

# No1 Squadron Parent Support Committee

**Meeting held:** 29 March 2018 / 6:30PM / CADET CENTRE EVANS BAY

## Attendees

Committee: Bede Crestani chair, Rodney Lelieveld, Roger Young, Stuart Mudd

Parent: Suzanne Vaclavek, Chris Simpson

Apologies: Brent Addis, Garth Mickell

## Agenda

### New Business

1. Budget: Stuart to provide activities and budget for committee approval
  - To be provided to committee by 7 March or earlier.
2. Final parade 4pm Sunday 2 Dec:
  - Some smaller costs for committee to pay - approved
  - Gifts: Stuart, Henri Raain, Alistair Helm, Clara Whitcomb \$40 each plus gift for Garth M - BC
  - Underofficers Michael Horrocks and Rhiona MM – Appreciate their work
3. Courses:
  - Need list of attendees to match cadets to parents for payment
  - Flying camp number of hours planned and actual
  - The committee appreciate the work that officers do to get on cadets on courses
4. Statutory positions:
  - Need to fill or confirm for next year.
  - Chair and treasurer to be voted on and secretary tba
5. Parent register: Refresh 2019

6. 2018 accounts for ATC:
  - Training for Rodney for MYOB \$100/hour.
  - Spend up to \$400 to get the accounts completed for 2017 & 18 and a training procedure in place.
  - Change to internet banking early 2019.
7. Grant application:
  - Deposit slip to be provided, accounts needed, and grant letter drafted ready to go
  - Target hard grant application date of March 2019.
8. For Stuart:
  - Asset register and stock take: Stuart to provide.
  - Budget to be provided by 7 March 19
  - 2018 parade nights after 2 Dec.
9. Insurance:
  - Assess assets against value of items and history of claims.
  - Rodney to check policy statement on excess etc.
  - Review ATCANZ Crombie Lockwood option – BC.
10. Raffle: Run next year so 2019 and review number of books to sell.
11. Committee nights 2019:
  - 7 March
  - 4 April
  - 2 May
  - 6 June
  - 4 July
  - 1 Aug
  - 5 September
  - 17 Oct
  - 7 Nov
12. Bank accounts:
  - Rationlise next year, Rodney or alternative person to help.
    - ANZ: Close account and move to Westpac. Need to get old account holders to write a letter, sign to authorise to allow control of the account.
    - Westpac: Online closed as no online activity for 12 months.

- Westpac online: Get online access once signatories updated.

## General Business

13. Nil.