

**RAE ASSOCIATION (VIC) INC.**

**Reg No. A0046126U**

**MINUTES of 13<sup>th</sup> ANNUAL GENERAL MEETING**

**Date of Meeting:** 11<sup>th</sup> April 2017 at Dublin Road, Ringwood East, Vic.

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

**1 Attendance:**

**Chair:** Colin Bowater.

**Present:** As per attached – **See Annex A to this report** (24 members present and 8 committee)

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

**Guests** Nil

**Proxies Held:** Ten (11) – 9 in favour of Secretary (Jim Davis), 2 in favour of President (Colin Bowater)

**Voting :** To pass Special Resolutions – 25 people must vote in favour (75.0%) – no Special Resolutions to be passed

**2 Vale:** Minutes silence for our fallen comrades **see Annex C to this report**

**3 ODE** Jim Davis

**4 Minutes of Previous Annual General Meeting**

Minutes of AGM 12<sup>th</sup> April 2016 to be approved as read

Moved : Jeff Brumhead, seconded David Rundell that the minutes of the 12<sup>th</sup> April 2016 Annual General Meeting of the Association be accepted.

**Carried by show of hands  
Unanimous -None against**

**5 Business out of the Minutes**

Nil

**6 Reports**

**6 (a) President's Report – See Annex D to this report.**

The President commenced by welcoming members to the meeting. Colin presented his review recapping his time as President stating that his tenure has certainly be one of his highlights with the RAE. There were many highlights since assuming the Presidents role including marching on ANZAC Day for the first time as an Association, Reserve Forces Day etc. Colin mentioned the development of the Sapper Muster function. He also mentioned the installation of the plaques at places like Site 17 and the Shrine. Colin just went to say we need the younger sappers to come on board and support the Association to ensure that it survives.

**6 (b) Curator's Report – See Annex E to this report.**

Tony Jackson was an apology for the meeting due to work commitments but has provided his report which is attached. Jacko expressed his disappointment to me that he has not achieved what he wanted to do in 2017 but he has other commitments which have kept him very busy. There is no doubt that we will need to provide some assistance to Jacko particularly now that we have the OSA memorabilia.

Keys to the room are held by Tony Jackson and Jim Davis

**6 (c) Treasurer's Report – See Annex E to this report.**

Treasurer (Maureen Rundell) read a prepared statement which is attached at Annex E

**6 (d) 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 again 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 2016 – 31<sup>st</sup> December 2016 be received and adopted.”*

Proposed by Austin Byrne and seconded Duncan Howarth that the reports be received and adopted.

**Carried by show of hands  
Unanimous -None against**

**6.1 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

Moved: Austin Byrne seconded David Rundell that the Ordinary members of committee remain at five (5)

No discussion from the floor

**Carried by show of hands  
Unanimous -None against**

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

At this point the President declared all positions vacate and removed himself from the role and invited Mt 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.

(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

(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.

(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.

(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.

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

Written nominations have been received from Margaret Handte, Tony Jackson, 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

*Before proceeding Bill Van Ree went on to thank both Colin and Maureen for their excellent work and personal contribution to the Association*

## **8 Resolutions .**

### **8.1 Fees**

Proposed Resolution (*Refer to Annex H to these Minutes.*)

#### **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 2018 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 2018

## **Financial year**

Subscription will cover the financial year 1<sup>st</sup> January 2018 – 31<sup>st</sup> December 2018.

*Motion proposed by Bill Van Ree that the annual subscriptions, payment date and financial year be accepted as presented – Seconded by Maureen Rundell*

**Carried by show of hands  
Unanimous -None against**

### **9.0 Ordinary Business**

#### **9.1 Endorsement of Committee decisions relating to forecasts and standing procedures.**

Proposed Resolution “*that the Meeting endorse the CoM decisions of the 13<sup>th</sup> December 2016 meeting relating to the annual budget forecasts, financial delegation, Sapper Summit price and complimentary copies*” (Refer to Annex H to these Minutes.)

*Motion Proposed by Bill Van Ree and seconded Colin Bowater that this motion be accepted as tabled.*

**Carried by show of hands  
Unanimous -None against**

#### **9.2 Honorarium**

Proposed resolution: “That an honorarium of \$500.00 be available to be allocated between President and Secretary for the 2017-2018 year. The Committee to decide on the actual split-up”.

*Motion Proposed by Bill Van Ree and seconded Peter Washusen that this motion be accepted as tabled.*

**Carried by show of hands  
Unanimous - No vote’s against**

#### **9.3 Appointment of Auditor 2016**

Current Auditor has confirmed availability to continue providing the service as Auditor for 2017 (for the period 01<sup>st</sup> January 2017 – 31<sup>st</sup> December 2017) – This is a year by year arrangement

*Motion Proposed by Bill Van Ree and seconded Duncan Howarth that this motion be accepted as tabled.*

**Carried by show of hands  
Unanimous -None against**

## ***GENERAL BUSINESS ITEMS***

#### **9.4 Establishment of a “Assistance Account”**

He explained that a subcommittee has been established to look at the establishment of a welfare account – this will require some modifications to the Constitution – after investigation of the Constitution we may need to hold a Special General Meeting. Bill explained we do not want to get involved in providing welfare when there is already a large of number of organisations doing this and are far better equipped to provide this support. The question is it feasible for us to take on some issues and this will require investigation. Bill feels that there is a need for the Association to

grow and be in a position to provide some form of welfare but as he said we have a long way to go before we are going to be in a position to start making decisions.

### **Adoption of Association Mascot**

Jim Davis went on to explain the rationale behind this item – Don Hughes currently has been provided with an “Assistance Dog” which he has named *Zeus* – Don nominated *Zeus* for membership with the Association but as the Constitution does not make any provision for this membership category it was decided that we would seek the agreement of the AGM to adopt Zeus as the “unofficial Mascot” of the RAE Association.

This proposal is recognition to Don for his work and contribution to the RAE and the value that Zeus has added to Don.

***Proposed motion by Duncan Howarth that the RAE Association adopt Zeus from 11<sup>th</sup> April 2017 until the next AGM as the Mascot of the Association – Seconded by Maureen Rundell***

**Carried by show of hands  
Unanimous -None against**

### **NON AGENDA ITEM – RECORDED FOR INFORMATION ONLY**

- Laurie Young raised a concern that he has noticed that the dozer at the front of HQ (SME) has the Engineer badge showing that it is coloured whilst the hat badge shows it to be silver and wanted to know if there has been a change in the design of the hat badge – to be investigated and response provided.
- Colin Bowater raised the point that Mel Constable has had a Gallipoli Centenary Badge (made in glass) framed which he has donated to the RAE Association. Dave Rundell mentioned that it would seem appropriate to send a letter of thanks to both Mel Constable and the glass manufacturer for this donation.
- Bill invited both the Patron of the Association (COL John Wertheimer, AM, RFD (Retd) and Colonel Commandant RAE Southern Region (COL Bruce Murray, AM (Retd) to address the members – COL Wertheimer went on to thank Colin Bowater for his amazing contribution – he also thanked Bill Van Ree for taking on this difficult role as President. He covered other aspects such as the Sapper Muster, SME Museum, AGM attendance numbers etc.
- Bruce Murray (COLCOMDT) addressed the meeting to introduce himself and advise that he is in his role to help not only the Association but any members of the RAE family – mentioned that BRIG Hutchinson is going into hospital for minor surgery on his eye.

**Bank Signatories** – in terms of Constitution (Part 48 (d) on Page 17 – 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;

- Bill Van Ree - President
- Ted Boltong – Vice President
- Jim Davis - Secretary
- Duncan Howarth - Treasurer

## **10.0 Date of Next Meeting**

Tuesday 10<sup>th</sup> April 2018 – location to be advised.

## **11.0 Closure**

The President declared the meeting closed at 1555 hours.

**(Original signed)**  
J.H. (Jim) Davis  
Secretary

**(Original signed)**  
Bill Van Ree  
President

April 2017

April 2017

<b>Annex A</b>	<b>Attendance - Members Present</b>
<b>Annex B</b>	<b>Apologies.</b>
<b>Annex C</b>	<b>Vale</b>
<b>Annex D</b>	<b>President’s Report</b>
<b>Annex E</b>	<b>Curator’s Report</b>
<b>Annex F</b>	<b>Treasurer’s Report and statement</b>
<b>Annex G</b>	<b>Auditors Report for period 01 Jan 16 – 31 Dec 16</b>
<b>Annex H</b>	<b>Motion to retain membership fees for 2018 at \$20.00</b>
<b>Annex I</b>	<b>Financial delegations 01/01/17 – 31/12/17</b>
<b>Annex J</b>	<b>Class photo – Committee 2017 - 2018</b>

### **Distribution:**

- 1 LT COL Bill Van Ree
- 2 Ted Bolton
- 3 Jim Davis
- 4 Duncan Howarth
- 5 Margaret Handte
- 6 Tony Jackson
- 7 MAJ G Lambert
8. Eric Howatt
- 9 Peter Washusen
10. LTCOL M McCormack – CO 22 ER
- 11 COL J Wertheimer - Patron
12. COL COMDT RAE Sth Region COL Murray
- 13.
13. Members in attendance

Attachments: