



**RAAF STAFF COLLEGE ASSOCIATION
INCORPORATED**

NOTICE OF ANNUAL GENERAL MEETING

**Friday, 6 October 2017 commencing at 1200 hours
at the Royal Canberra Golf Club,
Yarralumla ACT 2600**

AGENDA

- 1. Opening 1200 hours**
- 2. Apologies**
- 3. Minutes of Previous AGM held on 23 September 2016**
- 4. Business Arising**
- 5. Correspondence**
- 6. President's Report**
- 7. Treasurer's Report**
- 8. Membership Report**
- 9. Election of Committee**
(Note: the positions of President, Vice President, Secretary and Treasurer will become vacant and nominations to fill these positions are required. A nomination form is attached).
- 10 Appointment of Honorary Auditor**
- 11. General Business**
- 12. Close**



RAAF STAFF COLLEGE ASSOCIATION INCORPORATED

MINUTES OF THE ANNUAL GENERAL MEETING HELD AT THE ROYAL CANBERRA GOLF CLUB, YARRALUMLA FRIDAY, 23 SEPTEMBER 2016

Present: AIRCDRE Ian Pearson President
 WGCDR Paul McMahon Vice President
 Mr David Wade Treasurer

and twenty six other members as per attendance list.

OPENING

1. The President opened the AGM at 12 noon and welcomed all present, including former presidents AVM Ken Tuckwell and GPCAPT Noel Wainwright. All papers required for the AGM had been circulated with the August 2016 edition of the DS newsletter.

APOLOGIES

2. Thirty three members apologised, thirty as per attendance list plus AIRCDRE Nev Middleton and GPCAPT John Pratt.

MINUTES OF PREVIOUS AGM, HELD 9 OCTOBER, 2015

3. Moved AVM Dave Rogers, seconded GPCAPT Bob Mouatt, that the minutes as circulated be accepted. CARRIED

BUSINESS ARISING

4. Nil

CORRESPONDENCE

5. Nil

PRESIDENT'S REPORT

6. The President spoke to his report, as circulated. The President further advised that the Australian Defence College Association would be holding a general meeting on 7 October to confirm its future; most likely it's winding up. He encouraged ADCA members to attend. RAAFSCA Membership remains available to former ADCA members. Finally, he foreshadowed a requirement for the next AGM to amend the RAAFSCA Constitution, which missed the numbering of a paragraph when last amended in 2004.

Moved AIRCDRE Ian Pearson seconded AVM Rox McLennan that the report be accepted.
CARRIED

TREASURER'S REPORT

7. The Treasurer spoke to his circulated report, advising that all is in order with nothing exceptional to report. There was a question on the date of termination of the two term deposits, which are out by a year.

Moved Mr David Wade seconded WGCDR Paul McMahon that the report be accepted. CARRIED

MEMBERSHIP REPORT

8. The President introduced the membership report as circulated, noting the slight increase in membership.

Moved Mr David Wade seconded AIRCDRE John Kentish that the report be accepted. CARRIED

ELECTION OF AUDITOR

9. The President noted that Russ Walls had accepted re-appointment as auditor for the current financial year. He then departed to meet the guest speaker for the lunch to follow the AGM.

ELECTION OF COMMITTEE

10. The Association's former President, AVM Ken Tuckwell, took the chair in the absence of the public officer, Mr Frank Kelly. He advised that the only nominations were those of the current Committee, so declared the current Committee:

| | |
|---------------------|----------------|
| AIRCDRE Ian Pearson | President |
| WGCDR Paul McMahon | Vice President |
| Mr Frank Kelly | Secretary |
| Mr David Wade | Treasurer |

re-elected. ACCLAMATION

In the temporary absence of the President, he then passed the chair to the Vice President.

GENERAL BUSINESS

11. Nil.

CLOSE

12. The Vice President closed the meeting at 12.15 pm.

AIRCDRE I.M. PEARSON
President

_____/_____/2017

MR DAVID WADE
Minute Taker

_____/_____/2017



**ROYAL AUSTRALIAN AIR FORCE STAFF COLLEGE ASSOCIATION
Incorporated**

MEMBERSHIP REPORT AS AT 6 September 2017

| | |
|-------------------------------------|------------|
| AUSTRALIAN CAPITAL TERRITORY | 95 |
| NEW SOUTH WALES | 53 |
| VICTORIA | 16 |
| QUEENSLAND | 21 |
| SOUTH AUSTRALIA | 6 |
| WESTERN AUSTRALIA | 2 |
| TASMANIA | 1 |
| NORTHERN TERRITORY | 1 |
| OVERSEAS | 3 |
| | |
| TOTAL MEMBERSHIP | 198 |



RAAF STAFF COLLEGE ASSOCIATION INCORPORATED

EXECUTIVE COMMITTEE REPORT TO MEMBERS

In accordance with s.73(1) (c) of the Associations Incorporation Act 1991, the following statutory information is provided to Association members:

(i) Composition of the Executive Committee:

| | | |
|-----------------|---------|---------------------|
| President: | AIRCDRE | I.M. Pearson RAAFAR |
| Vice President: | WGCDR | P.C. McMAHON |
| Secretary | MR | F.J. Kelly |
| Treasurer: | MR | D.I. Wade |

(ii) Principal Activities of the Association:

The principal activities of the Association are:

- (a) to foster friendship, communication and understanding between members,
- (b) to maintain the unique bond of professionalism and camaraderie established through Staff College participation, and
- (c) to promote a continuing awareness within the RAAF and elsewhere of defence issues and of aerospace power in particular.

There has been no change in the nature of those activities during the 2016/2017 Financial Year.

(iii) Financial Position:

Operating Income for the 2016/2017 Financial Year of \$5,505-05 was less than Operating Expenses of \$6,643.60 resulting in a loss for the year of \$1,138-55 (but see Note below). Interest received on two fixed term investments was rolled-over into the investment principals and has not been recorded as operating income in the financial statement for FY 2016/2017. The total of the two fixed term investments is \$13,766-86. Net assets totalled \$15,107-13 as at 30 June 2017.

Note:

To date, the accounts have been compiled on a cash basis, with income and payments being recorded as they occur. However, in the last few years there have been functions held close to the end of the financial year, with the related payments and receipts for these functions spread across two financial reporting periods. This makes it difficult to demonstrate their financial success. The Committee has therefore agreed to move to accrual accounting to give a better view of the Association's financial performance. However, income of \$1020 received in FY2015/16 for the function on 7 July 2016 was included in the FY2015/16 accounts, which were prepared on a cash basis. This means that this year's income is understated by \$1020.

F.J. KELLY
Secretary
6 September 2017



RAAF STAFF COLLEGE ASSOCIATION INCORPORATED

FINANCIAL STATEMENT

(FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017)

| | | | |
|---|---------------------------------------|-------------|---------------------|
| Opening Bank Account Balance (1 July 2016) | | | \$ 2,176.71 |
| Income | | | |
| | Member Subscriptions @ \$10 | \$ 20.00 | |
| | Luncheon Seminars | \$ 4,980.00 | |
| | Donations | \$ 504.92 | |
| | Sale of ties and scarves | \$ - | |
| | Interest | \$ 0.13 | |
| | Other | \$ - | |
| | transfer from fixed deposit accounts | \$ - | \$ 5,505.05 |
| | Sub Total | | \$ 7,681.76 |
| Expenditure | | | |
| | Catering for Luncheon Seminars | \$ 6,577.10 | |
| | Lodgment Fees Annual Return | \$ 41.00 | |
| | Defence Bank fees | \$ 1.50 | |
| | Postage, Packaging and Storage | \$ 24.00 | |
| | Refunds | \$ - | |
| | Other | \$ - | \$ 6,643.60 |
| | Bank Balance (30 June 2017) | | \$ 1,038.16 |
| | less outstanding cheques | | \$ - |
| | Funds Available (30 June 2017) | | \$ 1,038.16 |
| | Surplus/Loss for FY | | -\$ 1,138.55 |

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RAAF STAFF COLLEGE ASSOCIATION INCORPORATED

ASSETS & LIABILITIES AS AT 30 JUNE 2017

| | | | |
|--------------------|---|-----------|------------------|
| Assets | Share in Defence Bank (1 @ \$10) | \$ | 10.00 |
| | Bank Account (General Account 20515391) | \$ | 1,038.16 |
| | Term Deposit 17031279 | \$ | 9,317.13 |
| | Term Deposit 171050650 | \$ | 4,449.73 |
| | Wines for gifts | \$ | 292.11 |
| | Stock of Association Scarves (written off) (43) | \$ | - |
| Liabilities | Nil | \$ | - |
| NET ASSETS | | \$ | 15,107.13 |

David I. Wade
Hon. Treasurer
RAAF Staff College Association, Incorporated
7 August 2017

AUDIT CERTIFICATE

I have examined the financial records of the RAAF Staff College Association Incorporated for the period 1 July 2016 to 30 June 2017 and, in my opinion, they reflect a true and accurate record of the financial position of the Association.

RUSS WALLS
Honorary Auditor
14 August 2017