

THE AIR TRAINING CORPS ASSOCIATION OF NEW ZEALAND (INC)

**MINUTES OF THE MEETING OF THE MANAGEMENT COMMITTEE HELD AT THE WELLINGTON CLUB
ON WEDNESDAY 2 NOVEMBER 2016 COMMENCING AT 5-30 PM**

Present

AVM	P R Adamson	President
Mr	B E Roberts	SI Vice President
LTCOL	G Morris	Commandant NZCF
Mr	P Burch	Committee Member
Mr	G Davies	Committee Member
Mr	G Jenkins	Committee Member
Mr	K Williamson	Committee Member
Mr	N Wech	Committee Member
SQNLDR	R Foley	ATC Representative
SQNLDR	M K Wills	Gliding Coordinator
LT	C Walecki	Aviation Officer
FLTLT	S Corlett	Aviation Camp CFI
Mr	P Nalder	General Secretary

The President thanked those present for their attendance and declared the meeting open at 5:30 pm. President gave a special welcome to Ken Williamson who was struck down last year with a very serious leg infection which nearly resulted in amputation surgery. President also noted there would be some late arrivals due to scheduling and other transport issues.

Item No 1 Apologies

The Secretary advised that the following apologies had been received:

Mr	K Hamlin	NI Vice President
Mr	A Drummond	Committee Member
Accepted		

Item No 2 Confirmation of minutes of meeting held on 8 June 2016

The President noted that the minutes had been circulated before the meeting and invited comments on their accuracy. Acceptance of these minutes was:

Moved: Peter Burch
Seconded: Gary Jenkins
Accepted

Item No 3 Business arising from the minutes of the last meeting

The President noted that the main purpose of this meeting was to attend to the task of considering and responding to offers of accounting software. General Secretary reported that very few Branches had taken up the software products on offer.

The only other item of substantive item of business at this meeting was the management of the Sainsbury Award.

Item No 4 Correspondence

A full list of Inwards and Outwards correspondence was circulated in advance of the meeting. General Secretary advised that the bulk of the Outwards correspondence was the Invoices for the January Aviation Camp and requests for financial support of both the Gliding and Aviation Camps. Moved that the Inwards correspondence be accepted and the Outwards approved.

Moved: Peter Burch
Seconded: Rob Foley

Item No 5 Financial Report and associated matters

Secretary advised that the Balance Sheet provided showed very little change from that presented at previous meetings with the total of uncommitted funds at \$112,715. Items of particular note were:

- Investments reduced by \$5000 - UDC deposit repaid
- Long term commitments are down with the distribution of the glider fund
- Current commitments are down following the completion of the 2016 IACE programme
- Uncommitted funds are up with the addition of Branch Levy payments

Craig Walecki asked if there had been any requests from 3 or 19 Sqns for funds to support cadets on the Power Flying Course. President advised that it was resolved at an earlier meeting to provide support for these cadets without the need for specific requests being made.

A copy of the Balance Sheet is attached to these Minutes.

Moved that the financial report be accepted
Moved Peter Nalder
Seconded Gareth Davies
Carried

Item No 6 Charities Reporting

President reported that and the General Secretary had attended a recent Charities Services seminar. President noted that at the last CAC Standing Committee meeting the President of the Cadet Corps stated that his organisation had been advised that it was not necessary to report the activities of the branches of their Trust. If this was the case then perhaps if ATCANZ were to become a Trust then the same would apply to us. However, having attended the seminar there was now no doubt in his mind that the requirement for ATCANZ to report as an entire organisation was a reality.

Commandant reported that he was now of the same opinion and that this would be taken up with the other Cadet support organisations.

Charities Services are willing to assist us by contacting our outlying branches and assisting them to understand the significance of the new reporting regime.

Secretary reported that 20 Branches have provided requested information about their accounting processes but that 29 Branches have not done so. This will be followed up in the coming weeks.

SQNLDR Wills suggested that the ASOs could assist with passing on the message. Commandant agreed that this was acceptable.

Item No 7 National Cadet Levy

Invoices, dated 12 September, were posted on the 3rd of September. 69% of the levy amount has been received so far.

President drew attention to the previously circulated levy discussion paper and explained the levy adjustment process that had been agreed some years back. He noted that although the levy had not been increased since 2013 application of the RBNZ inflation calculations to the levy at the time the adjustment process was agreed showed that the amount currently being charged was actually correct and adequate for our current level of expenditure.

However, as pointed out in the discussion paper (copy attached), it is likely that in 2017 and beyond, audit fees will be considerably higher than they have been in the past; perhaps even as high as \$15,000. Supporting this level of additional expenditure will require a significant increase in levy funding. An increase in the order of 40% would be required if the audit fee were to rise to \$5,000.

It was felt that a fairer approach would be to charge an "audit levy" on a per cadet basis. This could be set at \$5.00 per cadet and charged on the basis of actual average parade numbers.

Moved that for the 2018 levy year (to be invoiced in 2017) a new levy of \$5.00 per cadet be charged in addition to current inflation adjusted levy. This new levy to be calculated using unit average parade numbers.

Moved	Peter Adamson
Seconded	Gareth Davies
Carried	

Item No 8 2017 National Council Meeting

Agreed that the 2017 National Council Meeting would be held at Ohakea on the 20th of May.

Item No 9 National Gliding Course – 2016

SQNLDR Wills advised that preparation for the Course was on track as documented in his "Status Report" (copy attached). Secretary advised that support grants had already been received from Air New Zealand and CTC. Invoices will be sent out as soon as the Nominal Role is received from Cadet Forces. SQNLDR Wills will chase this up.

SQNLDR Wills reported that the sponsors who attended the graduation parade were impressed with the organisation and the performance of the cadets.

Secretary noted that it was likely there would be an excess of income over expenditure. It was agreed that refunds (up to the level of cadet payments) would be appropriate if this were to be the case.

Item No 10 National Aviation Course – 2017

Scott Corlett provided a report (copy attached) on preparations for the Course. No significant problems are anticipated although changes in staffing at the Canterbury Aero Club have made negotiations for their aircraft more problematic than in previous years. Hiring more local aircraft than in the past will reduce ferry costs and should ensure overall costs remain similar to previous years. A recent change in CAA policy means that cadets no longer need to obtain a Class 2 medical in order to fly solo. However, cadets interested in a commercial aviation career are advised to obtain one of these in order to avoid disappointment later should they discover they have a condition that will affect their ability to obtain an appropriate professional licence.

Secretary reported that Invoices for all nominees were sent to Branch Chairpersons on the 25th of October.

A proposal to purchase headsets had been circulated as a discussion paper (copy attached) prior to the meeting. In addition to this SQNLDR Wills advised that he was in a position to offer an alternative product (Headset PNR FAL) to the one mentioned in the discussion paper at a considerably reduced price.

Agreed that Scott Corlett be authorised to purchase 16 David Clark model H10-13.4 headsets at a total cost of up to \$9,500, or if the Headset PNR FAL on offer from SQNLDR Wills is considered suitable, to purchase 16 of those at a total cost of \$3,582.

Moved Peter Adamson
Seconded Peter Burch
Carried

Item No 11 IACE – 2016/2017

SQNLDR Foley gave a precis of his previously submitted report (copy attached) highlighting in particular the excellent conduct of the cadets at the UK ATC 75th anniversary celebrations. The Inbound programme was well supported by our own branches particularly Rotorua and Christchurch. Our New Zealand programme presentation at the IACE Conference was particularly well received.

President asked if there was a problem with an exchange with China and Hong Kong. Commandant advised that some additional measures would need to be put in place for a China exchange.

Item No12 Report from the Commandant

Commandant gave an update on changes underway or already implemented at Cadet Forces. A precis of his verbal report is attached.

Item No 13 General Business

- ATCANZ Membership:- President stated that our membership processes have not been compliant with the Incorporated Societies legislation for as long as the Association has been in existence. A previously circulated paper (copy attached) discusses the issue and proposes a way of dealing with it.

- Review Sainsbury Award Formula:- President noted that the guidelines for the Sainsbury Award had been circulated in a newsletter and that at least one branch had expressed an interest in applying. Secretary advised that the deadline for applications to reach the Management Committee is the 31st of March 2017. Applications will be circulated to Committee Members in advance of the April 2017 meeting and a decision on the winning application/s will need to be made at that meeting.
- IACE Support Raffle:- A proposal developed by Gary Jenkins for an ATCANZ raffle had been circulated prior to the meeting. As drafted, the proposal would provide a significant financial benefit for ATCANZ Branches and a fund that could be used to support the IACE programme. Gary asked for feedback and several conversations emerged. President noted that at the last CAC Standing Committee meeting he had advised members that successive CDFs had made an annual grant to ATCANZ to support IACE which at present is sufficient to fund the programme and which he did not accept was available for other purposes. It was felt that the Raffle should be seen as general ATCANZ funding rather than for a specific purpose. A revised copy of the proposal reflecting this change is attached to these Minutes.

Moved that an ATCANZ raffle be setup and managed.

Moved	Ken Williamson
Seconded	Gary Jenkins
Carried	

Date of next meeting: The next meeting will be held in April 2017 on a date to be agreed by exchange of emails.

Closure: The meeting closed at 7.45pm.

P. Adamson

P. Nelder
General Secretary 19/11/16.

ATCANZ Events Calendar late 2016 to early 2018

Event	Start	Finish	Comments
Management Meeting	2 Nov 16	2 Nov 16	Commence 1730
Gliding Course	4 Dec 16	11 Dec 16	Matamata
Aviation Course	8 Jan 17	20 Jan 17	Woodbourne
Navigation Course	8 Jan 17	20 Jan 17	Woodbourne
RNZAF Flying Scholarship	Jan 17	Jan 17	Unlikely to be run
Management Meeting	Apr 17		To be confirmed
AGM	20 May 17		At Ohakea – assemble midday 19 May
Management Meeting	Jul 17		To be confirmed
IACE outbound	Jul 2017	Aug 2017	UK contingent left a week early
IACE inbound	Jul 2017	Aug 2017	
Management Meeting	Oct 17	Oct 17	
Gliding Course	17 Dec 17	22 Dec 17	Matamata
Aviation Course	7 Jan 18	19 Jan 18	Woodbourne
Navigation Course	7 Jan 18	19 Jan 18	Woodbourne
RNZAF Flying Scholarship	8 Jan 18	26 Jan 18	Ohakea
Management Meeting	Apr 18		To be confirmed

Management Committee Balance Sheet

ATCANZ Current Balance Sheet 28 October 2016

	Oct-15	Nov-15	Apr-16	Jun-16	Oct-16
Assets					
Investments	\$ 93,464	\$ 131,598	\$ 132,012	\$ 133,022	\$ 128,843
Current Account	\$ 49,510	\$ 16,243	\$ 15,304	\$ 14,398	\$ 13,957
Eft Pos Account	\$ 10,165	\$ 8,410	\$ 12,010	\$ 16,157	\$ 2,676
Unpaid Aviation Camp Fees (cadets who flew over 8 hours)	\$ 156	\$ -	\$ -	\$ -	\$ -
	\$ 153,294	\$ 156,251	\$ 159,326	\$ 163,578	\$ 145,476
Commitments					
Current					
IACE Outbound (2016)	\$ -	\$ -	\$ 5,491	\$ 1,039	\$ 553
IACE Inbound	\$ 4,152	\$ 4,152	\$ -	\$ 9,980	\$ 2,388
Aviation course refunds	\$ -	\$ -	\$ 1,441	\$ 1,441	
Gliding suppliers to pay	\$ 7,200	\$ 7,200	\$ 1,104	\$ 1,104	\$ 1,104
Gliding grants	\$ -	\$ -	\$ -	\$ -	\$ 4,400
Aviation prizes not collected	\$ 11,352	\$ 13,717	\$ 9,036	\$ 14,565	\$ 1,000
					\$ 9,446
Long term					
3 and 19 Sqn	\$ 7,399	\$ 7,399	\$ 7,575	\$ 7,575	\$ 7,575
Glider Fund	\$ 16,687	\$ 16,687	\$ 17,462	\$ 17,462	
Gliding Camps Reserve	\$ 2,006	\$ 2,006	\$ 5,692	\$ 5,692	\$ 5,692
Carr Memorial Fund	\$ 2,422	\$ 2,422	\$ 2,589	\$ 2,589	\$ 2,589
Sainsbury Memorial Fund	\$ 28,513	\$ 28,513	\$ 5,000	\$ 7,459	\$ 7,459
			\$ 38,317	\$ 40,776	\$ 23,315
Total uncommitted funds	\$ 113,429	\$ 114,020	\$ 111,972	\$ 108,237	\$ 112,715

Notes: Investments reduced by \$5000 - UDC deposit repaid
Current commitments are down following the completion of the 2016 IACE programme
Long term commitments are down with the distribution of the glider fund
Uncommitted funds are up with the addition of Branch Levy payments

Levy Discussion Paper

Discussion Paper – National Levy 2018 and beyond

The Constitution at clause 10.2 states that the Management Committee shall prepare budgets as appropriate and determine any levies necessary to maintain the funding of the Association. Such levies shall be notified to Districts and Branches at the end of each calendar year so that Districts and Branches can arrange their finances accordingly.

In the current levy notices we state “At its meeting in May 2013, the ATCANZ National Council passed a motion approving the proposed budget for the financial year ending 31 December 2013. This set National Levy per unit base rate at \$63.35, and the per cadet rate at \$4.43. These rates remain the same for the 2017 year.” If the Constitution was followed this would suggest that the Management Committee last set the levy in 2012.

At the last budget round this year the estimates of income and expenditure for the Management Committee indicated there would be an excess of income over expenditure of some \$1087.

However, there are several factors that have since impacted on this:

- We have more out of Wellington committee members than we had when the budget was put together. This will likely add around \$500 to our spend,
- We are getting slightly less interest than was anticipated. This will reduce our income by around \$800,
- We are likely to have to pay considerably more in audit fees than has been the case in the past as a result of the new Charities reporting requirements which came into effect for us at the start of this year. Our audit costs this year were \$1065. It is likely our audit costs will rise next year to somewhere in the region of \$5000. It is hard to put a figure on the likely costs in advance as these depend on the quality of the accounts presented and the time spent resolving any queries. Given that our 2016 accounts have to be for the entire organisation it is likely the audit costs will be significant.

Indications are that we could be looking at a Management Committee budget short fall of some \$4,142 in 2017 (budget document supplied). Raising the levy would be one way to overcome this.

In considering this we need to be aware that there is no need for branches to have their own accounts audited separately. This may be a considerable saving for some branches but is likely to be of lesser advantage to small units who may (or may not) have been getting audits or reviews at a “friendly” rate.

If the levy rate is changed it will not be charged at the new rate until September/October 2017 and will be called the 2018 levy.

Gliding Report

AIR TRAINING CORPS NATIONAL GLIDING COURSE DECEMBER 2016

STATUS REPORT TO ATCANZ MANAGEMENT COMMITTEE 2 NOVEMBER 2016

TIMINGS

Course Start 0800 12 Dec 2016

Daily Ops 0830 – 1630

Final Parade 1530 16 Dec 2016

Thanks to Sponsors

Wings Presentation

Cadet Presentations

March Off

VENUE

Matamata Airfield

COURSE OPERATIONS

In meeting the course objectives for each of the twenty attendees to be awarded the Gliding NZ (GNZ) "A" and "B" Theory Certificates and sign off on the Ground Handling Syllabus and being instructed in Glider Piloting the following arrangements have now been confirmed;

INSTRUCTORS

The Course CFI is FGOFF R Owens he will lead a team of experienced Gliding NZ Instructors all with the GNZ 'B Cat' qualification and all current according to GNZ rules.

The Chief Tow Pilot is GPCAPT I Wood RNZAF (Ret)

AIRCRAFT

Five two seat gliders from the following Clubs will be used for training; Auckland Gliding Club, Tauranga Gliding Club and Piako Gliding Club. All aircraft will have current maintenance releases as required by CAA/GNZ.

MESSING & ACCOMODATION

This has been arranged by AC NCFTSU

BUDGET

Thanks to sponsorship gained the Course cost per Cadet will be the same as last year.

The variable factor affecting the Course cost is weather, in that the better the weather the more pressure there is on the budget, however as in past years the ongoing flying costs are monitored on a daily basis and flying operations can and will be constrained if necessary to ensure that the Course does not exceed the funds available. These costs are monitored by the writer by day and by student.

Course income from sponsorship and fees will be \$16,400 based on twenty students and costs are estimated to be \$16,000 based on five days of favourable flying weather.

FUTURE COURSES

The current NZCF Gliding Manual has at the request of WO S Lock S7 Training and Education Officer, NZCF been reviewed and redrafted by the writer. This is still work in progress however it does incorporate a provision for the inclusion of 5 NZCF Junior Officers as students on the NZCF Gliding Course.

The objective of this proposal is to over time develop aviation skills in ATC Officers and go some way towards a corps specific training opportunity for ATC Officers. It is envisaged that course costs could be fully funded by way of sponsorship.

If this proposal meets with approval then a training programme for the Course will be developed for Officers covering not only gliding theory but incorporating such areas as planning squadron aviation camps, safety considerations, aviation meteorology and clear lines of responsibility vis a vis ground ops and aerial ops.

M K Wills

SQNLDR NZCF

GLDG COORD

31 OCT 2016

Aviation Course (2017) Report

National Aviation Course CFI Report

2nd November 2016

Course dates:

Staff and Aircraft assemble Sunday 8th Jan. Providing an additional day in case of weather and chance for all to catch up and meet and greet.

Cadets begin assembling Monday 9th Jan. Course Staff prepares administration, Instructors setup flight line, and airfield. The afternoon is spent in Briefings with CFI and Tower Controller. Any final Admin is completed at this point.

Flying Commences Tuesday morning following a fire and marshalling brief, and concludes at 12pm Thursday 19th. Prize Giving begins at 14:30.

All instructors return aircraft and proceed home from Friday Morning.

Accommodation:

Has been arranged by SACFTSU, and will be generously provided by RNZAF Base Woodbourne, along with meals and other administration requirements.

Staff:

Flight operations consist of:

8 Flight Instructors: 1 A Category, 3 B Category and 4 C Category Instructors

Following a successful trial of carrying an additional instructor, I have decided to continue this into the future.

3 Navigation Pilots: All of which hold a minimum of Commercial Pilots Licenses

All navigation pilots are new, but are previous students of the National Aviation Course

4 NZCF officers in administration roles

Aircraft:

10 Aircraft, provided by private owners and one Aeroclub

3 x Warriors sourced from NZOM, one to be finalised — Cover from CAC if required 5 x PA38, FML returns as usual and 4 from CAC

1 x C150 Ex CHC and 1x C152 Ex AirNZ flying club

For aircraft from outside the Marlborough Region ferry costs are typically incurred, however this year I am negotiating with CAC to cover the cost of ferry. Hopefully the C150 will be the only aircraft incurring a ferry charge.

By virtue of less ferry time, costs should be similar or less than previous years Transport:

Instructing staff will be provided free standby travel on Air NZ to Woodbourne if necessary, otherwise will be ferrying the aircraft. CFI will be self driving.

Medicals:

Civil Aviation Authority medical waivers have been approved as in previous years, waiver letters to be issued late this week. Due to recent law changes by the requirement for a Class 2 medical has been removed. Cadets only wishing to go solo now only require an NZTA medical, which is essentially a truck drivers medical, this can be issued by most GP's. This represents significant savings for cadets, \$80 as opposed to approx \$300. Cadets have been informed of their options, with some choosing to do their class 2 anyway. If necessary cadets could while on course obtain a medical from a local GP.

General:

Request for course Headsets - CFI and Gen Sec to table a discussion document for the request to purchase 16 headsets for course use.

Scotty Corlett
FGOFF NZCF
Chief Flying Instructor

Headset Purchase Discussion Paper

Discussion Paper – Purchase of Headsets for use at the National Aviation Camp

Scott Corlett has requested that ATCANZ purchase headsets for the use on the Aviation Course.

Scott says “each year it really is a flight to ensure all aircraft are supplied with usable headsets and that sometimes it is necessary to beg, borrow and scrimp from friends etc to find them. Aircraft suppliers give us aircraft at a good rate, and it's unfair to ask them for headsets, and given their cost, many operators simply don't have spare ones to loan us. It would certainly add value if we could ensure there is quality equipment for the cadets, and much easier for our instructors/pilots if they can communicate effectively with their students”.

Scott suggests we should have an ATCANZ set especially for the camp. The set should comprise one headset per seat in the fleet, 1 per Powered flight aircraft, and 3 per NAV aircraft, instructors and nav' pilots almost always supply their own. We would need to purchase 16 headsets.

Scott has recommended that we purchase the David Clark model H10-13.4. This is a “mid-range” David Clark offering that is most likely to provide a best compromise between price and quality. The total cost of this purchase would be between \$8924 and \$9499 depending on which supplier is chosen.

In years prior to 2016 it was our practice to charge cadets a \$50.00 non-refundable administration fee for cadets attending the Aviation Camp. In 2016 we reduced this to \$20.00 as \$20.00 was adequate to cover our administration costs. Re-setting the fee to \$50.00 will provide \$30.00 per cadet (\$1590.00 total) which can be used to offset the cost of purchasing these headsets. The invoices issued this year have stated that the administration fee is \$50.00. Effectively the cost of the purchase will be covered over a period of six years which, given that the equipment will be used for only two weeks per year, should be well less than the expected equipment life.

ATCANZ Management Committee has adequate unallocated accumulated funds (\$112,715) to enable this purchase to proceed.

IACE Report

VISIT BY INTERNATIONAL AIR CADET EXCHANGE (IACE) CADETS AND ESCORTS TO NEW ZEALAND 2016

FROM 19 JULY TO 3 AUGUST 2016

INBOUND IACE VISIT REPORT

Introduction

- The International; Air Cadet Exchange (IACE) is a Chief of Defence Force (CDF) and Air Training Corps Association of New Zealand (ATCANZ) sponsored exchange between the New Zealand Air Training Corps (ATC) and selected member Counties of the International Air Cadet Exchange Association (IACEA). The ATC returned to being an active member and participant in 2004 after departing the program around 1970. The exchange is conducted on an annual basis in mid-July to early August and coincides with the Northern Hemisphere summer school and university breaks.
 - The exchange aims to foster international relations between Air Cadet Organisations and offers opportunities to compare systems of governance, management and training objectives in both the formal and informal settings. Furthermore IACE aims to provide all ATC Cadets with the opportunity to engage with Air Cadets from other countries and to showcase New Zealand, RNZAF Bases and ATC Units. For member countries this is the premiere event for all cadets.
 - The inbound program commenced on the arrival of the IACE Cadets on Monday 18 July 2016 to Auckland International Airport and concluded on their departure from Christchurch on Wednesday 3 August 2016. The inbound program in 2016 consisted of the following participants;
- | | |
|------------------|---|
| • United Kingdom | Escort Officer and 2 Cadets |
| • Canada | 4 Cadets |
| • United States | Escort Officer and 2 Cadets |
| • Netherlands | Escort and 2 Cadets |
| • New Zealand | 2 Escort Officers, 1 Escort Cadet Warrant Officer |
- The IACE program visited and toured throughout New Zealand, travelling by NZCF supplied Vans. The tour visits included historical and cultural sites, military camps and bases, cadet units, HQ NZDF and local tourist attractions.

Nominal Roll

- IACE Nominal Roll is at Annex A

Programme

- Full visit programme is at Annex B.
- A review can be located at Annex C.

- Recommendations can be located at Annex D.

Transport

- COMDT NZCF/ATCANZ provided and made travel bookings as necessary:
 - 2 x NZCF Officers as Escort Drivers, SQNLDR Rob Foley & FLT LT Paul Harland
 - 1 x NZCF Van from the Central Area and 1 x NZCF Van from the Northern Area for the duration of the tour.
 - Ferry booking for the tour group and vehicles;
 - Wellington to Picton on JUL 25, and
 - Picton to Wellington on 3 AUG 16
- A review can be located at Annex C

Accommodation

- The accommodation throughout was provided by either NZDF, ATC Host Families, and Youth Hostel.
- A review can be located at Annex C

Catering

- Catering throughout was a combination of NZDF, Host Families or local sources.
- A review can be located at Annex C

Finance

- All expenses, not invoiced or by PAYD card, was processed by eftpos card provided by ATCANZ.

Service Support

- Service support, where available, is identified in Annex B.
- A review can be located at Annex C
- Recommendations can be located at Annex D.

Gifts and Exchanges

- An exchange of gifts took place at the CAF morning tea, NZDF HQ, Freyberg House.
- A number of further presentations were made throughout the visit to local supporters and ATC Units.
- At a small ceremony at the end of the tour a small gift exchange took place between the IACE party and the host escorts.

Dress

- Dress was relatively casual throughout with individual member countries Polo Shirts being worn under outerwear.
- On Mon 25 JUL 16, the IACE Party plus NZCF escorts wore full uniform being the IACE Formal uniform of the day for CAF morning tea, visits to the Tomb of the Unknown Warrior and the National War memorial, followed by an afternoon Ferry crossing to Picton

Media

- RNZAF News covered the IACE Inbound tour with a two page article of both in and outbound programmes provided by the NZCF International Exchange Officer.
<http://www.airforce.mil.nz/download/.../airforce-news/AFN184.pdf>
- Recommendations can be located at Annex D.

Conclusion

- This was a very successful tour, and I was humbled by the gratitude shown by our guests on our final day together. My team and I worked hard to ensure that nothing was a problem for visitors over

the entire tour and that they got to sample the best possible Kiwi and NZDF experiences in such a short space of time.

- I would like to personally thank FLT LT Paul Harland and CDTWO Ryan Dawson for supporting me in every way on this tour, their contribution and can do attitude was outstanding.
- New Zealand is such a beautiful country that we take for granted, and overseas visitors are almost tripping over themselves to get here, this was borne out by the country delegate's comments at the September IACEA conference. With that in mind we need to be mindful of continuous improvement where practical to make their experience one to remember.

Recommendations

- That New Zealand remains and continues to take part of the IACE exchange program.

Rob Foley SQNLDR NZCF
International Exchange Officer
08 Oct 16

Notes from Commandant

ATCANZ Management Committee Meeting (2 Nov 16)

Op TAUIRA ongoing

- Staffing of the enlarged and integrated HQ underway
- PAM rewrite underway
- Courses being redesigned
- Review of the foundation statements (Vision, Mission, Aims) underway
- Electronic enabling platforms are being developed (CadetNet/Questbase)

Training

- ATP/RAS 16/17 well underway with nearly 50 Authorised Activities this year planned. Funding from NZDF has been cut substantially however so I will need to critically review how we conduct them (no changes yet though other than Bushcraft).
- Review of NZCF training in general underway. Intent is to emphasise the 'military' in 'military-style' training.
- The Officer Bushcraft Course and Cadet Bushcraft Experience have been moved to Tekapo for 2017 due to the wasp problem at Dip Flat.

COTY

- Done. The winner was W/O Amy Vallance of 17 SQN (Chch). Highly successful and will be repeated next year.

Davy Memorial Trophy Drill Comp

- All finalist were brought together in Ohakea. 19 SQN won.

Exchanges

- An International Exchanges Cell has been established within HQ NZCF. SQNLDR Heidi Paignton is the new ATC rep whilst SQNLDR Foley will oversee the function and establish common practices and procedures for all NZCF exchanges.
- I am meeting with my Australian counterparts later this year. Exchanges are on the agenda for discussion. I'm also exploring Philippines exchanges.

Firearms safes

- The safes have arrived in Trentham. We are now in the process of installing to approved locks and will get out to units ASAP.

My two biggest concerns regarding our partnership with ATCANZ are:

- Funding – The Charter of Support stipulates that the NZDF will “provide funds to assist the National Executives of SCANZ, CCANZ and ATCANZ to maintain contact with their Branches to fulfil their obligations in this Charter. Historically, the NZCF has met this requirement by refunding up to \$300 to individual Unit Support Committees to go toward their costs associated with building rental, telecommunication bills or council rates. The amount of administration effort and time that goes into this process

is not cost effective and I think this shotgun approach dilutes the effectiveness of the money. I also I think this is a tenuous link to the requirements of the Charter and one I have been challenged on from NZDF. This year, we are changing the process to give the allocated funds to the National Associations, rather than individual Unit Support Committees. ATCANZ can then decide how best to use that money to maintain contact with your branches. For ATCANZ this will be approx. \$10k.

- Charter of Support – The current wording concerning USC/CUCDR partnership is ambiguous, can be misinterpreted and is causing tensions. I think it is timely to have the Charter reviewed and made more fit-for-purpose.

Membership Discussion Paper

Discussion Paper – ATCANZ Membership

Legal requirements

Section 22 of the Incorporated Societies Act 1908 (as amended in 2005) requires a Society to maintain a Register of members vis:

- “(1) Every society must keep a register of its members.
- (2) The register must contain the names and addresses of the members, and the dates when they became members.
- (3) Every society must, on request by the Registrar, send to the Registrar a list of the names and addresses of its members, accompanied by a certificate by an officer of the society certifying that the list is correct.”

ATCANZ Constitution

The following extracts from the ATCANZ Constitution deal with membership in one way or another:

- 6.1 Membership of the Association shall consist of persons and Organisations approved from time to time by National Council.
- 6.2 Members of Branches, approved by National Council from time to time, shall be deemed to be members of the Association.
- 6.3 Membership of Branches shall consist of parents of cadets and all active and non-active members of the Association residing in the area served by the local ATC Squadron together with interested former ATC cadets, ex-service personnel or any citizens with an interest in the Cadet Forces movement.
- 6.4 *Deals with termination of membership.*
- 6.5 The National Council shall have the power to determine conditions of membership and to create categories of membership as the need arises.
- 9.6 District Councils and Branches shall cause to have maintained minutes and records of meetings, shall annually notify the Management Committee the names and addresses office bearers and of any changes as they occur, shall provide annually a Statement of Financial Affairs in such form as may be determined by the Management Committee, and shall carry out such other administrative procedures deemed to be appropriate.
- 12.2 District Councils and Branches may make by-laws or develop rules or constitutions to govern the operations of such Districts or Branches. Such by-laws rules or constitutions shall be deemed to include this Constitution, shall be approved by the Management Committee before coming into force and shall not be inconsistent with this Constitution. Should any conflicts arise, this Constitution shall take precedence.

Issues

1. While the Constitution states that membership of the Association shall consist of persons and Organisations approved from time to time by National Council and that Membership of Branches shall consist of parents of cadets and all active and non-

active members of the Association residing in the area served by the local ATC Squadron together with interested former ATC cadets, ex-service personnel or any citizens with an interest in the Cadet Forces movement there appears to be no documented requirement to identify these persons or to obtain their addresses and the dates when they became members which is what the law requires.

2. Because of the lack of guidance and compliance with Section 22 (2) of the Act the Association cannot be complying with Section 22 (1) and would, if called upon, not be able to comply with Section 22 (3).
3. While District Councils and Branches are required to annually notify the Management Committee the names and addresses of office bearers and of any changes as they occur, the extent to which this occurs is somewhat limited.

Possible Solutions

1. Alter the Constitution at clause 6.3 to make it clear that it is about eligibility. *Parents of cadets and all active and non-active members of the Association residing in the area served by the local ATC Squadron together with interested former ATC cadets, ex-service personnel or any citizens with an interest in the Cadet Forces movement are **eligible to become Members of the Association**.*
2. Add a new clause to the Constitution setting out how these persons become members. For example *"complete a membership application, agree to comply with the ATCANZ Constitution and be entered in at least one of the Registers"*.
3. Add a new clause to the Constitution requiring the Management Committee, each District, and each Branch to maintain a register of members that complies with Section 22 (2) of the Act.

Raffle Advise Paper

ATCANZ Raffle Proposal

Purpose

The purpose of this raffle is to raise money to fund recognised cadet activities at unit and national level.

The proposed raffle to be sold by all 49 ATC Units in New Zealand.

If some units don't wish to participate then others may have the opportunity to sell more books and so earn more.

As shown below, if ALL TICKETS ARE SOLD, and after ALL COSTS ARE DEDUCTED, some \$77,880 would be realised in funding for recognised cadet activities, 75% of which would accrue to participating units. .

If all books are not sold, the profit per book will decrease.

Raffle guidelines.

Each unit to bank the money for books as sold into a bank account established for the purpose. Funds from whole book sales to be banked under the deposit number given. An email or txt will be sent to the raffle organiser with the date and amount banked in case bank doesn't put the correct reference on. Money will be distributed to units after the close of the raffle when all costs etc. have been finalised.

Proposed Turnover of \$98,000.00

19,600 tickets @ \$5.00 in books of 10 tickets.

Divided by 49 ATC units = 40 books for each unit to sell. (Unit of 20 cadets = 2 books or 20 tickets per cadet over 3 months or 1 ticket every 4.5 days)

Costs

Licence from Department of Internal Affairs	\$ 102.22
Printing of raffle books Inclusive of GST	\$1,020.05 (quote)
Printing of results in 4 x newspapers	\$ 367.00 (estimate)
Courier costs	\$ 360.73 (estimate) Prepaid courier bags x 41
Total	\$1.850.00

The initial start-up costs would be the licence and ticket printing costs. \$1,122.27

Prizes Costs

Retail Value must be \$19,600.00 or more. 20% of the turnover

Actual cost with discounts \$18,270.00 in this example so total costs of the raffle would be \$20,120.

If all tickets are sold turnover will be \$98,000. With costs of \$20.120 there will be \$77,880 profit, 75% of which will go directly to units and the remainder available to support national activities.

If all units sell the same number of tickets they would each realise approximately \$1,200. Or, to put it another way, about \$30.00 would accrue to units for every \$50.00 book of tickets sold.

Prizes

1st Prize:

Curved TV Bundle

Samsung 65" Curved Ultra Hi Definition Smart LED TV Curved sound bar and Wireless subwoofer

4K Blue ray DVD player

3 year extended warranty's

Cables etc

2nd Prize:

Canon EOS DSLR Camera Bundle

Camera body with EFS 18 - 135mm IS STM Lens Tamron 70 - 300mm Lens - canon mount

2 64 GB SD cards

tri pod and case

Extended warranty's

3rd Prize:

DJI Mavic Pro Drone Bundle Mavic Pro with 2 extra batteries Car charger

Shoulder bag

Battery charging hub

Battery to power bank adaptor Extra blades

Supports 4K video

iPad

iPad extended warranty

4th Prize:

HP Oman Gaming Machine Bundle

HP 15.6" Oman Gaming mouse Gaming Pad

Gaming Headset

3 year extended warranty

5th Prize (donated by Noel Leemings Rotorua)

Sony sports and action camera