

# No1 Squadron Parent Support Committee

**Meeting held:** 4 April 2019/ 6:30PM / CADET CENTRE EVANS BAY

## Attendees

Committee: Bede Crestani chair, Rodney Lelieveld, Roger Young

Parent: Nil

Apologises: Nil

To be invited: Suzanne Vaclavek, Chris Simpson

## Agenda

### New Business

1. Minutes to Peter Nalder 2018 – Bede. Still to do
2. Fund raising: Carried over.
  - Grants: Flying camps,
  - Raffles: Ok for committee but need to know parents view.
  - **Warning orders: The parent committee is looking forward to running a raffle this year and looking for parent support to organise it. Last year \$3100 was earned so it made a good contribution to fees. A parent is asked to run the raffle and there are good systems in place and help available.**
  - Run for 4 weeks.
  - Cadets advise that Parent Committee need someone to run it.
  - Use Atcanz raffle system.
3. Accounts: Further work on accounts to complete by next meeting for AGM.
4. Budget: **Stuart to provide activities and budget for committee approval.**
  - **To be provided to committee by 4 April. Still required.**
  - **Asset register/stock take to be provided. Still required.**
  - **Events: Email Rodney who is planned to on events. Skills training, flying event. Send to Rodney the Wednesday before the event.**

- Subs to be advised in next weeks orders. Done. Repeat next week. **Warning Orders: Fees are due at \$210. Payment by internet banking only. Please ensure you write cadets name in the payment.**
  - AGM warning orders
  - **Warning orders: The parent committee is looking forward to running a raffle this year and looking for parent support to organise it. Last year \$3100 was earned so it made a good contribution to fees. A parent is asked to run the raffle and there are good systems in place and help available.**
  - Last years activities list for account Atcanz.
  - Parent register – publish to website
  - Publish minutes on website
5. From Pilot Officer Stuart Mudd provided update on costs which were approved by the committee:
    - Advertising social media \$250 – targets a demographic
    - NCO training weekend \$47
    - Next costs expected are for return of trophies, to be engraved and returned to cabinets \$200 expected. Approved.
  6. Trophy: Best Cadet trophy not returned by Freddy Beaumont from 2017. Pilot Officer Mudd has arranged return.
  7. Shooting training was put on hold and now confirmed as able to proceed.
    - Some changes to procedures from Royal Tiger Range and they will invoice quarterly \$60 per day.
  8. Statutory positions:
    - Chair: Bede and swap with Roger June & July 2019.
    - Treasurer: Rodney
    - Secretary: Roger
    - Committee: Chris Simpson
    - To be voted at AGM.

9. Grant application: Carried over.
  - Deposit slip to be provided, accounts needed, and grant letter drafted ready to go.
  - Target hard grant application date of May 2019.
10. Insurance:
  - Assess assets against value of items and history of claims – Check policy. We probably need contents and Public Liability.
  - Rodney is checking policy statement on exclusions and excess etc.
    - Theft fire cover \$35,000 - \$1000 excess
    - Natural disaster \$35,000
    - Premium \$1084
    - Committee to assess value of the policy by 13 June which is before the July premium due date.
11. Committee nights 2019: - Revise and publish to website
  - 2 May - AGM
  - 13 June
  - 4 July
  - 1 Aug
  - 5 September
  - 17 Oct
  - 14 Nov
12. Atcanz annual meeting Saturday 18 May: Rodney to consider going.

## General Business

13. Process and systems to be documented during 2019. Chris Simpson to be requested to write.
14. Advice from Westpac email from 2 April 2019 to enable the unit to update the accounts.
  - Information to be provided to the bank:
  - The following have left the committee:
    - Angela Mickell
    - Laurie Winter
    - Matthew Winter
    - Michael Durrant

- Nigel Robinson
- Current committee members are:
  - Chair: Stephen Bede Crestani
  - Treasurer: Rodney Henri Lelieveld
  - Secretary: Roger Carter Young
  - Committee: Chris Simpson
- Bank accounts
  - The Treasurer proposed converting the online saver to an online bonus saver. Seconded by Roger Young and carried unanimously by the committee.
  - The Treasurer proposed that the name of the account be changed from “Wellington Branch Atcanz Parent Support Committee” to “Atcanz No1 Squadron Parent Support Committee”. Seconded by Roger Young and carried unanimously by the committee.
- ANZ account: The Committee has contacted previous signatories being:
  - Gary Mildenhall and Lorraine Thompson.
  - The Treasurer, proposed that Rodney Henri Lelieveld and Stephen Bede Crestani become authorised signatories for the ANZ term deposit. Seconded by Roger Young and carried unanimously by the committee.
- Westpac: The Treasurer proposes that the committee moves from manual cheques to internet online banking for security and ease of administration. All payments to be authorised by two people. Treasurer will followup with the bank and put arrangements in place. Committee note and accept.