

**RAE ASSOCIATION (VIC) INC.**

**Reg No. A0046126U**

**MINUTES of 12<sup>th</sup> ANNUAL GENERAL MEETING**

**Date of Meeting:** 12<sup>th</sup> April 2016 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 (18 members present and 9 committee)

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

**Guests** Nil

**Proxies Held:** Ten (10) – 6 in favour Secretary, 3 in favour of President. 1 in favour of Noel Tipton

**Voting :** To pass Special Resolutions – 21 people must vote in favour (75.0%) – no Special Resolutions to be passed

**2 Minutes of Previous Annual General Meeting**

Minutes of AGM 14<sup>th</sup> April 2015 to be approved as read  
Moved Austin Byrne, seconded Jeff Brumhead, that the minutes of the 14<sup>th</sup> April 2015 Annual General Meeting of the Association be accepted.

**Carried by show of hands  
None against**

**3 Business out of the Minutes**

Nil

**4 Reports**

**4 (a) President's Report – See Annex C to this report.**

The President commenced by welcoming members to the meeting. Colin presented his review for the year 2015-2016 and outlined the aims and hopes for 2016 - 2017. For full details refer to his written report which is at Annex C.

**4 (b) Curator's Report – See Annex D to this report.**

Tony Jackson spoke briefly to advise that he has not been able to allocate any time to the project. Keys to the room are held by Tony Jackson and Jim Davis

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

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

**4 (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> December 2014 – 31<sup>st</sup> December 2015 (13 months period) be received and adopted.”*

Proposed by David Rundell and seconded Kevin Moss that the reports be received and adopted.

**Carried by show of hands  
No votes against**

**5 Resolutions**

**5.1 Fees (See Annex F)**

**Proposed resolution:**

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

Are to be increased from \$15.00 annually to \$20.00 annually with the subscription to include electronic copies (Email) editions of Sapper Summit.

**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 2017

**Financial year**

Subscription will cover the financial year 1<sup>st</sup> January 2017 – 31<sup>st</sup> December 2017.

Proposed by Colin Bowater and seconded Peter Washusen that the Motion be accepted as presented and adopted.

**Carried by show of hands  
No votes against**

**Discussions on increase fees**

Dave Conlan raised a concern that he is aware that some people are doing it tough and maybe the Association should have a fund set up to assist people experiencing financial hardship.

Maureen Rundell responded to concern raised by pointing out that she has made contact with various members who may be experiencing problems and has made arrangements for them to make small payments as convenient.

Maureen went on to explain the reason why the OSA funds are held outside the main account and how fees for OSA members transferring are being covered

**5.2 Ordinary members of Committee:** (Constitution – Division 3 (53 (1) – Page 19)

Proposed resolution “*That the number of ordinary members of Committee for 2016 – 2017 be five (5) members.*”

No change to current structure which works well

Proposed by Jim Davis and seconded by Neville Travena

No discussion from the floor

**Unanimous - Carried by show of hands  
No votes against.**

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

President advised that the current Vice President (Don Hughes) has decided to act as the Chairman for the History Committee and will not be nominating for a role on the RAE Association (Vic) Inc. and has resigned.

Colin went on to explain that Bill Van Ree has indicated that he is available to accept the role of Vice President.

Don went on to give a brief outline on Bill and his military association

President declared all positions vacant and handed meeting over to Austin Byrne to conduct the election of Executive and ordinary members of the committee.

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.**

Colin Bowater has provided a written nomination for the position of President.  
There was no other nomination, and Colin was declared elected.

Colin 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.**

Bill Van Ree has provided a written nomination for the position of Vice President.  
There was no other nomination, and Bill 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.**

Maureen Rundell has provided a written nomination for the position of Treasurer.  
There was no other nomination, and Maureen 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

Colin Bowater resumed the Chair as President and thanked Austin for his assistance

**7** Ordinary Business:

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

Proposed Resolution “*that the Meeting endorse the CoM decisions of the 09<sup>th</sup> December 2015 meeting relating to the annual budget forecasts, financial delegation, Sapper Summit price and complimentary copies*” (Refer to Annex H to these Minutes.)

Proposed Colin Bowater and seconded Russell Frost

Colin went on to discuss detail the forecasts including delegations and bank signatories.

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

**7.2 Honorarium**

Proposed resolution: “That an honorarium of \$500.00 be available to be allocated between President and Secretary for the 2016 year. The Committee to decide on the actual split-up”.

Colin went on to explain to the meeting the purpose of the allocation and basically what it covers – there were no questions from the floor

Proposed Margaret Handte and seconded Mark Shanks

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

**7.3 Appointment of Auditor 2016**

Current Auditor has confirmed availability to continue providing the service as Auditor for 2016 (for the period 01<sup>st</sup> January 2016 – 31<sup>st</sup> December 2016) – This is a year by year arrangement

Colin explained that in theory there is no need for the Association to have an Auditor but that we wanted to have transparency within the Association.

Moved Maureen Rundell and seconded Peter Washusen that the Auditor continue

Discussion on the appointment

Peter Washusen raised the point that rather than be a general appointment that the name of the Auditor should be included within the resolution. Jim Davis commented as to why he had not included the name within the resolution.

Jeff Brumhead raised a further point that the resolution could be further amended so that if there was a problem using the current appointed Auditor Catherine Laragy that the committee could appoint an alternative Auditor rather than having to call a Special Meeting and suggested that

**Amendment to the motion**

*That the current Auditor (Catherine Laragy) be invited continue in the role for 2016 (01<sup>st</sup> January 2016 – 31<sup>st</sup> December 2016) however in the event of unforeseen circumstances and Catherine is unable to fulfil the role an alternative Auditor may be appointed by the committees without the need to hold a Special Meeting.*

Proposed amendment to the Motion by Jeff Brumhead and seconded Maureen Rundell

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

**7.4 General**

Alex Grana (previously OSA member) raised a vote of thanks to Jim Davis for the way in which Jim has been keeping everyone informed. Alex appreciates the way Jim takes extra time to send out emails and is always available to discuss any points of concern.

**From the Patron**

Elected Patron (COL John Wertheimer AM RFD) (Retd) spoke on a numbers of items firstly mentioning that at the Shrine an exhibition has been launched called "1966 the year the world changed" – this commemorates the Vietnam War period along with Moreno etc. He noted that the HOC (BRIG Budd) in his yearly column in *Australian Sapper* paid special mention to Colin Bowater and the RAE Victoria. COL Wertheimer was very pleased that the Association partook in events like the Cemetery vigil (organised by Allan (Blue) Rantall which honoured Sappers lost in Vietnam. Mentioned that the current SO2 and Deputy HOC (MAJ Craig Clunas) will be moving onto a new role with the museum (from 01<sup>st</sup> July 2016) and the Patron feels that this can only be a good thing for the Corps and Museum . The Patron asked the President to be aware of the need to increase membership numbers. Patron suggested that maybe the Association should be thinking of inviting the HOC (BRIG Budd) to an activity – it is the Associations thoughts that if we are successful with the application to the Shrine we could invite BRIG Budd to that – BRIG Budd was also invited to the Sapper Muster (after the Reynolds Dinner function) but he did not respond to our request.

As far as the Corps is concerned Volume 5 of the history is underway – this will be a large and drawn out process.

Patron feels that it might be appropriate to hold a meeting in Oakleigh so that the members of the OSA can come and have a look through their room – Patron went on to explain the amount of money that was used to build this room.

**Application for the installation of a Bronze Plaque at the Shrine**

Jim Davis gave a quick overview of the developments with our application. This project was at the instigation of Dave Conlan – if approved we would be looking at a dedication date of 11<sup>th</sup> November 2016 with invites extended to BRIG Budd.

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

**Bank Signatories** – in terms of Model Rules (Part 47 (d) on Page 17 – Treasurer’s duties – we require **two signatories jointly** on all cheques and internet transfers. With the resignation of Vice President (Don Hughes) a new Vice President will be elected at the AGM being Bill Van Ree.

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

- Colin Bowater
- Bill Van Ree
- Jim Davis
- Maureen Rundell

**8 Date of Next Meeting**

**11<sup>th</sup> April 2017 – Location (To be advised)**

**9.0 Closure**

The President declared the meeting closed at 1647 hours.

**(Original signed)**  
J.H. (Jim) Davis  
Secretary  
April 2016

**(Original signed)**  
C. J. Bowater  
President  
April 2016

- |                |   |
|----------------|---|
| <b>Annex A</b> | <b>Members Present</b>  |
| <b>Annex B</b> | <b>Apologies.</b>   |
| <b>Annex C</b> | <b>President’s Report</b>   |
| <b>Annex D</b> | <b>Curator’s Report</b>   |
| <b>Annex E</b> | <b>Treasurer’s Report and statement</b>                                     |
| <b>Annex F</b> | <b>Auditors Report for period 01 Dec 14 – 31 Dec 15 (13 months)</b>         |
| <b>Annex G</b> | <b>Motion to increase ordinary membership fees for 2017 (Colin Bowater)</b> |
| <b>Annex H</b> | <b>Financial delegations 01/01/16 – 31/12/16</b>                            |
| <b>Annex I</b> | <b>Letter of Resignation – Don Hughes</b>                                   |
| <b>Annex J</b> | <b>Class photo – Committee 2016</b>   |

**Distribution:**

- 1 LT COL Bowater
- 2 LTCOL Don Hughes/LTCOL Bill Van Ree
- 3 Jim Davis
- 4 Maureen Rundell
- 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 BRIG Hutchinson
13. Jim Crosling - OSA
13. Members in attendance

Attachments:

**Annex A**  
**AGM Minutes 12 Apr 16**



**RAE ASSOCIATION (VIC) INC.**  
**ANNUAL GENERAL MEETING**  
**RINGWOOD DEPOT**  
**12<sup>TH</sup> APRIL 2016 – 1500 HRS**



Page 1 of 2

Name	Sign	Financial Member
COLIN BOWATER		Yes
DON HUGHES		Yes
JIM DAVIS		Yes
MAUREEN RUNDELL		Yes
GRAEME LAMBERT		Yes
MARGARET HANDTE		Yes
ERIC (JOCK) HOWATT		Yes
TONY JACKSON		Yes
PETER WASHUSEN		Yes
NEVILLE FLINTOFF		Yes
DAVE CONLAN		Yes
MICHAEL MURRAY		Yes
CESARE (DIGGER) DI GREGORIO		Yes
RUSSELL FROST		Yes
MARK SHANKS		Yes
JENNIFER ROSEWARNE		Yes
AUSTIN BYRNE		Yes



**RAE ASSOCIATION (VIC) INC.  
ANNUAL GENERAL MEETING  
RINGWOOD DEPOT  
14<sup>TH</sup> APRIL 2015 – 1500 HRS**



Page 2 of 2

Name	Sign	Financial Member
MARTIN TOWEY		Yes
KEVIN MOSS	<i>[Handwritten Signature]</i>	Yes
NEVILLE TREVENA	<i>[Handwritten Signature]</i>	Yes
JIM CROSLING	<i>[Handwritten Signature]</i>	Yes
JEFF BRUMHEAD	<i>[Handwritten Signature]</i>	Yes
JOHN MEADE	telephoned - unable to attend	Yes
ALEX GRANA	<i>[Handwritten Signature]</i>	Yes
GEORGE WARD	<i>[Handwritten Signature]</i>	YES
John Roberts	<i>[Handwritten Signature]</i>	Yes
DAVID RUNDLE	<i>[Handwritten Signature]</i>	Yes
Richard Fossett	<i>[Handwritten Signature]</i>	No.
WALTER THOMAS	<i>[Handwritten Signature]</i>	YES
Fiona Ince	<i>[Handwritten Signature]</i>	YES



**RAE ASSOCIATION (VIC) INC.**  
**ANNUAL GENERAL MEETING**  
**RINGWOOD DEPOT**  
**12<sup>TH</sup> APRIL 2016 – 1500 HRS****APOLOGIES**

Name	Sign	Comments
<b>BRUCE CAMPBELL</b>	Family Reasons	Proxy Given
<b>PAUL HOUCHING</b>	Work commitment	
<b>JOSH FARNSWORTH</b>	Army Course	Proxy Given
<b>MICHAEL ROSEWARNE</b>	Work	
<b>JOHN HUTCHINSON</b>	Cruising	
<b>KEVIN COLEMAN</b>	Travelling	
<b>BEN HEALY</b>	Work commitments	
<b>DAVID NOBLE</b>	Queensland with family	
<b>MARK WESTON</b>	Work commitments	
<b>RAY BETROS</b>	Hong Kong	
<b>MATT HO</b>	Overseas - Bali	Proxy Given
<b>GARY PARKER</b>	CRUISE	
<b>JOHN MEADE</b>	working	
<b>SHARON COATES</b>	Parade night	Proxy Given
<b>MICHAEL NOONAN</b>	Lives in QLD – wife unwell	
<b>LTCOL PETER GEORGE</b>	In Europe	



**RAE ASSOCIATION (VIC) INC.  
ANNUAL GENERAL MEETING  
RINGWOOD DEPOT  
14TH APRIL 2015 – 1500 HRS**

**APOLOGIES**

Name	Sign	Comments
<b>MS KIERSTEN COOPER</b>	Work commitments	
<b>BEN HEALY</b>	Work	
<b>DAVID NOBLE</b>	In Queensland with family	
<b>MARK WESTON</b>	Work commitments (Singapore)	
<b>CARL CHIRGWIN</b>	Business commitment	Proxy Given
<b>LTCOL CRAIG (SPIT) MADDEN</b>	IN WA	
<b>COLIN BROWN</b>	Work commitments	
<b>GEORGE GIUMMARRA</b>	Work commitments	Proxy Given
<b>TOM GLAZEBROOK</b>	Lives in Bendigo	Proxy Given
<b>BOB SMITH (DR. DEATH)</b>	School Crossing Duty	Proxy Given
<b>NORM DODGSON</b>	Health - hip	
<b>COL JOHN RAIKE</b>	Work	Proxy Given
<b>BOB SCORSE</b>		Proxy given
<b>ALLAN (BLUE) RANTALL</b>	TRAVELLING	
<b>MICHELLE HUGHES</b>		
<b>PHIL SCHWARZE</b>	Hospital	



**RAE ASSOCIATION (VIC) INC.  
ANNUAL GENERAL MEETING  
RINGWOOD DEPOT  
14<sup>TH</sup> APRIL 2015 – 1500 HRS**



Name	Sign	Financial Member
<b>BOB AMOS</b>	Lives in Echuca and has work commitments	
<b>LES MALSEED</b>	Distance and age	
<b>BILL VAN REE</b>	Travelling to country funeral	
<b>BRENT RODGERS</b>	Work commitments	
<b>LORRAINE MACE</b>	Doesn't have a car – travel distance	
<b>HELEN MACE</b>	Doesn't have a car – travel distance	

**THE PRESIDENT'S REPORT**  
**TWELTH ANNUAL GENERAL MEETING**  
**RAE ASSOCIATION (VIC) INC**  
**12 APRIL 2016**

2015 was a very busy year for the Association. Some of the achievements were:

- 1 Change the constitution to make it more relevant to the Association
  - 2 The Back to the Regiment social function in February which was very successful with 150 attendees.
  - 3 Membership increase from 140 to 253; a terrific effort.
  - 4 Sapper Summit with Graeme Lambert producing a magazine of excellent quality
  - 5 The development of a Facebook Page by Graeme
  - 6 The establishment of a web site to better communicate with Sappers. The web master Graeme Lambert has applied a great deal of time and effort into constructing the site. The site log on is [www.raevictoria.asn.au](http://www.raevictoria.asn.au)
- 7 The Association presented awards to the members of 22ER in the following categories:**

most outstanding Sapper	Spr William Van Berkel
most outstanding Jnr NCO	LCPL Anurag Sharma
most outstanding Jnr Offr	LT Simon Duell

These awards are presented on an annual basis by the Association

**8. ANZAC DAY MARCH 2015**

The Association marched for the first time on ANZAC DAY. This was a wonderful day for the Association with over 80 Sappers marching.

**9. The Australian Light Horse Memorial Park Seymour – site 17**

The Association has had two brass plaques manufactured. Plaque No. 1 commemorates units of the Corps of Royal Australian Engineers known to have trained in this area during the following periods:

World War 11 Units 1932 to 1945

Army Reserve Units 1948 to 1960

Plaque no. 2 details some of the procedure in the construction of a Bailey bridge and the role of the RAE.

These plaques were mounted and unveiled on 10 October 2015 with over 50 people attending.

- 10. Reserve Forces Day July 2015**

The Annual Reserve Forces Day was conducted on 5 July 2015. Around 50 members were present. This day has been allocated by the Federal Government to acknowledge the dedication and efforts of the Reserve members of the three services. Following the march, the Engineers met at the Emerald Hotel in South Melbourne for lunch and there were many good stories swapped.
- 11. Op Coracle Humanitarian Demining in Mozambique**

On 27 July 2015 a seminar was held to assist the Australian War Memorial research volume four of the Official History of Australian Peacekeeping, Humanitarian and Post -Cold War Operations, that includes Operation Coracle in Mozambique.

In February this year Mozambique declared itself mine free. Australia was involved Through Operation Coracle a demining Operation which involved teams of 2, an Officer and a Senior NCO who were deployed for 6 month rotations to train and supervise local demining teams.

The rotations started in September 1994 through March 2002. The rotations involved some 30 Sappers. Three of our members were involved in this operation, Don Hughes, John Roberts and Carl Chirgwin
- 12. 50<sup>th</sup> Anniveresy of the Battle of Long Tan**

On Sunday 21 February 2016 a number of Sappers attended a Vigil at Springvale Cemetery to honour fallen soldiers from that war. I wish to acknowledge Allan (Blue) Rantell who was involved in the organization and planning of this commemorative event
- 13. Visit to the Australian Army Museum of Military Engineering**

On 12 March, 9 members of the Association visited the RAE Museum at Holsworthy NSW. We were given a guided tour by the Curator Mr Sebastian Spencer and his assistant Michelle.

Sebastian's knowledge, dedication and information about the displays was outstanding. The visit was well worthwhile and much appreciated by the members
- 14. 2016 looks like being another busy year for the Association.**

Listed are some of the activities.
- 15. The WW1 Sapper Muster**

The muster is for all Sappers, serving, retired, ARA or Reserve, their partners and friends. It was held at the Oakleigh Barracks from 1700 hrs to 2300 hrs on Saturday, 27 Feb.2016.

Over 100 people attended
- 16. Anzac Day 2016**

The Association has been invited to march in this year's Anzac Parade. This is a wonderful opportunity for Sappers to participate in this march. The RAE Association has had a Banner made which we will proudly march behind.
- 17. Visit to the Heidelberg Repatriation Hospital**

On Thursday 12 May a visit to the Heidelberg Repatriation Hospital has been arranged

The visit will include a tour of the Hospital grounds with lunch provided

**18. Reserve Forces Day July 2016**

The Annual Reserve Forces Day will be conducted on 3 July 2016. This day has been allocated by the Federal Government to acknowledge the dedication and efforts of the Reserve members of the three services.

**19. Old Sappers Association**

It is with sadness that I report that the Department of Consumer Affairs Victoria has actioned a notice of cancellation of incorporation of the Old Sappers Association with effect 29 March 2016. Negotiations occurred over a 12 month period which insured the best result for both the OSA and the RAE Association Vic (Inc).

**20. Financial Aspects**

The Association's financial situation remains excellent with the bank account standing at approximately \$15,000 which is a big increase on last year. Reasons for this increase are members' subscriptions, donations and the sale of caps and shirts.

**21. Members Lapel Badge and Membership guide**

This year financial Members are being issued with a Membership lapel badge and a Membership hand book

**22. The Committee**

I wish to thank the Committee for their excellent work over the year. It has been a team effort by everyone. As I outlined at the start of this report the Association has achieved a terrific result.

I close by noting that 2016 has already been a hectic and rewarding year. We have ANZAC Day to look forward to where the Association will march in this important year let's make the most of it.

**UBIQUE**

Colin Bowater  
PRESIDENT

**RAE Association (Vic) Inc.**  
**Reg No. A0046126U**

**ANNUAL GENERAL MEETING**  
**12<sup>th</sup> April 2016**

**Curator's Report to Association**

Since the last report there has not been any more work carried out on the memorabilia.  
Still unsure when more work can be carried out.

1. We hold 1 filing cabinet and a two door cabinet of material at Oakleigh
2. Most items are documents that have come from individuals --- in some cases from deceased estates.  
Apart from old Army pams, these are a mixed lot. For the most part they are things like: reports on a training weekend or camp; roll books, often covering a short period; field exercise op orders; occasional photos, 3 rolls of Annual Camp film.
3. In the case of the pams, we keep one copy of any that were engineering, plus any historical ones that were of significance (eg an old Military Law Manual full of cut-out amendments). In general we do not keep infantry type pams, as these are held in many other places.
4. Our aim is to concentrate on items that are particularly Sapper in nature, and items relating to the activities and personnel of Victorian Sapper units and depots.

Tony Jackson  
11<sup>th</sup> April 2016

**TREASURERS REPORT**



**FINANCIAL STATEMENT                      RAE ASSOC (VIC) INC                      2016 AGM**

The books were audited at the beginning of 2016 with the Association net profit 6.44% more than 14/15 financial year.

This was due to increased membership along with members being given more avenues to pay, especially as the fees are due after the Christmas period. It is also due to the availability of payments to be made for life after the age of 65.

The current Bank balance stands at \$19218.89 with payments to be made for the following in the month of April:

ANZAC Day Photographer \$200;                      ANZAC Day wreaths \$120;

There is also a current balance of \$8244.37 in a term deposit. These funds are from the Old Sappers Association.

**Therefore the total of funds available is \$27463.26**

The deductions to be made from our day to day account will be the purchase of merchandise for sale, the running costs of Sapper Summit, Administration costs for postage and items required to efficiently run this Association.

The membership fees paid are as follows:

There are 128 members within the Ordinary Membership File. There are 42 outstanding fees totaling \$360 owing.

There are 73 members within the Over 65 Membership File. There are 20 outstanding fees totaling \$300 owing.

There are 32 members within the Over 80 Membership File.

There are 25 members within the Life Membership File.

**This equates to 258 members with 196 being financial.**

After this AGM and decisions will be made regarding membership and second reminder notices for fees.

With rising costs to publications the introduction of email as first preference has been successful in us being able to maintain funds. The creation of an additional extra on the accounts this year we have seen the extra payment of \$25 being paid for members who have an email address, but would prefer a mailed out copy of Sapper Summit. To date we have 28 members listed for this.

After the last AGM we introduced the ability to pay 10 times the amount of the fees for over 65 members to make them concessional life members. It is noted that if members pay this payment between the age of 65 to 70 there will be a gap of up to 5 years where no fees would be payable.

**The Sapper Muster has run at a profit of \$891.65.**

At this stage the Association is in a healthy position with quite a few projects in mind, especially due to the funds of the Old Sappers Association closure.



We have expanded on the merchandise area. We have purchased badges for financial members at \$1485 for 250 and Membership Leaflets at \$55 for 250. That is approx \$6.50 per member.

The books are on the table for those eager to look them over, which I welcome. There were copies to be passed around during the meeting.

Maureen Rundell  
Treasurer 2016.

**Annex F**  
**AGM Minutes 12<sup>th</sup> April 2016**

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

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

*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 2015 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 Associations Incorporation Reform Act Victoria 2012 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.

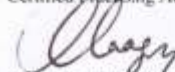
*Qualification*

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 2015, 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 2 day of March, 2016

**Annex G**  
**AGM Minutes 12th April 2016**

MOTION

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 2017 should be as follows;

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

Are to be increased from \$15.00 annually to \$20.00 annually with the subscription to include electronic copies (Email) editions of Sapper Summit.

**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 2017

**Financial year**

Subscription will cover the financial year 1<sup>st</sup> January 2017 – 31<sup>st</sup> December 2017.

Colin Bowater

**Annex H**  
**AGM Minutes 12<sup>th</sup> April 2016**

RAE Association (Vic) Inc.

Reg No. A0046126U

**Committee of Management Meeting – 08<sup>th</sup> December 2015**  
**Agreed Procedures**

Committee should agree to at the beginning of each year, the following items, which are then ratified by the AGM.

**1 Forecast of Expenditure for 2016 year (01<sup>st</sup> Jan 16 – 31<sup>st</sup> Dec 16):**

Agreed that:

a. The estimate of expenditure for 2016 is:

i. Sapper Summit:	\$2,000.00	(100 copies x 4 productions pa @ \$3.50 each)
ii. Admin expenses:	\$ 800.00	(honorariums \$500.00 and sundry \$300.00)
iii. Don Darwin project	\$ 300.00	(investigations, display cabinet)
iv. Web site development	\$ 600.00	(ongoing RAE Assoc Web site development)
v. Material costs	<u>\$ 200.00</u>	(production of 2 honor boards by Don Hughes)

TOTAL    \$3,900.00 (Say \$4,000.00)

(Noted that: - Items 1 & 2 should be covered by receipts for memberships and Corps  
Committee. 200 members @ \$15.00 each = \$3,000.00)

b. The Association has adequate reserves for projects of opportunity such as printing of other Unit Histories, or memorabilia, or additional costs from the Don Darwin project.

**2 Financial Delegations:**

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) Authority is given to pay individual bills for amounts up to \$1,000.00 before submitting the item to a meeting of the CoM.
- c) The upper limit for payment of accumulated bills between meetings is set at \$1,500.00

**3 Sapper Summit Complimentary Copies:**

Agreed that:

- (a) The following will be provided with complimentary copies of Sapper Summit: Patron, Colonel Commandant, GEN Gration, Interstate RAE Associations, Like minded Associations (RAA, Vietnam Vets, Tunnel Rats) and any others deemed appropriate by the Editor Sapper Summit (i.e. contributors), Curator of Corps Museum, Neville Trevena, members of the Association over 80 years of age and Honorary members . President may also allocate copies to worthy people and has instructed that each committee member is to receive a hard copy.
- (b) Financial members of the Association with email access will receive a free electronic copy of Sapper Summit as part of their annual membership fee. Those members who do not have email access will be provided with a hard copy at no extra cost above their membership for that year (\$15.00 for 2016) with the additional cost to be absorbed by the Association.

Sapper Summit costs

100 printed hard copies in colour and 44 pages @ \$3.50 each	\$350.00
Postages – 100 copies @ \$2.00 (postage to increase 2016)	\$200.00
Less refund from SRCC – 40 copies @ \$3.50 each	<u>\$140.00</u>
Estimated cost of Sapper Summit	\$410.00 (say \$500.00)
Estimated total expenditure for Sapper Summit 2016	\$2000.00

3 APRIL 2016  
From the office of:  
Don Hughes  
Vice President  
Royal Australia Engineers  
Association (Victoria)

Dear Secretary,  
RAE Assoc VIC (INC)

I wish to resign from  
my position as Vice President  
of the RAE Assoc Victoria (INC)  
to concentrate on historical  
issues as a sub committee of  
the RAE Assoc VIC (INC).

Warm Regards + UBIQUE



LTCOL DON HUGHES  
55-57 Pound Road  
WARRANADELTA  
VIC 3113

**Annex J**  
**AGM Minutes 12<sup>th</sup> April 2016**



12<sup>th</sup> April 2016 – Committee

Front: Don Hughes (Retiring VP), John Wertheimer (Patron) Colin Bowater (President) Margaret Handte (Committee)

Back: Peter Washusen (Committee), Tony Jackson (Committee), Maureen Rundell (Treasurer), Eric Howatt (Committee) and Jim Davis (Secretary)

Missing: Graeme Lambert (Editor Sapper Summit and Bill Van Ree (Elected Vice President)