

# **THE AIR TRAINING CORPS ASSOCIATION OF NEW ZEALAND (INC)**

## **MINUTES OF THE NATIONAL COUNCIL MEETING HELD AT RNZAF BASE OHAKEA ON SATURDAY 23 MAY 2015**

### **Present:**

President	Air Vice-Marshal P R Adamson, CB, OBE
Vice President North Island	Mr K Hamlin
Vice President South Island	Mr B E Roberts QSM
General Secretary	Mr P Nalder
Management Committee	Mr K Williamson QSM O.StJ Mr N Wech
Commandant NZCF	Commander G Stokes - RNZN
Air Training Corps Representative	Squadron Leader R Foley - NZCF
Delegates and Observers	John McNeil – Chair Eastern Region 17 Branch Delegates and 10 Observers
Visitors	Mr Barry Clark - RNZRSA Air Vice-Marshal M Yardley DSD – Chief of Air Force WGCDR Bruce Sinclair RNZAF Natala Faith – Public liaison Ministry of Defence Shane Parker – Defence Health and Safety Ash Lock - Defence Health and Safety FLTLT Raewyn Scoles – Unit Commander 34 Sqn SQNLDR Heidi Paignton - Unit Commander 75 Sqn

### **1. OPENING AND WELCOME TO DELEGATES**

The President declared the meeting open at 0830 hours and offered everyone a very warm welcome.

### **2. APOLOGIES**

The following apologies were accepted:

Minister of Defence	Hon Gerry Brownlie
Minister of Youth Affairs	Hon Nikki Kaye
President CCANZ	Major General L. Gardiner, ONZM
Auditor	Mr C Cleland, QSM
Districts and Branches	Gary Jenkins – Bay of Plenty Fiona Redshaw – 32 Squadron Branch

### **3. PRESIDENTS REPORT**

The President's report had been circulated prior to the meeting.

The President's report was accepted as presented; a copy is attached to these minutes.

### **4. MESSAGE FROM THE MINISTER OF YOUTH**

The President read through a message from Youth Minister Hon Nikki Kaye who was not able to attend the meeting. A copy is attached to these minutes.

## **5. MESSAGE FROM THE MINISTER OF DEFENCE**

The President read through a message from Defence Minister Hon Gerry Brownlie who was not able to attend the meeting. A copy is attached to these minutes.

## **6. MESSAGES FROM SCANZ AND CCANZ BY COMMANDANT**

Commandant explained why it was not possible for representatives from SCANZ AND CCANZ to be present at the meeting. He then outlined the current state of activities of these two organisations.

## **7. ADDRESS BY MR BARRY CLARK OF ROYAL NEW ZEALAND RETURNED AND SERVICES ASSOCIATION (RSA)**

The President welcomed Mr Barry Clark and thanked him for taking the time and trouble to present, noting that the relationship between ATCANZ and the R&SA is a very close one at all levels.

Barry gave a detailed presentation of the current activities of the R&SA

## **8. ADDRESS BY COMMANDER GLEN STOKES, COMMANDANT NZCF**

Commander Stokes gave a comprehensive briefing on changes recently made to the Cadet Forces support structure. He also provided a detailed report on the past year's activities of the New Zealand Cadet Forces with particular reference to the ATC.

A copy of his report is attached to these Minutes.

## **9. CONFIRMATION OF MINUTES**

The minutes of the National Council Meeting held on Saturday 24 May 2014, having been well circulated, were confirmed as a true and accurate record.

Moved: Mr Brian Roberts  
Seconded: SQNLDR Rob Foley  
**Carried**

A copy of the 2014 Minutes is attached to these Minutes.

## **10. MATTERS ARISING**

There were no matters arising from the 2014 Minutes.

## **11. FINANCIAL STATEMENT AND ANNUAL ACCOUNTS**

General Secretary provided a briefing on the accounts under control of the Management Committee noting that this year these had not been audited in advance of the meeting. As in 2014 there is an excess of income and the Association is solvent.

It was agreed that the Management Committee should arrange for the accounts to be audited.

The financial report as presented was accepted.

Moved: Mr P Nalder  
Seconded: Neil Wech  
**Carried**

A copy of the financial report is attached to these Minutes.

## **12. BUDGET**

The President noted that copies of the budget had been circulated in advance. This year the documents were more extensive than in previous years. General Secretary noted that in future years it would be necessary for the budget to be inclusive of all Branches.

Moved that the budget as present be approved.

Moved: Mr N Wech  
Seconded: Mr A Drummand  
**Carried**

A copy of the budget is attached to these Minutes.

## **13. ELECTION OF ATCANZ OFFICERS AND MANAGEMENT COMMITTEE MEMBERS**

Moved that nominations received by the 20<sup>th</sup> of April 2015 and the additional nominations of Mr A Drummand and G Davies be accepted.

Moved: Mr B Crabbe  
Seconded: Ms V Crene  
**Carried**

A list of these nominations is attached to these Minutes.

Moved that the Management Committee appoint an auditor.

Moved: Mr B Crabbe  
Seconded: Mr K Hamlin  
**Carried**

## **14. PUBLICITY BRIEFING – NATALA FAITH**

Natala gave a very informative briefing on her publicity role and provided information on how to make the best use of the Defence publicity organisation.

## **15. HEALTH AND SAFETY BRIEFING - SHANE PARKER**

Shane provided an update on the upcoming changes to Health and Safety legislation and an insight into how these changes may affect ATCANZ.

## **16. ADDRESS BY AIR VICE-MARSHAL M YARDLEY DSD – CHIEF OF AIR FORCE**

The President opened the afternoon session introducing Air Vice-Marshal Mike Yardley the Chief of Air Force.

Air Vice-Marshal Mike Yardley gave a very informative aircraft by aircraft presentation on the current and short term future states of the RNZAF.

The President thanked the CAF for his address, noting that it was the highlight of the day.

## **17. NATIONAL AVIATION COURSE/ NATIONAL GLIDING COURSE**

A report on the National Aviation Course was not available at the meeting. A report received after the meeting is attached to these Minutes.

South Island Vice President Brian Roberts gave a verbal report on the Aviation Course.

Due to a shortage of instructors the National Gliding Course has been postponed to later in 2015.

## **18. INTERNATIONAL AIR CADET EXCHANGE (IACE)**

Squadron Leader Foley gave a brief description of the programme. There are no issues so far this year.

A report on the programme is attached to these Minutes.

## **19. DISTRICT and SQUADRON REPORTS**

District reports were received from:

Peter Burch – Auckland

Ken Williamson – Waikato/Thames Valley

Murray Bath – Nelson/Marlborough/West Coast

Squadron reports were received from:

No 17 (City of Christchurch) Sqn

## **20. REMITS**

No remits were received

## **21. ATCANZ RULE CHANGE**

President drew attention to the ATCANZ Discussion Document dealing with consideration of changes to the ATCANZ Constitution needed to ensure the organisation is able to comply with the new Charities reporting requirements. President noted that Clause 10.6 of the Constitution is deficient as it does not require an audit or review but simply the existence of a person able to carry out this task.

Moved Mr P Adamson and Seconded Mr K Hamlin that Clause 10.6 of the Constitution be deleted and replaced with the following:

*“10.6 The accounts of the organisation shall be maintained in a manner that enables annual reports to be prepared to the standards specified by the External Reporting Board. The accounts shall be reviewed before the first day of May each year, by a Chartered Accountant in public practice, who shall be appointed each year by the National Council. The remuneration for this review shall be determined by the Management Committee.”*

There followed considerable discussion centred around the merits of a Review and/or an Audit. This resulted in an amendment to the Motion.

Moved Mr R Cox and Seconded Mr P Burch that the Motion above be amended by adding the words “*audited or*” before the word “*reviewed*” in the second sentence. The amendment was passed by a clear majority and thus became the Motion.

The motion to amend the Constitution was passed by a show of hands exceeding 75% of those present and entitled to vote.

## **22. GENERAL BUSINESS**

There were no general business items.

## **23. GENERAL DISCUSSION TOPICS**

Prior to setting the date for the next Management Committee meeting the President hosted a free ranging general discussion forum. In opening this the President drew attention to the recently circulated discussion document and noted references to the Constitution - Branches must notify the Management Committee when there are changes in personnel and must also provide the Management Committee with copies of their annual accounts.

President noted that these requirements had not been well honoured in the past and asked that more attention to these requirements be paid in the future.

Other topics covered during the discussion were:

- Clarification of rule that ATCANZ funds not be returned to members when the organisation is wound up,
- Branch budgets and financial performance reporting,
- Requirement to report to Charities using the accrual accounting method,
- The uses to which the revenue stream, resulting from a newly advised bequest, should be put,
- The possibility of establishing a communication forum for Branch Support Committees,
- Better understanding of the fundraising processes and opportunities.

#### **24. DATE FOR NEXT MANAGEMENT COMMITTEE MEETING**

The next Management Committee meeting will be held on Wednesday the 22nd of July at the offices of the Ministry of Health at 1700hrs subject to confirmation of venue availability.

#### **25. CLOSURE**

There being no further business, the President acknowledged that it had been a good meeting with some important decisions made. He thanked everyone for their attendance, wished them well for the coming year and declared the meeting closed at 1700 hours.

**Signed:** .....

**P.R. Adamson  
Air Vice Marshal  
President**

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**P Nalder  
Minutes Secretary**

**Attachments:** Attachments To ATCANZ AGM 2015 Minutes.pdf

- President's Report
- Message from the Minister of Youth
- Message from the Minister of Defence
- Address by Commandant
- A copy of the 2014 Minutes
- Financial Statement
- Budget
- List of nominations for office
- Report on National Aviation Course
- IACE Report