

President: Gary Cole  
Hon Treasurer: Denis McCann  
Hon Secretary: Chris Gill



**Air Dispatch Association  
Of Australia (Inc.)**  
ABN No. 82 580 285 387

*"Par Oneri De Caelo"*

**MINUTES**  
**OF THE ANNUAL GENERAL MEETING**  
**(FOR INCORPORATION)**  
**BRISBANE 25<sup>TH</sup> APRIL 2014**

Meeting opened by President Gary Cole at 0905. This meeting is in respect of the Financial Year ended 30 June 2013.

It is the first Annual General Meeting subsequent to the Incorporation of the Association in New South Wales.

The President welcomed those presented.

Present were: Gary Cole, Chris Gill, Denis McCann, Barry Gannon, Alan Howes, Graham Muir, Chris Felkin, John Knack, Mark Nicolai, Peter Simpson, Kemm Baber, Tony Holmes

Apologies: Maj Gen & Mrs Ferguson, Brig & Mrs Christopherson, Paul Mulvay, Ian Baine, Pat Slee, Jeff Pope, Bob Flint, Cliff Nicholson, Frank Smeaton, Peter Jeahney, Len Dixon, Terry Heydon, Allan Dolton, Max West, Graham Papworth, John McLachan, John Taylor, Brian Irving, Bill Mullaney.

1/14 Moved: Chris Gill, that the apologies as read be accepted.  
Seconded: Kemm Baber.  
Carried:

The Secretary tabled the Minutes of the previous AGM, held in Ipswich, 5<sup>th</sup> October 2012.

2/14 Moved: Chris Gill, that the minutes as tabled, be accepted.  
Seconded: Barry Gannon.  
Carried:

President: (07) 4637 0518 [garycole.69@bigpond.com](mailto:garycole.69@bigpond.com)  
Hon Treasurer: (02) 9457 6877 [denismccann2@bigpond.com](mailto:denismccann2@bigpond.com)  
ALL MAIL TO HON SECRETARY  
Hon Secretary: Chris Gill (02) 6373 1218 [secretary@adaa.net.au](mailto:secretary@adaa.net.au)  
Or 1822 Castlereagh Hwy Apple Tree Flat NSW 2850

The President gave a verbal report.

3/14 Moved: Gary Cole, that the President's oral Report be accepted.  
Seconded: Denis McCann:  
Carried:

The Secretary presented a report, including a Welfare Report.

4/14 Moved: Chris Gill, that the Secretary's Report as tabled be accepted.  
Seconded: Peter Simpson.  
Carried:

The Treasurer presented the audited Financial Report for the year ended 30 June 2013.

5/14 Moved: Denis McCann, that the Treasurer's Report as tabled be accepted.  
Seconded: Alan Howes.  
Carried:

6/14 Moved: Chris Gill, that the incorporation of the Air Dispatch Association of Australia in NSW, be ratified.  
Seconded: Denis McCann:  
Carried.

The Annual General Meeting of the ADAA in respect of the 6 months ended 31 December 2013 will be held immediately following this meeting.

There being no further general business, the President closed the meeting at 0915.

\_\_\_\_\_  
(Gary Cole)  
President.

\_\_\_\_\_  
(Chris Gill)  
Secretary.

\_\_\_/\_\_\_/\_\_\_ Date

\_\_\_/\_\_\_/\_\_\_ Date

## **SECRETARY'S REPORT 2014 AGM**

The Association had a quite year during 2013.

The Secretary went "Walkabout" at the end of the year and excited all and sundry.

A re-union was held in Gulgong NSW during ANZAC Week. The Official Guest was Wing Comd. Ron Logan (RNZAF), his wife Angie and one of their two daughters, LAC Nicky Logan (RNZAF). (It appears that Nicky captured herself an Australian). The Logan family were in town for a full week.

If anyone has any photos of the re-union, we would be happy to share them through Clipped Wings.

I attended a Recruit March Out Parade at 1RTB during September. The Association is affiliated with 22PL 1RTB. We present one of the soldiers selected by staff, a plaque for "The Best In Field". For 2013 it was Pte. J. Rees. The PI raised \$1,700+ and presented it to us. There is not always a 22PI operating at 1RTB. The info will be passed on to the next 22PI.

An Application for Funding has been submitted to DVA for recreational bus trips. The Application was for \$52,000. DVA have been in contact and negotiated the request down to \$28,000. The application has been recommended by the assessing team at DVA and will be sent to the Minister for a Yes/No during round 4 approvals. The funding has been approved, and must be used within 12 months. We now need to wait for more paperwork from DVA before we receive the funds.

I have arranged with the Treasurer to open a Grants Bank account. We will be expected to take 3/4 bus trips at our expense in the following 12 months, then we can apply again.

Bus trips are not the only options for funding.

I have had several responses to ads I placed seeking WW2 Biscuit Bomber details. I have conducted several interviews and been in touch with a military historian who has been extremely helpful. Extracts of the interviews will hopefully be included in future issues of Clipped Wings.

The Army Bandmaster at 1RTB has looked at the "Air Dispatcher March" we have, and if we can secure permission from the composer, they will record it for us. (I suppose for a donation)

## **WELFARE REPORT 2014 AGM**

We lost Gary Butler and ex Pte Carpenter during the year.

We also had a couple of sickies who seen and were ok.

Max West from Melbourne is not well. He rang me the other day to offer his apologies for the AGM. I have spoken to Pappy and asked him to visit Max.

Others who have been reported as not well:

Jim Ryman and Ray Oke,

There are vacancies for members to attend a TIP Welfare/Pensions training course. Contact the Secretary.

# AIR DISPATCH ASSOCIATION OF AUSTRALIA (Inc)

FINANCIAL STATEMENT AS AT 24 APRIL 2014



<b><u>Summary of Income and Expenditure from</u></b>	<b>01/01/2014</b>	<b>TO</b>	<b><u>24/04/2014</u></b>
<b><u>Income</u></b>			
Subscriptions		\$	375.00
Donations		\$	20.00
Proceeds for Sale of Merchandise		\$	254.50
Postage for Merchandise		\$	-
Interest from Bank		\$	-
Proceeds for Sale of Books		\$	-
Sundry Income		\$	-
<b><u>TOTAL INCOME</u></b>		\$	<b>649.50</b>
<b><u>Expenditure</u></b>			
Merchandise/Member Badges		\$	569.50
Reunion Expenses		\$	-
Stationery and Copying		\$	530.80
Postage		\$	427.65
Bank Fees and Taxes		\$	-
PayPal Fees		\$	6.56
Sponsorships		\$	81.50
Web Page Costs		\$	243.00
Incorporation Costs		\$	-
Cost of History Books		\$	-
Sundry Expenditure		\$	20.00
<b><u>TOTAL OUTGOINGS</u></b>		\$	<b>1,879.01</b>
<b><u>PREVIOUS BALANCE OF ACCOUNT</u></b>	<b><u>01/01/2014</u></b>	\$	<b>14,926.57</b>
<b><u>NET CASHFLOW - YTD</u></b>	<b><u>Negative</u></b>	\$	<b><u>(1,229.51)</u></b>
<b><u>CURRENT BALANCE OF ACCOUNT</u></b>	<b><u>24/04/2014</u></b>	\$	<b>13,697.06</b>
<b><u>Outstanding Accounts</u></b>			
Surplus on Book Sales Payable	\$	-	
Newsletter Expenses Payable	\$	-	\$ -
<b><u>AVAILABLE FUNDS AT</u></b>	<b><u>24/04/2014</u></b>	\$	<b>13,697.06</b>

**AIR DESPATCH ASSOCIATION OF AUSTRALIA INC**

(ABN: 82 580 295 387)

Income and Expenditure Statement for the Year Ended 31st December 2013

<u>30/06/2013</u>	<u>INCOME</u>	<u>31/12/2013</u>
\$ 3,275	Subscriptions	\$ 2,850
\$ 380	Sponsorship/Donations	\$ 1,750
\$ -	Interest	\$ -
\$ -	Sundries	\$ 76
	\$ 1,559 Merchandise Sales	\$ 238
	\$ 5,119 Opening Stock	\$ 5,236
	\$ 304 Stock Value Adjustment	\$ 76
	\$ 957 Purchases	\$ -
	\$ 5,236 Closing Stock	\$ 5,260
\$ 415	\$ 1,144 COGS	\$ 52
		\$ 186
<u>\$ 4,070</u>		<u>\$ 4,862</u>
	<b><u>LESS EXPENDITURE</u></b>	
\$ 418	Newsletter	\$ 531
\$ 37	Bank Fees	\$ -
\$ 43	PayPal Fees	\$ 19
\$ 474	Printing/Post/Stationary	\$ 360
\$ 740	Reunion Expenses	\$ -
\$ -	Insurance	\$ -
\$ 130	Sundries	\$ 44
\$ 443	Sponsorship	\$ 1,000
\$ -	Welfare	\$ 552
\$ 254	Web Costs	\$ -
<u>\$ 2,539</u>		<u>\$ 2,506</u>
<u>\$ 1,531</u>	Surplus/Deficiency for the Year	<u>\$ 2,356</u>

**AIR DESPATCH ASSOCIATION OF AUSTRALIA INC**

(ABN: 82 580 295 387)

**Balance Sheet as at 31st December 2013**

<u>30/06/2013</u>	<u>ACCUMULATED FUNDS</u>	<u>31/12/2013</u>
\$ 15,749	Opening Balance	\$ 17,280
\$ 1,531	Add Surplus/Deficiency for Year	\$ 2,356
<u>\$ 17,280</u>	Closing Balance	<u>\$ 19,636</u>
	<b><u>REPRESENTED BY</u></b>	
\$ 11,988	Cash at Bank	\$ 14,927
\$ 5,236	Stock on Hand	\$ 5,260
\$ 76	Debtors	\$ -
-\$ 20	Less Creditors	-\$ 551
<u>\$ 17,280</u>		<u>\$ 19,636</u>

*[Signature]*  
Honi Auditor



## AUDITORS REPORT

I have audited the attached Financial Statements that have been prepared from the Association's records to reflect the financial position of the Air Dispatch Association of Australia Inc. (the Association) as at 31<sup>st</sup> December 2013.


The Association through its Management Committee is responsible for the record keeping, preparation and presentation of the financial report and the information contained therein. The Committee is responsible for ensuring that the preparation of the report has been done in accordance with generally accepted accounting practice in Australia and that it is free from material misstatement whether due to fraud or error.

The Financial Report has been prepared for distribution to members for the purpose of fulfilling the Committee of Management's financial reporting requirements. I disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members or for any purpose other than for which it was prepared.

Following completion of the Audit I make the following comments:

- At a properly constituted General Meeting of the Association held at Gulgong On 24<sup>th</sup> April 2013, the financial year of the Association was changed from the 30<sup>th</sup> June to 31<sup>st</sup> December. This audit covers the trading period 1<sup>st</sup> July 2013 to 31<sup>st</sup> December 2013.
- Since the previous Audit covering the period to 30<sup>th</sup> June 2013, the Association has become affiliated with the Vietnam Veterans, Peacekeepers and Peacemakers Association of Australia New South Wales Branch Inc. (VVPPA). This was acknowledged in writing by that organisation on 19<sup>th</sup> December 2013.
- The Management Committee must ensure that all insurance is in place for the protection of the Association and its members from claims. Through the recent affiliation with the VVPPA, Public Liability cover through CGU and expiring on 7<sup>th</sup> July 2014 has been sighted, with the Association noted on the policy
- The Management Committee must ensure that returns to the Department of Fair Trading are lodged as required.
- Receipts must continue to be issued in all instances when cash/cheques are received. Banking summaries confirming the amount banked and correct allocation of receipts must be maintained.

- Committee Meeting Minutes must be retained on record, with and an approved Treasurers Report attached ratifying Receipts and Payments for the period. These records were not sighted at the time of the Audit.
- The current Constitution and Objects of the Association must be read, and responsibilities understood by all Members of the Management Committee. Copies should be distributed and all Committee Members should formerly acknowledge that they have read and understood the document.
- The results for the year reflected a surplus of \$2,356. This was due mainly to a donation of \$1,750 received during the period.
- The Financial Report represents fairly, subject to the above, the receipts and payments of the Association for the Year Ended 31<sup>st</sup> December 2013.



W H Hardman FIPA MAICD MICM JP  
Hon Auditor  
15<sup>th</sup> March 2014



## Minutes of the ADAA Annual General Meeting 5 October 2012 Ipswich

The Meeting was **opened** by the President Gary Cole at 11:05 . He welcomed those present and requested apologies.

The Secretary read out the **apologies** from Chris Felkin, Dennis Dray, Terry Heydon, Frank Zuppar, Doug Carpenter, Owen Eather, Nick Nicolai, Tony Dowd, Stuart Hilsberg and Anthony Eddie. President Cole accepted the apologies.

The **minutes** of the previous meeting were read.

**Business arising** from the minutes. The Secretary raised the matter of the decision to Incorporate in Queensland at the last AGM and the difficulties that had been met trying to accomplish this. Only two members had voted on accepting the new rules required by the Dept of Fair Trading in Qld. Without the rules being approved the Incorporation could not be registered . It then became difficult to obtain public liability insurance for the association if it was not Incorporated.

After quite some discussion it was **moved** Brian Irving seconded Chris Gill That the matter be treated as urgent and that the new Committee should proceed as quickly as possible to obtain Incorporation and Insurance. **CARRIED**.

**Finances.** Treasurer Kemm Baber then presented the audit and spoke at length about the audit. He indicated there had been a severe reduction in financial members having lost about 80 members over the last four years and suggested that the Assn take action to increase the number of members particularly the younger and serving generations.

Merchandising Officer Chris Gill reported that the **audit was inaccurate** insofar as he had made a **mistake in the quantity of stock** held and that there was an extra box of shirts not counted, he would provide a correct count and apologised for the mistake.

The Secretary then drew the meetings attention to the **matters of concern** raised by the auditor in his comments. After some discussion of these matters it was **moved** Chris Gill seconded Brian Irving That the meeting notes the Auditors comments and directs the incoming Committee to rectify these matters ASAP. **CARRIED**

It was then **moved** by Denis McCann seconded Cyril Clarke That the **audit be adopted** subject to its being corrected after a new stocktake being held. **CARRIED**

The Secretary then reported that only three **nominations** were received for positions on the Committee , one for Gary Cole as President , one for Tony Dowd as President and one for Chris Gill as Committee member or Assistant Secretary if required. The Secretary then advised that Tony Dowd had declined to accept the nomination as President or for any other position on the Committee and further that the Rules provided that nominations were required to be endorsed by two members of the Association. None of the nominations received had been endorsed by two members. He suggested that all nominations should therefore be from the floor.

(2)

President Gary Cole then called for a **returning officer** to conduct the ballot for the Committee of Management positions. Pat Slee indicated he was prepared to act as returning officer. The President then declared **all positions vacant** and vacated the Chair.

Pat Slee then took the chair and called for nominations for:-

**President** Gary Cole Nominated by C Gill Seconded C Clarke Elected Unopposed

**Vice President** Anthony Eddie Nominated by B Gannon Sec C Gill Elected Unopposed

**Patron** General David Ferguson subject to his acceptance

**Secretary/ Merchandising Officer** Chris Gill Nominated by B Gannon seconded B Irving Elected Unopposed

**Asst Secretary** Barry Gannon Nominated by G Cole seconded C Gill Elected Unopposed

**Treasurer** Denis McCann Nominated by W Badger seconded C Gill Elected Unopposed

**Editor** Brenda Baber Nominated by B Irving seconded D McCann Elected Unopposed

**Historian** Garry McGravie Nominated by K Baber seconded G Cole Elected Unopposed

**Auditor** Bill Hardman Nominated by D McCann seconded G Cole Elected Unopposed

The Secretary then advised the meeting that with the exception of Graham Papworth for Victoria and Tasmania who could not be contacted, all the **State Representatives** had indicated a willingness to continue as State Representatives.

**State Representatives** It was moved B Gannon seconded G Cole That all current State Representatives be continued in those positions Subject to Acceptance by G Papworth. **CARRIED**

The Returning Officer Pat Slee declared **all positions filled** and requested the President Gary Cole to resume the chair. The President moved a vote of thanks and acclimation for Pat Slee's conduct of the election.

### **General Business**

An open discussion took place about the **decline in finances and membership** which has been happening for some years. Brian Irving spoke at some length and asked what was not being done to encourage membership or conversely what was being done that lost members. There was a point raised that not all members were receiving the "Clipped Wings", this was discussed at length and it is apparent that there are some members not receiving the newsletter. There were no complaints about the quality of the newsletter.

Barry Gannon questioned whether the move to a Queensland Committee had been responsible for members in Southern States feeling left out as it were from the activities.

(3)

Pat Slee suggested that there were a whole range of small "niggles" that some members had from time to time which may not have been addressed and that the Committee should try and elicit any such matters and deal with them as appropriate.

One complaint that had arose was that overseas reunions were too expensive for many members and that the Association must concentrate on having annual reunions in locations accessible to the majority of ADAA members here in Australia. Overseas meetings should be in addition to Australian reunions and not in place of them.

It was suggested that the Association seek to obtain a **list of ex Air Dispatchers** and see if we can contact those who are not members of the ADAA.

The new Secretary and Treasurer are to attend at **176 Sqn** in the near future and will seek to appoint a ADAA Rep in the unit, hopefully to encourage membership and articles for the Clipped Wings.

The Association attempt to organise a group to travel to **Gallipoli for the 2015** commemorations has received a major setback with the Governments of Australia New Zealand and Turkey stating they intend to restrict attendance to manageable numbers and will be holding a ballot for visa's. Given the large number of people who will probably wish to attend it will be very difficult to obtain a visa.

Brian Irving suggested we should start organising a 2015 ANZAC DAY reunion for here in Australia, after some discussion it was agreed to form a Committee to organise same. Pat Slee, Brian Irving, Graeme Buchanan & Denis McCann agree to form the **2015 ANZAC DAY REUNION** Committee and come up with a proposal which should attract as many members as possible to attend.

The **Reunion for 2013** is to be in **Gulgong NSW**, Secretary Chris Gill is organising same and members who wish to attend should contact him for accommodation and details.

Brian Irving reported that the Red Hat Chapter in the USA was considering a **2014 reunion** and that he was prepared to be the Australian co-ordinator for same. He will provide details as they come to hand.

A special vote of thanks was moved by the President to Brenda Baber for all the very good work she has carried out on editing the Clipped Wings and maintaining the website.

Pat Slee then moved that a vote of thanks for the past committee be recorded.

There being no further business the President Closed the meeting at 12:30 and wished all a safe journey home.

## AUDITORS REPORT

I have audited the attached Financial Statements that have been prepared from the Association's records to reflect the financial position of the Air Dispatch Association of Australia Inc as at 30<sup>th</sup> June 2013.

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The Financial Report has been prepared for distribution to members for the purpose of fulfilling the Committee of Management's financial reporting requirements. I disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members or for any purpose other than for which it was prepared.

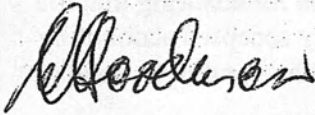
Following completion of the Audit I make the following comments:

- The Management Committee must ensure that all insurance is in place for the protection of the Association and its members from claims. I note that there is no evidence of current Insurance cover at the time of the audit.
- The Management Committee must ensure that returns to the Department of Fair Trading are lodged as required. The Committee is also required to investigate the requirements for registering with the *Australian Charities and Not for Profits Commission (ACNC)*.
- Receipts must continue to be issued in all instances when cash/cheques are received. Banking summaries confirming the amount banked and correct allocation of receipts must be maintained.
- Committee Meeting Minutes must be retained on record, with and an approved Treasurers Report attached ratifying Receipts and Payments for the period. These records were not sighted at the time of the Audit.
- The Constitution and Objects of the Association must be read, and responsibilities understood by all Members of the Management Committee. Copies should be distributed and all Committee Members should formerly acknowledge that they have read and understood the document.





- The results for the year reflected a surplus of \$1,531. This was due mainly to an increase in subscriptions during the period reversing the adverse trend reported in the 2012 results.
- The Financial Report represents fairly, subject to the above, the receipts and payments of the Association for the Year Ended 30th June 2013.



W H Hardman *FIPA MAICD MICM JP*

Hon Auditor

14th September 2013

**AIR DESPATCH ASSOCIATION OF AUSTRALIA INC**

(ABN: 82 580 295 387)

Income and Expenditure Statement for the Year Ended 30th June 2013

<u>30/06/2012</u>	<u>INCOME</u>	<u>30/06/2013</u>
\$ 1,490	Subscriptions	\$ 3,275
\$ 57	Sponsorship/Donations	\$ 380
\$ -	Interest	\$ -
\$ -	Sundries	\$ -
	\$ 1,940 Merchandise Sales	\$ 1,559
	\$ 5,573 Opening Stock	\$ 5,119
	\$ - Stock Value Adjustment	\$ 304
	\$ 1,812 Purchases	\$ 957
	\$ 5,119 Closing Stock	\$ 5,236
-\$ 326	\$ 2,266 COGS	\$ 1,144
\$ 1,221		\$ 4,070
	<b><u>LESS EXPENDITURE</u></b>	
\$ 325	Newsletter	\$ 418
\$ 87	Bank Fees	\$ 37
\$ -	PayPal Fees	\$ 43
\$ 507	Printing/Post/Stationary	\$ 474
\$ 2,500	Reunion Expenses	\$ 740
\$ -	Insurance	\$ -
\$ 48	Sundries	\$ 130
\$ 90	Sponsorship	\$ 443
\$ 528	Welfare	\$ -
\$ -	Web Costs	\$ 254
\$ 4,085		\$ 2,539
-\$ 2,864	Surplus/Deficiency for the Year	\$ 1,531

**AIR DESPATCH ASSOCIATION OF AUSTRALIA INC**

(ABN: 82 580 295 387)

**Balance Sheet as at 30th June 2013**

<u>30/06/2012</u>	<u>ACCUMULATED FUNDS</u>	<u>30/06/2013</u>
\$ 18,544	Opening Balance	\$ 15,749
-\$ 2,864	Add Surplus/Deficiency for Year	\$ 1,531
\$ 69	Auditors Adjustment	\$ -
\$ 15,749	Closing Balance	\$ 17,280
	<b><u>REPRESENTED BY</u></b>	
\$ 10,372	Cash at Bank	\$ 11,988
\$ 5,119	Stock on Hand	\$ 5,236
\$ 258	Debtors	\$ 76
\$ -	Creditors	\$ 20
\$ 15,749		\$ 17,280



Hon Auditor