

No 1 Squadron, City of Wellington

Air Training Corps

Unit Support Committee

393 Evans Bay Parade

Wellington

Minutes of Annual General Meeting of No1 Squadron Unit Support Committee

Meeting Date: 15 March 2018

Meeting opened: 6.30pm

Attendees

Committee

Chair Bede Crestani

Deputy Chair Garth Mickel: Apologise

Treasurer Rodney Lelieveld

Secretary Pam Horrocks: Resigned

Gillie Coxill: Resigned

Sophie Webber represented the unit as Flying Officer, Cadet Unit Commander

Brent Addis: New secretary

Roger Young: New committee member

Lesley Boardman

Kath

Agenda

1. In attendance
2. Apologies
3. Acceptance of previous AGM minutes: Accepted Rodney Seconded Brent
 - a. 2016 final accounts have not been presented and to be finalised by June.
4. Chair report
5. Unit leaders report
6. Treasurers report:
7. Nominations
8. General business

It was confirmed that a quorum was present for the AGM to proceed.

Chair report

In 2016 the unit was in transition, with a focus on systems and staff, and the work paid off with a well-structured 2017, due to the officers increasing in number and planning a number of activities and training sessions resulting in a stable squadron with a noticeably improved morale.

The committee thank the Officers, F/O Webber, P/O Mudd, P/O Helm, P/O Whitcome, P/O Raaijen U/O Minchin-McClennan, U/O Ferguson, U/O Alonso Green, and NCO's Coxill-Bogacki, Horrocks, Knight, Crestani, Galinski, Townsend and Shaw. Warrant Officer Beaumont was promoted to a national role during 2017, which is an endorsement of the work that the officers have put in and the standard of the unit.

Cadets were successful at a number of courses and the committee support the approach and results. Horrocks attended an Air Force flying course and was recommended to join as a pilot candidate, which is an unprecedented offer. It again reinforces the high standard of No.1 Squadron.

The committee was well supported by a small team again, and the level of support from parents was acknowledged as an issue at committee meetings. A number of ways to improve support were tried, without significant success until the end of year event. At the final event, parents were requested to volunteer for either the committee or fundraising roles, with a good level of support. We look forward to seeing results from this approach.

The committee had two new roles filled, one by Pam Horrocks as secretary and the other by Rodney Lelieveld as Treasurer. Both provided much appreciated advice and support, and fulfilled statutory positions. The committee would have been in breach of its obligations without their support.

Pam organised the raffle, a role which is much appreciated. She was able to fill the Treasurers role in 2017 but not 2018 and we thank her for her advice and work.

Rodney will continue in the role in 2018 in a role which requires the most work and expertise. We thank Rodney for 2017 and his continued support. Other assistance was provided by Angela Mickel to assist with handover of the treasurers role. Angela's assistance was greatly appreciated particularly around the technical aspects of the role and we thank her for her longstanding support.

The committee was fortunate to have Garth continue, due to his longstanding role, and ability to provide advice and experience. Garth was the main provider of prizes for the raffle, and organised printing of books. His support allowed for a significant boost to raffle income, and therefore gratefully appreciated.

The Chair attended the ATC annual conference at Ohakea mid-year. It was evident that the Air Force have a number of good programmes to attract and support staff, and new equipment planned, that should be worthwhile for cadets who have aspirations to join. The Air Force gender policy's appear to be very well designed, which we value in the current climate.

Cadet forces have been undergoing changes, with a new commander, Grant Morris, and they appear to be made more efficient and structured. Some courses could do with more spaces for cadets to attend, but Grant Morris advised that the funds currently allocated are finite, and therefore no additional spaces will be made available. Choices will have to be made to prioritise which courses are selected.

The sole fundraising activity 2017 was the raffle, and the income was down from 2016 \$2905 and in 2017 earned \$2450. The raffle will continue for 2018 along with the application of grants. A revised approach will be taken to getting parent support to run these, and we thank those who have offered assistance.

The committee aims to raise \$4500 this year from the raffle and up to \$2000 from grants. The dinner at \$3000 and other running costs at an estimated \$2000 will be funded, along with other unit running costs.

Unit Leaders Report

Separate report

Treasurers report

The 2017 accounts are in the process of being completed and then sent to be consolidated at part of the ATCANZ Branch accounts for compliance with the new Charities accounting requirements. The delay is due to a technical issue that the Treasurer had with the software and has now been resolved.

Fundraising has been lower than in previous years with only a Raffle being organised that raised around \$2,700.00.

Fundraising was used to subsidise a number of events, including Shooting, NCO Training, Unit dining in, flying camp, Squadron Camp.

During the year we received confirmation from SCANZ that the remaining balance of \$15,000 was to be repaid. This was action as sufficient funds were held from previous years for this.

The Squadron has sufficient funds to operate but needs to keep up fundraising .

Current balances are as follows:

Cheque account \$7,000

Save Account \$21,000

Term Deposit \$15,600

ANZ Uniform Band \$12,469

Payment of Building Establishment Loan

Nominations

The chair is proposed to remain as Bede Crestani unless other nominations are made.

Treasurer is proposed to remain as Rodney Lelieveld.

The Secretary's position is to be filled by Brent Addiss, and we thank Brent for his help.

Roger Young will join the committee, and will be responsible for setting up a grant template and applying for a grant.

Lesley Boardman will assist Roger with Grant applications. Separate to the AGM, Louise Tziakis has offered to assist.

General business

Bank account signatories have been changed to Rodney and Bede. Angela Mickel remains as signatory.

The AGM attendees recommended improving communications with parents as follows:

1. No1 Squadron website:
 - a. Tab for Unit Support Committee. Add AGM minutes and meeting minutes.
 - b. Add committee meeting dates to the calendar.
 - c. Include meeting time and revisit meeting time to suit attendees. Meeting time is currently 6.30 pm.
 - d. The unit officers will set up the system and the Secretary to be requested to keep the information updated.
2. Warning Orders:
 - a. Regular section for Unit Support Committee.
 - b. Include meeting timetable and start time.
 - c. Activities being funded and activities planned.
 - d. General results such as accounts finalised.
 - e. The unit officers will set up the system and the Secretary to be requested to keep the information updated.
3. Event opportunity for Unit Support Committee to meet parents.
 - a. Target a cadet event, particularly new parents with tea and biscuits. EG 8pm one parade night.

Next committee meeting dates:

4. 12 April 6.30pm
5. 17 May 6.30pm
6. 14 June 6.30pm

Start shown as 6.30 and to be reviewed.