

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

## **MINUTES OF THE NATIONAL COUNCIL MEETING HELD AT RNZAF BASE OHAKEA ON SATURDAY 21 MAY 2016**

### **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 G Davies
	Mr A Drummond
	Mr N Wech
Commandant NZCF	Lieutenant Colonel G Morris
Air Training Corps Representative	Squadron Leader R Foley - NZCF
Delegates and Observers	24 District / Branch Delegates and 15 Observers
Visitors	Brigadier Jon Broadley Director General Reserve Force and Youth Development Group Captain N Olney – Base Commander Ohakea Wing Commander Bruce Sinclair RNZAF Squadron Leader S Parker Captain Eric Good - President SCANZ

### **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
Chief of Air Force	Air Vice-Marshal Tony Davies, MNZM
Management Committee Member	Mr K Williamson, QSM, O.StJ
President RNZRSA	Mr Barry Clark
President CCANZ	Mr Derek Nees

### **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 included in the accompanying document titled AGM 2016 minutes attachments.

### **4. 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 included in the accompanying document titled AGM 2016 minutes attachments.

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

The President read through a message from Minister of Youth Hon Nikki Kaye who was not able to attend the meeting. A copy is included in the accompanying document titled AGM 2016 minutes attachments.

## **6. MESSAGE FROM CCANZ AND ADDRESS BY PRESIDENT SCANZ**

President explained that it was not possible for a representative from CCANZ to be present at the meeting as CCANZ was holding its annual meeting at Trentham over the same weekend.

President welcomed Captain Eric Good and asked him to say a few words about the activities of the Sea Cadet Association.

Eric noted that he had been President of SCANZ for some 18 months following a decision by Admiral Hunter to stand down from the role. He noted that in the previous year numbers had increased by some 30% but in the current year appeared to be static.

Eric is a strong advocate for using joint cadet facilities wherever possible (there are three in the Wellington area) and also for using Defence facilities where possible.

In SCANZ there are a some support committees that are excellent, some that are not so good and some that appear to be actively self destructing.

Eric has taken on-board suggestions from the previous night and will work towards organising joint competitive events between Sea Cadets and Air Cadets.

President thanked Captain Good for taking the time to join the meeting and to provide an insight into the state of SCANZ.

## **7. ADDRESS BY BRIGADIER JON BROADLEY DIRECTOR GENERAL RESERVE FORCE AND YOUTH DEVELOPMENT**

The President welcomed Brigadier Jon Broadley who had asked for an opportunity to address the meeting.

Brigadier Broadley provided an update on the activities of the Defence Force and the wider Security Sector. A Defence White Paper has recently been delivered to Cabinet and when approved will dictate Defence policy for the next 5 years. The paper recognises the need for developing youth and the need to promote the recruiting of cadets into the Defence Force. Commander Glen Stoakes has been appointed Director of Recruiting and already we are seeing an increase in former cadets being introduced into the various forces with some 25% of cadets moving up into these organisations.

## **8. THE ROYAL NEW ZEALAND RETURNED AND SERVICES ASSOCIATION (RSA)**

The President explained that it was not possible for a representative from the RSA to attend the meeting due to other commitments.

## **9. ADDRESS BY LIEUTENANT COLONEL G MORRIS COMMANDANT NZCF**

Lieutenant Colonel G Morris gave a comprehensive briefing covering personnel, organisation, and training. He then went on to explain in some detail his vision for the Cadet Force over the next 5 to 10 years.

A copy of his report is included in the accompanying document titled AGM 2016 minutes attachments.

#### **10. CONFIRMATION OF MINUTES**

The minutes of the National Council Meeting held on Saturday 23 May 2015, having been well circulated, were confirmed as a true and accurate record subject to the deletion of a reference in Item 19 to a District Report from Nelson/Marlborough/West Coast.

Moved: Barry Crabbe  
Seconded: John McNeil  
**Carried**

A copy of the 2015 Minutes is included in the accompanying document titled AGM 2016 minutes attachments.

#### **10. MATTERS ARISING**

There were no matters arising from the 2015 Minutes.

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

Moved that nominations received by the 20<sup>th</sup> of April 2016 be accepted.

Moved: SQNLDR R Foley  
Seconded: Mr J McNeil  
**Carried**

A list of these nominations is included in the accompanying document titled AGM 2016 minutes attachments.

#### **12. FINANCIAL STATEMENT, ANNUAL ACCOUNTS AND BUDGET**

General Secretary provided a briefing on the accounts under control of the Management Committee. He explained that at the request of our Reviewer several items formerly listed as Restricted Funds had been removed from the Statement of Financial Position with the result that Accumulated Funds had increased significantly over and above the \$17,180 surplus from activities.

Following this briefing there was an involved discussion on the merits of retaining the Gliding Fund now listed in the Notes section of the Financial Statements. A motion to distribute the funds equally to all Branches to be used for gliding activities was put and agreed.

Moved: Mr R Cox  
Seconded: Ms S Pawley  
**Carried**

Following this motion the financial report as presented was accepted.

Moved: Mr P Nalder  
Seconded: Mr B Roberts  
**Carried**

A copy of the financial report is included in the accompanying document titled AGM 2016 minutes attachments.

The President noted that copies of the budget had been circulated in advance. 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 P Nalder  
Seconded: Mr K Hamlin  
**Carried**

A copy of the budget is included in the accompanying document titled AGM 2016 minutes attachments.

### **13. CHARITIES REPORTING**

General Secretary gave a presentation covering the new Charities reporting requirements that apply to ATCANZ for the current year and beyond. He stressed the need to understand that ATCANZ is one organisation with many branches and that there has to be a way to combine the financial data for all Districts, Branches and Management Committee into one auditable financial report. Copies of the presentation material will be posted on the ATCANZ area of the Cadet Forces website.

### **14. ADDRESS BY GROUP CAPTAIN N OLNEY – ACTING AIR COMPONENT COMMANDER**

The President opened the afternoon session introducing Group Captain N Olney Base Commander Ohakea and Acting Air Component Commander.

Group Captain Olney gave a very informative presentation on the current and short term future states of the RNZAF.

The Vice President South Island thanked the Group Captain for his address, noting that it was the highlight of the day.

An audio recording of Group Captain Olney's address is available on request.

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

A report on the National Aviation Course and the National Gliding Course was included in the briefing package for the meeting.

South Island Vice President Brian Roberts spoke to the success of these courses but noted that some units appear not to put forward course candidates.

Reports on these two courses are included in the accompanying document titled AGM 2016 minutes attachments.

### **16. 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 included in the accompanying document titled AGM 2016 minutes attachments.

### **17. DISTRICT and SQUADRON REPORTS**

Squadron reports were received from:

No 17 (City of Christchurch) Sqn

## 18. REMITS

There were no Remits in 2016.

## 19. ATCANZ RULE CHANGE

A proposal to change the Constitution had previously been circulated to all Branches.

The following motion was proposed:

That Clause 10.6 of the Constitution be amended by deleting the existing second sentence which reads:

“The accounts shall be audited or 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.”

with the following sentence:

“The accounts shall be audited or reviewed before the first day of May each year, by a suitably qualified person, preferably a Chartered Accountant in public practice, who shall be appointed each year by the National Council.”

Moved: Mr P Adamson  
Seconded: Mr P Nalder  
**Carried**

## 20. APPOINTMENT OF ACCOUNTS REVIEWER

The following motion was proposed:

That Mr Alan Mills be appointed the ATCANZ Auditor/Reviewer for 2016.

Moved: Mr P Adamson  
Seconded: Mr P Nalder  
**Carried**

## 21. GENERAL BUSINESS

- **Sainsbury Bequest:-** President outlined the nature of a bequest made by the late Roy Sainsbury. The bequest is held in trust by the Public Trust and a portion of the income is disbursed each year – normally in April. A proposal for awarding a grant based on income from the Trust was included in the document pack.

There was extensive discussion on the topic, the general thrust of which was that the proposed allocation process would be acceptable with the following changes:

- The sum available in 2017 should be \$10,000, and
  - The award should generally not be allocated to a single Branch.
- **Proposal to Windup the Canterbury and North-Otago District Council:-** Brian Roberts explained that the Canterbury and North-Otago District Council had been inactive for many years. He had sent a letter to all relevant Branches in the District suggesting it be wound-up but had received only one answer. There is a small sum of money in the District account.

Moved that the Canterbury and North-Otago District Council be wound-up and that

the residual balance in the Council account be transferred to the Management Committee bank account.

Moved: Mr B Roberts  
Seconded: Mr N Wech  
**Carried**

- **Exercise Southern Falcon:-** Jeff Abbott advised the meeting that 38 Sqn will host an aviation training exercise in December 2015 to commemorate the 75<sup>th</sup> anniversary of the Air Training Corps in New Zealand. This will be open to all South Island ATC Squadrons and an Exercise Overview will be distributed soon.
- **District and Branch Reports:-** The absence of any District reports was briefly discussed. It was agreed that this item would not be included in the Agenda for future meetings. A report from 17 Sqn was received and is included in the accompanying document titled AGM 2016 minutes attachments.
- **Membership:-** The President noted that there is a legal requirement (Incorporated Societies Act 1908) for the Association to have a Register of Members. There is a need to develop a process whereby persons become recorded as Members.
- **Requirement for Common Accounting Methodology:-** It was recognised that for Charities Reporting purposes a common accounting methodology would need to be adopted and the possibility of acquisition of a suitable software package investigated.

Moved that the Management Committee should follow this up as a matter of urgency.

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

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

The next Management Committee meeting will be held on Wednesday the 8<sup>th</sup> of June at the Wellington Club at 1700hrs subject to confirmation of venue availability.

## **23. CLOSURE**

There being no further business, the President acknowledged that it had been a good meeting with some important decisions made. In closing he noted the excellent support ATCANZ had received from the RNZAF, RNZAF Base Ohakea and Cadet Forces Central. Finally, 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**

.....  
**P Nalder**  
**Minutes Secretary**

**Attachments:** The following documents are included in the companion document titled AGM 2016 minutes attachments.

- President's Report
- Message from the Minister of Youth
- Message from the Minister of Defence
- Address by Commandant
- A copy of the 2015 Minutes
- Financial Statement
- Budget
- List of nominations for office
- Report on National Aviation Course
- IACE Report
- 17 Squadron Report