Ted Boltong

**4. Minutes of Previous Annual General Meeting**

Minutes of AGM 11<sup>th</sup> April 2017 to be approved as read

Moved Austin Byrne, seconded Neville Trevena, that the minutes Annual General Meeting of the Association of the 11<sup>th</sup> April 2017 be accepted.

**Carried by show of hands**

**(Unanimous)**

**5. Business out of the Minutes**

Nil

The President invited any members with a particular concern from the previous minutes to provide details so that the concern can be addressed

**6. Reports**

**6(a) President's Report (Annex D)**

The President welcomed members to the meeting and thanked the Colonel Bruce Murray, AM Rtd, Colonel Commandant Southern Region for attending.

The President delivered the report, attached at Annex D paying special thanks to Tony Jackson who has managed the memorabilia for a number of years and for the support that he has provided to many functions, and Don Hughes for his contribution particularly for his efforts with the Sappers Lane and the plaque at the Repatriation Hospital

**6(b) Secretary's Report (Annex E)**

The Secretary thanked everyone present for their support and attending today's meeting – the report had been provided to everyone by email prior to the meeting plus in addition a copy of the report is in the pack provided to all those attending. The report covers the “operational” aspects for the year – that is what the Association has done, supported and achieved..

There are 328 members.

**6(c) Curator's Report –(Annex F)**

Mel Constable has been assisting Tony Jackson with the memorabilia. Tony will be standing down from the committee but will continue to support where ever possible. Thanking Tony for his input, Mel has provided the attached as Annex E.

**6(d) Treasurer's Report (Annex G)**

The Treasurer, Duncan Howarth, presented the statement attached at Annex G explaining some of the rationale behind moving across to the current financial reporting package, “TidyHq”.

Duncan went to thank Peter Washusen for his contribution and assistance.

Duncan explained that the Sapper Summit post out has cost \$3,500 and will certainly have a drain on this year's results. There are 28 unpaid members as at 31<sup>st</sup> March 2018 and Duncan is concentrating on these.

**6(e) Auditor's Report**

The Auditor's report was tabled. The Treasurer advised that:

- The financial statements had been certified by a CPA Accountant
- The report covers both financial and administrative matters. There were no significant issues raised.

The Treasurer's Report and Audit were tabled together and considered as one item for voting purposes

Before being asked to vote, the Secretary reminded all members that they have been provided with copies of the reports and the Schedule 1 from Consumer Affairs.

**Proposed resolution:** “that the reports by the Association Officers and by the Auditor and the financial statements for the period 01<sup>st</sup> January 2017 – 31<sup>st</sup> December 2017 be received and adopted.”

Moved Austin Byrne, seconded Jeff Brumhead that the reports be received and adopted.

**Carried unanimously by show of hands**

**7. Ordinary Members of Committee: (Constitution – Division 3 (53 (1) – Page 19)**

Proposed resolution “That the number of ordinary members of Committee for 2017 – 2018 be five (5) members.”

No change to current structure which works well.

Austin Bryne spoke from the floor to explain to the members what the proposed resolutions meant and that these conform with the Constitution.

Moved Austin Byrne, seconded Bruce Murray that the Ordinary Members of the Committee remain at five (5) No discussion from the floor

**Carried unanimously by show of hands**

**8. Election of Officers and Ordinary Members of Committee.**

At this point the President declared all positions vacant and removed himself from the role and invited Mr Austin Byrne to assume the position of President for the election of Officer Bearers.

Under the model rules, a person can self-nominate and there is no requirement for a seconder. Secretary has handed onto Austin nominations from the current committee seeking re-election.

**8(a) The chairman called for nominations for the position of: President.**

Bill van Ree has provided a written nomination for the position of President.

There was no other nomination, and Bill was declared elected.

Bill asked Austin Byrne to remain in the chair for the remainder of the nominations

**8(b) The chairman called for nominations for the position of: Vice President.**

Ted Boltong has provided a written nomination for the position of Vice President.

There was no other nomination, and Ted was declared elected.

**8(c) The chairman called for nominations for the position of: Secretary.**

Jim Davis has provided a written nomination for the position of Secretary.

There was no other nomination, and Jim was declared elected.

**8(d) The chairman called for nominations for the position of: Treasurer.**

Duncan Howarth provided a written nomination for the position of Treasurer.

There was no other nomination, and Duncan was declared elected.

**8(e) The chairman called for nominations for the five (5) positions of Ordinary Member.**

Written nominations have been received from Margaret Handte, Mel Constable, Eric Howatt, Peter Washusen and Graeme Lambert.

There was no other nomination, and all were duly declared elected. No further nominations received from the meeting for the vacancy and it will remain vacant until a suitable replacement is located.

Before retiring from Acting Chairman Austin Byrne gave a vote of thanks to the current committee on their efforts

Bill Van Ree accepted the Chair as President and thanked Austin for his assistance

**9. Resolutions .**

**9.1 Fees**

Proposed Resolution (Annex H)

**Annual Subscriptions**

In accordance with the Constitution of the RAE Association (Vic) Inc. (Division 1 – Sub rule 12) I propose that the annual membership Subscriptions for the year 2019 should be as follows:

**Ordinary membership** (Division 1, Sub rule 12 (1) (a))

That the annual fee for ordinary membership remain at \$20.00 with the subscription to include electronic copies (Email) editions of Sapper Summit or if no email communication is available a hard copy be posted at no extra cost.

**Concessional Life Membership** (Division 1 – Sub rule 12 (6))

For a member who reaches the age of 65 years (prior to the first of January of the membership year) they may elect to pay a one off subscription equal to ten (10) times the Ordinary membership rate. That is 10 times \$20.00 which is \$200.00. This subscription will include electronic copies (Email) editions of Sapper Summit.

**Annual subscription payment date** (Division 1, Sub rule 12 (1) (b))

Payment date for subscriptions will be 1<sup>st</sup> January 2019

**Financial year**

Subscription will cover the financial year 1<sup>st</sup> January 2019 – 31<sup>st</sup> December 2019.

Moved Bill van Ree, seconded David Stevenson that the annual subscriptions, payment date and financial year be accepted as presented.

**Carried unanimously by show of hands**

**10. Ordinary Business**

**10.1 Endorsement of committee decisions relating to forecasts and standing procedures.**

Proposed Resolution “that the Meeting endorse the CoM decisions of the 10<sup>th</sup> April 2018 meeting relating to the annual budget forecasts, financial delegation, Sapper Summit price and complimentary copies” (Refer to Annex H to these Minutes.)

Moved by Kevin Moss, seconded Colin Bowater that this motion be accepted as tabled.

**Carried unanimously by show of hands**

## **10.2 Honarium**

Proposed resolution: “That an honorarium of \$500.00 be available to be allocated between President and Secretary for the 2018-2019 year. The Committee to decide on the actual split-up”.

Neville Trevena questioning if the amount allocated is considered adequate bearing in mind the rising costs associated with running an expanding organisation, suggesting the committee consider increasing the honorarium.

The suggestion was noted for action at for the next AGM

Moved by Peter Washusen, seconded Colin Vincent that this motion accepted as tabled be accepted.

**Carried unanimously by show of hands**

## **10.3 Appointment of Auditor 2018**

Current Auditor has confirmed availability to continue providing the service as Auditor for 2018 (for the period 01<sup>st</sup> January 2018 – 31<sup>st</sup> December 2018)

Moved by Duncan Howarth, seconded Chris Costello that this motion is accepted as tabled.

**Carried unanimously by show of hands**

## **GENERAL BUSINESS ITEMS**

### **10.4 Adoption of Association Mascot**

A member of the Association, Don Hughes has an Assistance Dog, “Zeus”. In recognition of Zeus’ support to Don’s outstanding contribution to the Association it proposed that Zeus be adopted as the Association Mascot from 10th April 2018 until the next AGM.

Moved by Bill van Ree, seconded Jim Davis that the RAE Association adopt Zeus from 10<sup>th</sup> April 2018 until the next AGM as the Mascot of the Association –

**Carried unanimously by show of hands**

## **NON AGENDA ITEM**

### **Scheduling of future AGM**

#### **Question**

Duncan Howarth raised the future of AGM’s being conducted during the day and felt that we should be looking to hold them in the evenings at a location such as the Ringwood RSL so that those people who work could attend the AGM. –

#### **Response**

Bill noted this matter is more for a CoM meeting to discuss. As a start we could look to send out an Expressions of Interest (EOI) for feedback from the members.

## Future Expenditure

**Question** - Neville Trevena sought clarification on proposed expenditure particularly concerning future projects such as plaques or other commitments that have been identified for outlay.

**Response** – Bill explained that there are a number of projects in the pipe line such as a plaque at the Trades Hall Council (THC) and proposed plaques at the three respective depots but most of these costs would be offset by grants from DVA such as at the Repatriation Hospital. Bill has advised that there has been a provision of \$1,000

Colin Bowater has been involved in the THC project with John Wertheimer and Bruce Campbell. Colin advised that they had received tentative approval from the THC but that there were a number of conditions attached to this approval and at this stage the (the committee) are still working through it.

Colin anticipates that the bronze plaque would costs somewhere around \$1.4K but as mentioned grants will be applied for through the DVA.

## Vote of thanks

Austin Byrne raised a vote of thanks to the outgoing and incoming committee.

## Colonel Commandant comments

COL Murray advised that he is arranging a tour of Fort Queenscliff for 15<sup>th</sup> May 2018.

(Details of the Activity have been distributed to members)

## Bank Signatories

The Constitution (Part 48 (d) on Page 17 outlines that:

Treasurer's duties – we require **two signatories jointly** on all cheques and internet transfers.

As indicated the two joint authorised signatories to sign cheque or approve internet transfers will be President, Vice President, Secretary and Treasurer namely

## 11. Date of Next Meeting

Tuesday 09<sup>th</sup> April 2019 – location to be advised.

## 12. Closure

The President declared the meeting closed at 1555 hours.

**(Original signed)**

J.H. (Jim) Davis

Secretary

April 2018

**(Original signed)**

Bill Van Ree

President

April 2018

**Annex A Attendance - Members Present**  
**Annex B Apologies.**  
**Annex C Vale**  
**Annex D President's Report**  
**Annex E Secretary's Report**  
**Annex F Curator's Report**

**Annex G Treasurer's Report and Statement**  
**Annex G Auditors Report**  
**Annex H Resolutions**  
**Annex I Financial delegations**  
**Annex J Class photo – Committee 2018/19**

**Distribution:**

LTCOL Bill van Ree

T.H. Boltong

J.H. Davis

Duncan Howarth

Eric (Jock) Howatt

Mel Constable

M. Handte

MAJ Graeme Lambert

LTCOL Don Hughes (History)

LTCOL Sharon Coates

COL Bruce Murray – SRCC

COL Wertheimer –Patron

Posted onto the Association website

**Attendance List**

**RAE ASSOCIATION (VIC) INC.  
ANNUAL GENERAL MEETING  
RINGWOOD DEPOT  
10TH APRIL 2018 – 1500 HRS**



<b>Name</b>	<b>Family Name</b>	<b>Sign</b>	<b>Financial Member</b>
<b>BILL</b>	<b>VAN REE</b>	<b>Original Signed</b>	<b>Yes</b>
<b>TED</b>	<b>BOLTONG</b>	<b>Original Signed</b>	<b>Yes</b>
<b>JIM</b>	<b>DAVIS</b>	<b>Original Signed</b>	<b>Yes</b>
<b>DUNCAN</b>	<b>HOWARTH</b>	<b>Original Signed</b>	<b>Yes</b>
<b>GRAEME</b>	<b>LAMBERT</b>	<b>Original Signed</b>	<b>Yes</b>
<b>PETER</b>	<b>WASHUSEN</b>	<b>Original Signed</b>	<b>Yes</b>
<b>MARGARET</b>	<b>HANDTE</b>	<b>Original Signed</b>	<b>Yes</b>
<b>ERIC</b>	<b>HOWATT</b>	<b>Original Signed</b>	<b>Yes</b>
<b>TONY</b>	<b>JACKSON</b>	<b>Original Signed</b>	<b>Yes</b>
<b>BODO</b>	<b>BOETCHER</b>	Late apology - Illness	<b>Yes</b>
<b>COLIN</b>	<b>BOWATER</b>	<b>Original Signed</b>	<b>Yes</b>
<b>JEFF</b>	<b>BRUMHEAD</b>	<b>Original Signed</b>	<b>Yes</b>
<b>AUSTIN</b>	<b>BYRNE</b>	<b>Original Signed</b>	<b>Yes</b>
<b>LES (BRUSHY)</b>	<b>CLARK</b>	<b>Original Signed</b>	<b>Yes</b>
<b>DAVE</b>	<b>CONLAN</b>	Late apology - work	<b>Yes</b>
<b>MEL</b>	<b>CONSTABLE</b>	<b>Original Signed</b>	<b>Yes</b>
<b>CHRIS</b>	<b>COSTELLO</b>	<b>Original Signed</b>	<b>Yes</b>





**RAE ASSOCIATION (VIC) INC.  
ANNUAL GENERAL MEETING  
RINGWOOD DEPOT  
10TH APRIL 2018 – 1500 HRS**



Name	Surname	Sign	Financial Member
JAMES	CROSLING	<b>Original Signed</b>	Yes
CESARE (DIGGER)	DI GREGORIO		Yes
RUSSELL	FROST	<b>Original Signed</b>	Yes
HAMISH	GODDARD	<b>Original Signed – see page 3</b>	Yes
LINDON	GOODSON		Yes
FRANK	HOSEMANS	<b>Original Signed</b>	Yes
DON	HUGHES & ZEUS	<i>Late apology - Illness</i>	Yes
ROBERT (BOB)	KLOS	<b>Original Signed</b>	Yes
JOHN	MEADE	<b>Original Signed</b>	Yes
KEVIN	MOSS	<b>Original Signed</b>	Yes
BRUCE	MURRAY	<b>Original Signed</b>	Yes
MICHAEL	POTTS	<b>Original Signed</b>	Yes
BRENT	RODGERS	<b>Original Signed</b>	Yes
DAVID	STEVENSON	<b>Original Signed</b>	Yes
RAY	STEWART	<b>Original Signed</b>	Yes
NEVILLE	TREVENA	<b>Original Signed</b>	Yes
COLIN	VINCENT	<b>Original Signed</b>	Yes
PETER	WHITE	<b>Original Signed</b>	Yes
ROB	YOUL	<b>Original Signed</b>	Yes

**Apologies**

**RAE ASSOCIATION (VIC) INC.  
ANNUAL GENERAL MEETING  
RINGWOOD DEPOT  
10TH APRIL 2018 – 1500 HRS  
APOLOGIES**



<b>BOB</b>	<b>AMOS</b>	Work - Echuca	<b>Proxy given</b>
<b>STEVE</b>	<b>BENNETT</b>	Army Course	
<b>RAY</b>	<b>BETROS</b>	Overseas	
<b>JOHN</b>	<b>BITCON</b>		<b>Proxy given</b>
<b>COLIN</b>	<b>BROWN</b>	Latrobe Valley - work	<b>Proxy given</b>
<b>BRUCE</b>	<b>CAMPBELL</b>	Family	<b>Proxy given</b>
<b>KEVIN</b>	<b>COLEMAN</b>		<b>Proxy given</b>
<b>SCOTT</b>	<b>D'ROZARIO</b>	Duty- Entebbe UGANDA	
<b>KEN</b>	<b>DALY</b>	South Australia	<b>Proxy given</b>
<b>PETER</b>	<b>GEORGE</b>	Country	<b>Proxy given</b>
<b>GEORGE</b>	<b>GIUMMARRA</b>	Work	<b>Proxy given</b>
<b>GLENN</b>	<b>HARMER</b>	Interstate	
<b>MATT</b>	<b>HO</b>	Overseas	
<b>MARK</b>	<b>HORNER</b>	Namibia	
<b>MARK</b>	<b>JONES</b>	Medical appointment	<b>Proxy given</b>
<b>BRYAN</b>	<b>KESBY</b>	Interstate	



**RAE ASSOCIATION (VIC) INC.  
ANNUAL GENERAL MEETING  
RINGWOOD DEPOT  
10TH APRIL 2018 – 1500 HRS  
APOLOGIES**



<b>HELEN</b>	<b>MACE</b>	Work	<b>Proxy given</b>
<b>LORRAINE</b>	<b>MACE</b>	Work Commitments	<b>Proxy given</b>
<b>LES</b>	<b>MALSEED</b>	Health	
<b>PAUL</b>	<b>MCCOMB</b>	Military duty – QLD	<b>Proxy given</b>
<b>IAN</b>	<b>MCLEOD</b>		<b>Proxy given</b>
<b>KERRY</b>	<b>MCMANUS</b>	Away	<b>Proxy given</b>
<b>MICHAEL</b>	<b>MEANY</b>	Lives in Queensland	<b>Proxy given</b>
<b>TOM</b>	<b>MULHOLLAND</b>	Work Commitments	
<b>MICK</b>	<b>MURRAY</b>	CFA Duty-Terang	
<b>GARY</b>	<b>NASH</b>	Family Illness	
<b>DAVID</b>	<b>NOBLE</b>	Family commitments	<b>Proxy given</b>
<b>GLEN</b>	<b>PILBEAM</b>	Work commitments	<b>Proxy given</b>
<b>ANDREW</b>	<b>PITT</b>	Duty in Brisbane	
<b>JENNIFER</b>	<b>ROSEWARNE</b>	Overseas – Sri Lanka	
<b>DAVID</b>	<b>RUNDELL</b>	Family commitments	<b>Proxy given</b>
<b>LYNETTE</b>	<b>MCLINDIN</b>	Medical	<b>Proxy given</b>



**RAE ASSOCIATION (VIC) INC.  
ANNUAL GENERAL MEETING  
RINGWOOD DEPOT  
10TH APRIL 2018 – 1500 HRS  
APOLOGIES**



<b>MAUREEN</b>	<b>RUNDELL</b>	Family commitments	<b>Proxy given</b>
<b>TREVOR</b>	<b>SIMPSON-BULL</b>	Work	<b>Proxy given</b>
<b>ROBERT (BOB)</b>	<b>SLATER</b>	Prior commitment	<b>Proxy given</b>
<b>CAMPBELL</b>	<b>SMITH</b>	Duty	<b>Proxy given</b>
<b>HAYDEN (SLIM)</b>	<b>SOMERVILLE</b>		<b>Proxy given</b>
<b>MARTIN</b>	<b>THOMASON</b>	Work - city	
<b>LESTER</b>	<b>WADSWORTH</b>	Working	
<b>GEORGE</b>	<b>WARD</b>	Prior Commitment	Country member
<b>GEORGE</b>	<b>WEEKS</b>	Family commitments	
<b>JOHN</b>	<b>WERTHEIMER</b>	Shrine duty	Country member

**VALE – 2017 – 2018 - PASSING PARADE**

**(11<sup>th</sup> April 2017 – 10<sup>th</sup> April 2018)**

- |    |                                |                              |
|----|--------------------------------|------------------------------|
| 1. | 25 <sup>th</sup> May 2017      | John David Printz (WO1)      |
| 2. | 12 <sup>th</sup> January 2018  | Gerrard John Sharkey – LTCOL |
| 3. | 06 <sup>th</sup> February 2018 | Alan (Shakey) Cameron – WO2  |
| 4. | 25 <sup>th</sup> March 2018    | Neville (Nipper) Marwood     |
| 5. | 02 <sup>nd</sup> April 2018    | Peter Marotta - SPR          |

## **PRESIDENT'S REPORT**

We have changed the reporting format for this year's AGM by including a Secretaries report. My report will be more general, focusing on longer term issues of the Association. The Secretary's report will focus on the operational issues of the last year and the year ahead.

### **Welfare**

Last year we undertook to investigate the possibility of implementing a welfare program. Our investigation revealed:

1. In Australia, there is more than 3000 Organisation registered to provide support/welfare for ex-servicemen and women.
2. The establishment of a welfare fund/component to the Association demands a change to our constitution. (Constitution extract attached)
3. The establishment of a welfare fund and welfare support capability is well outside the intent of the benefactors who donated the funds that prompted this investigation.
4. We have members of the Association with welfare support skills and connections and have indicated a desire to assist members in need.

We recommend that the Association does not directly involved in welfare support, limiting activities to the activities identified in item 10 of the purposes of the Association, which is:

*“to assist in promoting awareness of welfare and wellbeing issues affecting our members and the associated resources available to support them.”*

### **Association Patron**

Patron is appointed for a three year term. We approached Colonel John Wertheimer who accepted the role for a further three years.

### **Sapper Summit**

This year we published and delivered a hard copy of the Sapper Summit to all Association members and to Engineer Units and RAE Associations. This is an expensive exercise which prompted us to undertake a survey to provide direction future publication and distribution strategy. Response rate was surprisingly high with nearly 50% of ordinary members responding to the survey, which revealed:

1. A very high satisfaction level with the publication. We have our Editor, Graeme Lambert, and many contributors to that for that.
2. 38% of respondents would like to have a hard copy of the magazine (7% had copy only). These numbers are significant enough for us to provide hard copies on paid subscription basis with addition complementary copies distributed to Sapper Units and Associations.

### **Financial Management**

A significant change this year is implementation of a web/cloud based management system through “Tidy Hq”. This web based system is specifically designed for Associations like ours, providing our management team access to the same base management information 24/7. This is significant because, like most newly established volunteer organisations, most of our management information has been maintained on individual systems established and maintained by individual appointment

holders. Providing access to the same data set for all management team improves accuracy and oversight of management information.

Thank you Duncan Howarth for the identification and implementation of this new system.

### **Heritage and History – Memorabilia and Artefacts**

Firstly, I would like to thank Tony Jackson for efforts in the role of Curator for the past three years. Unfortunately for us, Tony is still in full time employment and has decided that he is not able to commit the normal business hour time required to achieve our objectives for the management of the Association's memorabilia and artefacts.

We are very fortunate to have a new member willing and very capable to take on this role, Mel Constable. Mel have already been very active in improving curator management systems and displays, which you will have an opportunity to see at the Sapper Muster, 5 May 18.

### **Heritage and History – Plaques and monuments**

A significant achievement of the past year is the dedication of a plaque on the newly renamed Sappers Lane at the Heidelberg Repatriation Hospital. This project, in the main funded through commonwealth grants, instigated and driven by Don Hughes, provides a permanent marker acknowledging the contribution of Sappers, past and present.

### **Committee of Management (COM)**

On your behalf, I would like to thank the COM for their work over the past year.

**Ted Boltong** – Support, guidance and commitment to the smooth running of the committee

**Duncan Howarth** – Financial management and the implementation of our new management system.

**Margret Hendte** – Social Activities, particularly the extra ordinary effort required to make the Christmas drinks function happen given the problems in the kitchen (No gas)

**Tony Jackson** – as Curator and involvement in Family Day activities

**Eric Howatt** – as property manager managing the current stock and the introduction of new lines of Association apparel

**Peter Washusen** – as a guiding hand providing expert knowledge and guidance on financial management and history

**Graeme Lambert** – Editor of the Sapper Summit and Electronic media management

**Don Hughes** – Heritage and History Sub Committee for his work on Sappers Lane

**Jim Davis** – Our Secretary who tirelessly works on the needs of our Association, one of his great passions. This Association would not be where it is today without his focus and drive.

### **22 ER Support**

Much of what we do would not be possible without the in-kind support provided by 22 ER. We will continue to work closely with the Regiment to maintain the strong mutually beneficial relationship we have developed. In keeping with this philosophy we intend to support the Regiment in its new role as the sponsor of 15 Platoon (15 Pl), 1 Recruit Training Battalion (1RTB), Which will include a commitment for one of our members to attend the 15 Pl march-out parades. (3 Parades annually) We will be looking for volunteers to spread the load.

Bill van Ree  
President

## **SECRETARY'S REPORT**

In the past I have not presented a Secretary's report as I felt a majority of the information was already contained within the President's report but as we continue to grow I now feel that it is essential to share some of the achievements of the Association that are not readily evident. In military terms this could be classified as the "operational side" of the Association and I will look at positive, negatives and the way ahead.

The first thing to do is look at our membership numbers as this is the strength of the Association.

Ordinary members	240
Over 80 yrs.	41
10 year membership	34
Complimentary	2
Honourary Life	7
Associate	4
<b>TOTAL</b>	328

Membership growth continues to be a primary focus particularly with emphasis to encourage serving members of the Regiment to join – regrettably many serving sappers perceive the Association as being for "oldies" or to consider when they leave the System. In our favour we do have strong support from the CO, RSM and the Command Group. Average membership age is 62 years.

We take every opportunity to promote the Association to members of the Regiment and in 2019 we intend to seek the permission of the CO to address the sappers at the Regiment's "Kick Start" weekend with the view of encouraging membership.

We have several ways of communication with the Sappers (Web site, Facebook, SMS and email) and these mediums are used to full advantage. These are the mediums of the future.

The ultimate goal is to life membership to 500 but this is going to be a real challenge.

### **ACTIVITIES - Support**

#### **Annual General Meeting 2017**

At the AGM we saw Col Bowater step down from the Presidency and Bill van Ree accept the position along with the election of Ted Boltong as Vice President – Duncan Howarth accepted the role of Treasurer from Maureen Rundell. 35 members in attendance

#### **Annual Sapper Muster**

Good support with this this year a sit down meal provided – approximately 125 people attended

### **ANZAC ACTIVITIES**

ANZAC March with Ringwood RSL with 40 members attending – many family members also joined in



### **ANZAC DAY March - Melbourne**

Due to reasons beyond the control of the Association ANZAC Day March 2017 got off to a bad start due to step off times being brought forward resulting in a large number of members missing the march – through no fault of ours we stepped off an hour early. Melbourne High School Cadet Unit continued their great support by providing cadets to carry the Association's Banner.

### **Reserve Forces Day – Melbourne**

A good turn out with approximately 45 people attending – led by Bill van Ree

### **Visit to AWM Canberra**

Graeme Lambert and Ted Boltong travelled to Canberra to attend the Last Post Ceremony to commemorate 100 years since Hill 60 and laid a wreath on behalf of the Association.

### **Melbourne High School Cadet Unit**

On behalf of the Association Ted Boltong attended the end of year parade and presented a gift (photo) to each of the Cadets who supported the Association on ANZAC Day:

### **Repatriation Hospital “SAPPERS LANE”**

This ceremony was conducted on 10<sup>th</sup> November 2017 and was the culmination of the outstanding work of Don Hughes who worked tirelessly to bring the project. What a wonderful tribute and legacy this is.

### **22 ER Family Day**

This is the final parade for the Regiment and the Association contributes a BBQ lunch to the sappers and family who attend – BBQ manned by volunteers from the committee and the COL COMDT (Bruce Murray) – This is the parade where the annual awards are presented to the winners.

### **Christmas Nibbles**

For the 2<sup>nd</sup> year the Association conducted a very successful Christmas Nibbles in the JRC at Ringwood East Depot – a good attendance of some 65 members, wives, partners, friends and family attending – we had great support from the PMC of the JRC – Iain Davidson (bar, DO and everything) along with Brent Wilson our cook who worked under terrible conditions (no gas for stove) who was assisted by Marg Handte – what great workers we have! Others like Dale Mitchell served the food

**Other activities and support** – The Association provides support to the following activities;

Sir Clive Steele Lecture

Sir John Holland Golf Day

Waterloo Dinner

Belgrave/Upwey RSL visit.

### **THE FUTURE – my vision**

**Membership** - The priority is to build on our membership numbers with the obvious pool being the current serving members – as our membership numbers mature we will see more moved to the “over 80 yrs.”. therefore reducing fee income and we need to cover the reduction in the income with young keen sappers.

**Meetings.** To encourage younger members join the committee members we may need to look at holding our meetings after work hours – this is probably 4-5 years away.

**Support.** We must continue and build on our support that we provided 2017-2018 and build on these – our ties with the Regiment need to be developed further and strengthened and as I mentioned with the support of the Command Element this will happen.

**The Committee**

I wish to thank the Committee for their excellent work over the last 12 months – how lucky am I to have a committee with the knowledge, strength, enthusiasm and commitment that they have – I do not want to point out individuals but thanks to Bill, Ted and Duncan for your help.

**UBIQUE**

**J.H. (Jim) Davis**

## **CURATORS REPORT**

Report submitted by Mel Constable on behalf of Tony Jackson

As I have been assisting Tony in his work as Curator of the RAE Association Memorabilia, I have prepared a report on progress to upgrade, maintain and catalogue the memorabilia that the RAE Association has inherited from the Old Sappers Association and further donations.

The following is a summary of the activities to date:

### **June 2017 - September 2017**

The 21 flags mounted on the wall in the drill hall were restored.

### **October 2017 - November 2017**

The RAE Association clubroom was cleaned and rearranged

The display cases and contents were cleaned and sorted.

A start was made to prepare systems to record items in the Catalogue of Memorabilia.

Two donated illuminated show cases were delivered and installed.

### **18 November 2017**

An open day at the RAE Association clubrooms for the 22 ER Family Day

### **December 2017 - February 2018**

Further sorting of memorabilia including the filing cabinet

Cataloguing of the memorabilia continues with 74 items catalogued so far. Cataloguing entails:

- a. Checking the item against the OSA's inventory
- b. Allocating the item a number from the appropriate section.
- c. Placing a Dymo label number on the item
- d. Attaching "The Property of the RAE Association" stickers on the item
- e. Photographing the item
- f. Entering all details onto the computer including photographs of the items
- g. Logging the item on a page in the Catalogue of Memorabilia with:
  - 1) A photograph of the item
  - 2) Notes on the significance of the item
  - 3) How the item was acquired and when
  - 4) Its current location for viewing

### **February 2018 - April 2018**

Cataloguing of the memorabilia continues with over 370 items now catalogued so far including researching, photographing and marking the items and then entering their history.

The display cases now have items marked with cards explaining what they are and as required, who has donated the item.

We have a lot of interesting things already, but we would like a lot more items from the 60's onward to be shared and donated/loaned to the collection.

### **TREASURERS REPORT**

It is my pleasure to present the Association's annual accounts for 1 Jan 2017 to 31 Dec 2017 to the Annual General Meeting today.

Attached are 4 pages:

1. Profit and Loss report.
2. Pie charts as a visual aid showing, money in and money out as a %
3. Balance sheet.
4. Auditors Report.

It is pleasing to note that we made a profit of \$1,713.58.

Our net assets at 31 Dec 2017 were \$28,814.

#### **Major Income.**

1. Members contributions \$5,710
2. Donations (Thank you) \$4,800

#### **Major expenditure during the year was:**

1. Flag Restorations \$4,400
2. Software/Website Expenses \$ 873 (see note 2 on P & L report)
3. Sappers Lane Plaque \$1,200 (Grant received for this)
4. 22 ER Relationship Building. \$ 785 (Family Day and plaque/prizes)

#### **2018.**

It was decided by the committee as a thank you to members, to send all a mailed copy of the Christmas edition of Sapper Summit. This was completed in early January. Cost \$3,423

Going forward I hope we can continue to find ways to achieve the Association aims, in particular the cataloguing and preservation of items of historical significance.

#### **2019**

In view of the strong financial position we are in I recommend that the annual fees remain at \$20 for 2019.

Duncan Howarth  
Treasurer

**Profit and Loss**  
**RAE Association of Victoria Inc.**  
**Year Ending 31 Dec 2017**

Reg No. A0046126U

**INCOME Amount**

Members Contributions	\$ 5,710.00
Donations	\$ 4,800.00
Activities- Income (Muster)	\$ 3,857.15
Sales- Merchandise	\$ 1,352.60
Grants Received	\$ 1,200.00
Interest Received	\$ 248.27
<b>Total Income</b>	<b>\$ 17,168.02</b>

**Cost of Goods Sold**

Purchases- Merchandise	\$ 2,280.00
------------------------	-------------

**GROSS PROFIT** **\$ 14,888.02**

**EXPENSES**

Activity Expenses (Muster/Christmas)	\$ 3,529.90
22ER Relationship Building	\$ 785.43
Audit Cost, Honorariums, Gifts	\$ 287.60
Computer/Website Expenses	\$ 872.53
Consumer Affairs Fee	\$ 55.80
Insurance- Public Liability	\$ 449.84
Postage	\$ 25.50
Printing & Stationery inc Sapper Summit	\$ 1,567.84
Sappers Lane Plaque – Repatriation Hospital	\$ 1,200.00
Flag Restoration at Oakleigh	\$ 4,400.00

**TOTAL EXPENSES** **\$ 13,174.44**

**NET PROFIT/POSITION** **\$ 1,713.58**

## Balance Sheet

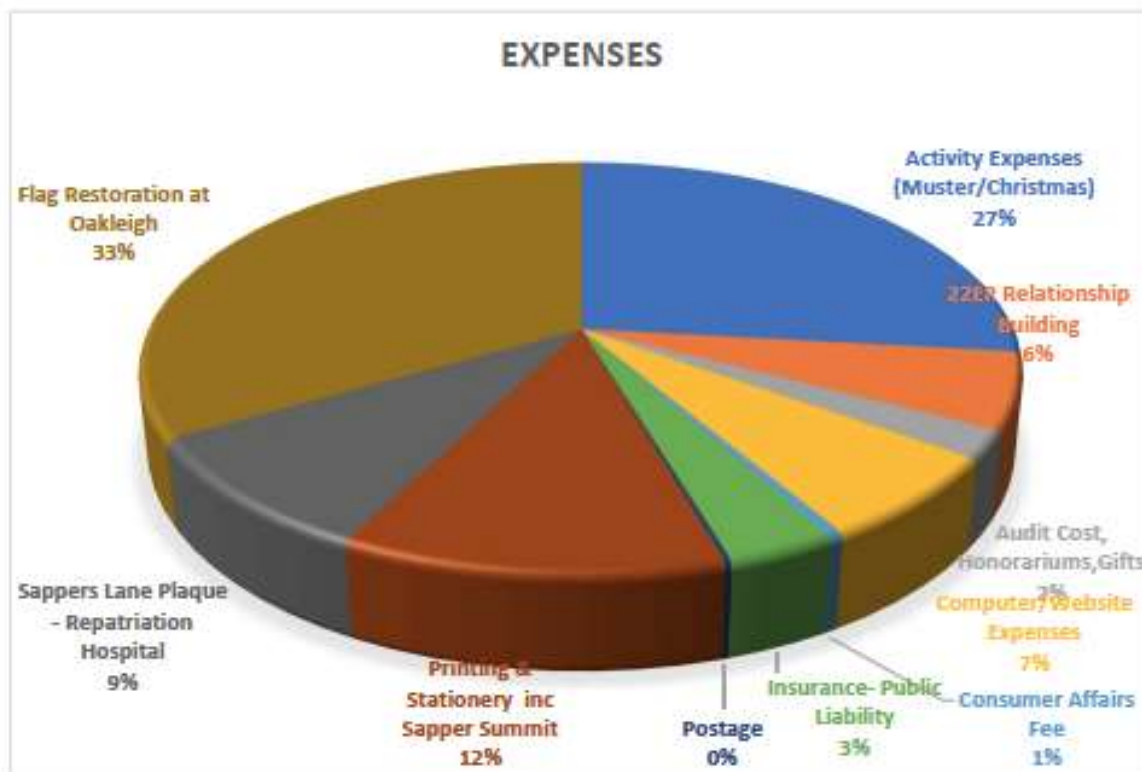
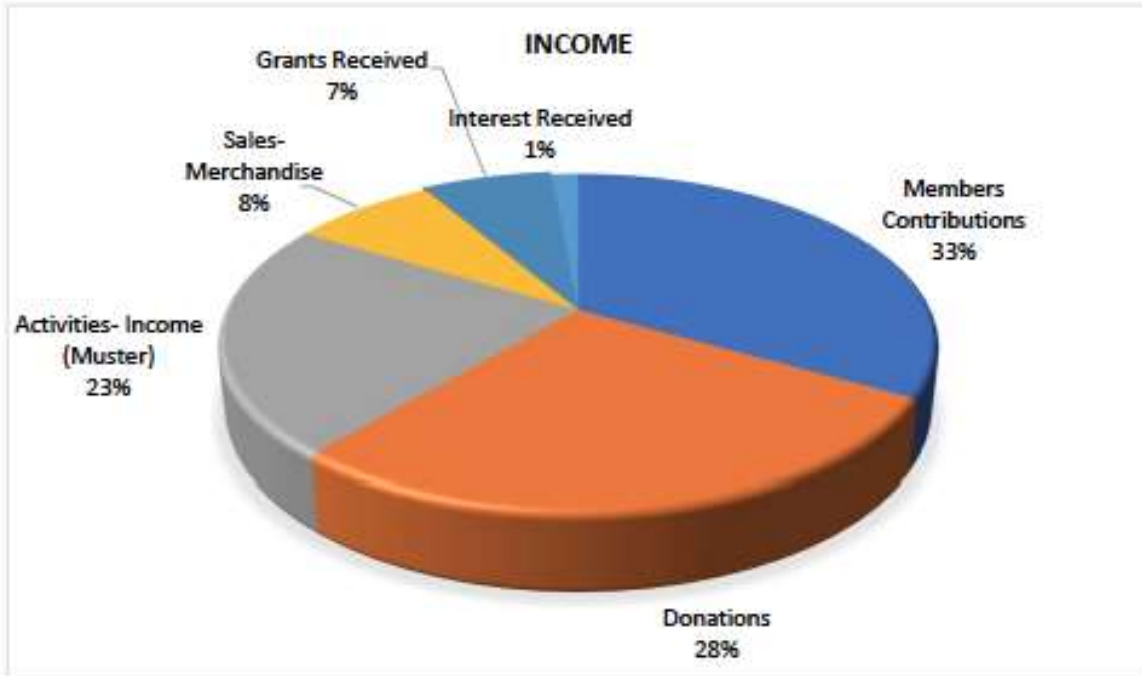
**RAE Association of Victoria Inc.**

**Reg No: A0046126U**

**Year Ending 31 Dec 2017**

	<b>2017</b>	<b>2016</b>
Current Acct – WBC	\$ 20,616	\$ 18,856
Term Deposit	\$ 8,468	\$ 8, 244
Prepaid Income	\$ -270	
 <b>Current Assets</b>	 <b>\$ 28,814</b>	 <b>\$ 27,100</b>
 <b>Equity</b>		
Opening Balance	\$ 27,100	\$ 10,765
Year Earnings	\$ 1,714	\$ 16,336
<b>Total Equity/Members Funds</b>	<b>\$ 28,814</b>	<b>\$ 27,100.0</b>

**Note:** At the Committee of Management meeting held on 20 June 2017 (Item No 8.10) it was decided that all stock would no longer be held as an asset but treated as an expense item.



# Audit Report

Catherine Cunningham  
Certified Practising Accountant  
22 Stonehaven Ave  
Boronia, VIC, 3155  
03 9762 3284  
ABN 29 241 926 246

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF  
RAE ASSOCIATION (VIC) INC.

## *Report on the financial report*

I have audited the accompanying financial report of RAE Association (Vic) Inc, being a special purpose financial report, which comprises a Balance Sheet at 31 December 2017 and Profit and Loss account with supporting Appendixes.

## *Committee's responsibility for the financial report*

The committee of the association is responsible for the preparation and fair presentation of the financial report and have determined that accounting policies to the financial statements, which form part of the financial report are consistent with the financial reporting requirements of the and are appropriate to meet the needs of the members. The committee's responsibilities also include establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

## *Auditor's responsibility*

My responsibility is to express an opinion on the financial report based on my audit. I conducted the audit in accordance with Australian auditing standards. These auditing standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance that the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for the audit opinion.

## *Independence*

In conducting the audit, I have complied with the independence requirements of the Australian professional accounting bodies.

## *Qualification*

As an audit procedure, it was not practicable to extend our examination of revenue beyond the accounting for amounts received as shown by the books and records of RAE Association (Vic) Inc. As a result I can only comment on the receipts as recorded in the books and records.

## *Auditor's opinion*

In my opinion, the financial report presents fairly, in all material respects the financial position of RAE Association (Vic) Inc. as of 31 December 2017, and its financial performance for the year then ended in accordance with Australian accounting standards (including the Australian accounting interpretations).

Certified Practising Accountant



Catherine Cunningham CPA

Dated this 13 day of March 2018.



## **Proposed Resolutions**

### **Annual Subscriptions**

In accordance with the Constitution of the RAE Association (Vic) Inc. (Division 1 – Sub rule 12), I propose that the annual membership Subscriptions for the year 2019 should be as follows:

**Ordinary membership** (Division 1, Sub rule 12 (1) (a))

That the annual fee for ordinary membership remain at \$20.00 with the subscription to include electronic copies (Email) editions of Sapper Summit or if no email communication is available a hard copy be posted at no extra cost.

**Concessional Life Membership** (Division 1 – Sub rule 12 (6))

For a member who reaches the age of 65 years (prior to the first of January of the membership year) they may elect to pay a one off subscription equal to ten (10) times the Ordinary membership rate. That is 10 times \$20.00 which is \$200.00. This subscription will include electronic copies (Email) editions of Sapper Summit.

**Annual subscription payment date** (Division 1, Sub rule 12 (1) (b))

Payment date for subscriptions will be 1<sup>st</sup> January 2019

**Financial year**

Subscription will cover the financial year 1<sup>st</sup> January 2019 – 31<sup>st</sup> December 2019.

Bill van Ree

President

10 April 2018

## **Financial Delegations**

Committee of Management Meeting – 10<sup>th</sup> April 2018 agreed that the following delegated authorities be authorized:

- a) The signatories to the bank account are President, Vice-President, Secretary and Treasurer, The number of signatories on a cheque is to be two (2) jointly and is covered by the Constitution. Any internet payment made is to conform with the banking requirements (i.e. 2 signatories jointly)
- b) A supplementary signatory to the account (in addition to those designated within the Constitution) may be permitted to assist with management of the account (i.e. Assistant Treasurer or Merchandise Manager) provided it is agreed to by the Committee and operations on the account are conducted in terms of the Constitution.
- c) Authority is given to pay individual bills for amounts up to \$2,000.00 before submitting the item to a meeting of the CoM.
- d) The upper limit for payment of accumulated bills between meetings is set at \$3,000.00

### **Sapper Summit Complimentary Copies:**

Committee of Management Meeting – 10<sup>th</sup> April 2018 agreed that the following delegated authorities be authorized:

- a) Any member electing to receive a hard copy of Sapper Summit will be levied an additional fee of \$25.00 above the annual membership fee for 2018 with the fee payable at the time of their membership fee (i.e. 01st January). The fee for the supply of the hard copy will be reviewed annually.
- b) The following will be provided with complimentary copies of Sapper Summit: President and Editor of Sapper Summit will determine who will receive complimentary hard copies of Sapper Summit.

Bill van Ree

President

10 April 2018

## **Honorariums**

Committee of Management Meeting – 10<sup>th</sup> April 2018 Agreed Procedures

That an honorarium of \$500.00 be available to be allocated between President and Secretary for the 2018 - 2019 year. The Committee to decide on the actual split-up”.

Bill van Ree

President

10<sup>th</sup> April 2018

## **Appointment of Auditor for 2018**

Committee of Management Meeting – 10<sup>th</sup> April 2018 Agreed Procedures

That the current Auditor be appointed for a further period of 12 months for the period 01<sup>st</sup> January 2018 – 31<sup>st</sup> December 2018). This is a year by year arrangement

In the event that the current Auditor should not be able to perform this duty another Auditor is to be appointed by the Committee of Management without the need to refer to the membership.

Bill van Ree

President

10<sup>th</sup> April 2018

**Annex I**  
**MINUTES of the 14<sup>th</sup> AGM**

**PHOTO – COMMITTEE 2018 - 2019**

