



**RAAF STAFF COLLEGE ASSOCIATION  
INCORPORATED**

## **NOTICE OF ANNUAL GENERAL MEETING**

**Thursday, 29 November 2018 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 6 October 2017**
- 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, 6 OCTOBER 2017**

**Present:** AIRCDRE Ian Pearson                      President  
WGCDR Paul McMahon                              Vice President  
Mr Frank Kelly                                        Secretary  
Mr David Wade                                    Treasurer

and 23 members as per attendance list.

**Apologies:** 17 members submitted an apology (as per attendance list).

#### **OPENING**

1. The President opened the AGM at 12:05pm 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 September 2017 edition of the DS newsletter.

#### **MINUTES OF PREVIOUS AGM HELD ON 23 SEPTEMBER, 2016**

2. Moved AIRCDRE John Kentish and seconded by SQNLDR Beryl Free, that the minutes as circulated be accepted.

**CARRIED**

#### **BUSINESS ARISING**

3. The President advised that following his report last year regarding the likely winding up of the Australian Defence College Association (ADCA) that this had now occurred and that the funds of that Association were to be donated to RUSI for use as a Phd scholarship fund for studies relevant to Defence issues.

#### **CORRESPONDENCE**

4. Correspondence consisted of administration for speakers and thankyou letters following speaker presentations.

#### **PRESIDENT'S REPORT**

5. The President referred members to his report contained in the September issue of the DS newsletter and highlighted the continuing acceptance of senior officers like Air Commodore Margot Forster, Commandant of the Australian Command and Staff College, Chief of Joint Operations, Vice-Admiral David Johnstone in March, and Chief of Air Force, Air Marshal 'Leo' Davies in July, to speak to us on a variety of topics of interest to members.
6. The President congratulated 30 Course, 1976 on their very successful reunion and acknowledged their decision to donate the surplus funds from the reunion (a sum of some \$504.92) to the Association.

7. The President advised members that following some comments received on the 50/50 alternate service of red and white meat dishes for the main meal at lunches, the Executive had decided to implement a single course selection for the main meal at future lunches. However when the meal selection was announced in the notice for each lunch if members for dietary needs wished to have an alternate choice they should advise the Secretary when accepting the lunch invitation and the Secretary would arrange this with the RCGC.
8. The President thanked the other members of the Executive Committee for their contributions during the year and also thanked the Honorary Auditor, GPCAPT Russ Walls, for his oversight of the financial records of the Association.
9. Moved AIRCDRE Ian Pearson and seconded by GPCAPT Noel Wainwright that the President's Report be accepted.

**CARRIED**

**TREASURER'S REPORT**

10. The Treasurer spoke to his circulated report, advising that accrual accounting procedures had been implemented to improve visibility of the Associations financial performance.
11. Moved Mr David Wade and seconded by GPCAPT Noel Wainwright that that the Treasurer's Report be accepted.

**CARRIED**

**MEMBERSHIP REPORT**

12. The Secretary introduced the membership report as circulated.
13. Moved Mr Frank Kelly and seconded by GPCAPT Ernie Walsh that the Membership Report be accepted.

**CARRIED**

**ELECTION OF COMMITTEE**

14. The Public Officer, Mr Frank Kelly, took the Chair. He advised that the only nominations received were those of the current Committee, so declared the Executive Committee for the following year would be:

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

**Re-election by ACCLAMATION**

He then passed the Chair to the President to continue the meeting.

**ELECTION OF AUDITOR**

15. GPCAPT Russ Walls accepted re-appointment as auditor for the current financial year.

**GENERAL BUSINESS**

16. Nil

**CLOSE**

17. The President closed the meeting at 12:18pm.

**AIRCDRE I.M. PEARSON**  
President

**MR F.J. KELLY**  
Secretary



## RAAF STAFF COLLEGE ASSOCIATION INCORPORATED

### FINANCIAL STATEMENT

(FOR THE PERIOD 1 JULY 2017 TO 30 JUNE 2018)

<b>Opening Bank Account Balance</b> (1 July 2017)			<b>\$ 1,578.16</b>	/
which incorporates:				
accrued receipts carried forward		\$	540.00	
accrued expenses carried forward		\$	-	
<b>Income</b>				
Member Subscriptions @ \$10	\$	50.00		
Luncheon Seminars	\$	5,040.00		
Donations	\$	-		
Sale of ties and scarves	\$	-		
Interest	\$	0.10		
Other	\$	-		
transfer from fixed deposit accounts	\$	-	\$ 5,090.10	
<b>Sub Total</b>			<b>\$ 6,128.26</b>	
<b>Expenditure</b>				
Catering for Luncheon Seminars	\$	4,997.60		
Lodgment Fees Annual Return	\$	-		
Defence Bank fees	\$	1.50		
Postage, Packaging and Storage	\$	-		
Refunds	\$	-		
Other	\$	-	\$ 4,999.10	/
<b>Bank Balance</b> (30 June 2018)			<b>\$ 1,129.16</b>	
less outstanding cheques	\$	-		
accrued payment transfers to next FY	\$	-		
accrued receipt transfers to next FY	\$	-		
<b>Funds Available</b> (30 June 2018)			<b>\$ 1,129.16</b>	/
<b>Surplus/Loss for FY</b>			<b>\$ 91.00</b>	

Notes:



## RAAF STAFF COLLEGE ASSOCIATION INCORPORATED

### ASSETS & LIABILITIES AS AT 30 JUNE 2018

<b>Assets</b>	Share in Defence Bank (1 @ \$10)	\$	10.00	
	Bank Account (General Account 20515391)	\$	1,129.16	/
	Term Deposit 17031279	\$	9,536.09	/
	Term Deposit 171050650	\$	4,558.75	/
	Wines for gifts	\$	146.06	/
	Stock of Association Scarves (written off) (43)	\$	-	
<b>Liabilities</b>	Nil	\$	-	
<b>NET ASSETS</b>		\$	<b>15,380.06</b>	/

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

21 August 2018

(date)

#### AUDIT CERTIFICATE

*I have examined the financial records of the RAAF Staff College Association Incorporated for the period 1 July 2017 to 30 June 2018 and, in my opinion, they reflect a true and accurate record of the financial position of the Association.*

**RUSS WALLS**  
Honorary Auditor

21 October 2018

(date)



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

**MEMBERSHIP REPORT AS AT 29 November 2018**

<b>AUSTRALIAN CAPITAL TERRITORY</b>	<b>95</b>
<b>NEW SOUTH WALES</b>	<b>50</b>
<b>VICTORIA</b>	<b>16</b>
<b>QUEENSLAND</b>	<b>21</b>
<b>SOUTH AUSTRALIA</b>	<b>5</b>
<b>WESTERN AUSTRALIA</b>	<b>2</b>
<b>TASMANIA</b>	<b>1</b>
<b>NORTHERN TERRITORY</b>	<b>1</b>
<b>OVERSEAS - NZ 1</b>	
<b>- <u>UK</u> 2</b>	<b>3</b>
<b>TOTAL MEMBERSHIP</b>	<b>194</b>



## 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 2017/2018 Financial Year.

**(iii) Financial Position:**

Operating Income for the 2017/2018 Financial Year of \$5,090-10 was greater than Operating Expenses of \$4,999.10 resulting in a surplus for the year of \$91-00. 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 2017/2018. The total of the two fixed term investments is \$14,094-84 Net assets totalled \$15,380-06 as at 30 June 2018.

**F.J. KELLY**  
**Secretary**  
**29 November 2018**