

**2/3rd Australian Light Anti-Aircraft Regiment Association
Executive Committee Meeting At 1/5 Cloris Avenue, Beaumauris
On Sunday 21 September 2008 At 2.00 PM**

Present Lynton Rose (President), Colin Bragg (Secretary), Ann Bragg,
Graeme Heddle, Anne Rae (Committee)

Apologies John Hepworth (Treasurer), Matthew Heddle (Committee)

By Invitation David McDonald, Ron Bryant, John Campbell

Guest Rhonda Rose

Welcome

Lynton welcomed all present, particularly David who had travelled from Canberra to report on the progress of his investigations into the creation of a web site for the Association, and who had to leave early to catch a return flight to Canberra.

President's Report

Lynton made a brief report, explaining the circumstances of the late mailing of "Take Post", and that activities related to the Association since the re-union were primarily housekeeping such as arranging new Bank Signatories and Letterheads.

Appreciation was extended to Ron Bryant and John Campbell for their contribution to the Association over many years, to the Secretary for creating new computer files from the records provided by Ron Berry, and to David McDonald for his work to date towards the creation of the web site.

Secretary's Report

Correspondence

Eric Maxwell (son of late Vern Maxwell, 8th) advising copies of "On Target" were available in the Maroondah and Swan Hill libraries.

Anne Girdwood (widow of late Allen Girdwood, 7th) had passed away on 7 May 2008. Ron Bryant has written to Mrs. Girdwood.

Greg Anderson (son of John Anderson, 7th) advising his father was in full time residential care in Mooroolbark.

Email from John Fryer (son of late Keith Fryer, 8th) advising his interest in the Remembrance Group and willingness to contribute articles based on his father's recollections.

Copy of a Thanksgiving Service for the late David Hodge, 9th, who passed away on 2 February 2008.

Telephone call from Malcolm Webster advising Leonard Woolcock, 7th, had passed away on 9 August 2008, and William Waller had passed away on 10

September 2008.

Treasurer's Report – presented by Secretary

Change of Bank Signatory Form – signed and returned to Commonwealth Bank – any two of President, Secretary and/or Treasurer to sign.

Term Deposit of \$8,000 will be automatically rolled over on 11 November

Balance of Trading Account at 14 July 2008 was \$2,135.58

Bank Signatories

John Hepworth had advised he would like to relinquish the Treasurer's role.

Following discussion (and persuasion), Ann Bragg agreed to accept the position of Honorary Treasurer on an interim basis until a permanent Treasurer can be appointed.

Subscriptions

Subscriptions are essentially levied to cover the cost of printing and distributing "Take Post". It has been Association policy that widows are not charged.

Subscriptions are only \$5.00 per year, and are added to the reunion lunch cost of \$25.00. Total donations have approximated \$600 in recent years.

John Hepworth believes the basis of charging needs to be reviewed.

To this end, he has suggested original members should be provided their copies at no cost and that an increased contribution be sought from the Remembrance Group and family members.

Following discussion it was agreed that the annual subscription be increased to \$15.00

Moved Graeme Heddle Seconded Ann Bragg

Production Of "Take Post"

Production costs associated with "Take Post" are production/layout, printing and postage.

It is generally 12 pages, but future editions may be reduced to 8 pages.

With respect to content:

- Graeme Heddle advised he had many notes compiled in discussions with Harry Goodwin
- John Campbell advised he had access to letters between Phil Stokes and his family

- Ron Bryant emphasised it was important to verify the source and that the material was both relevant and suitable, and it was likely there could be a division between the person verifying the material and the person assembling “Take Post”
- Lynton Rose advised that John Fryer had access to material, based on recollections of his father, which could be included in “Take Post”
- Anne Rae indicated she had access to a significant volume of material contained in her father’s albums.

The question was raised regarding the future sourcing of material beyond the Remembrance Group members, and it was suggested that a direct approach to families of the original members be considered.

Following further discussion, it was agreed a review of the budget relating to the production of “Take Post” be undertaken.

Moved Anne Rae Seconded Graeme Heddle

It was further agreed that a policy be developed relating to the verification of source material

Moved Anne Rae Seconded Graeme Heddle

With respect to future production, Colin Bragg advised his son, Cameron, has considerable experience with desk top publishing software and would be pleased to assume responsibility for publishing “Take Post”

Colin further advised Cameron had offered to set up and produce the initial desk top edition of 12 pages for a fee of \$750, and thereafter would provide his time at no charge as his annual contribution to the Association.

The Committee agreed to accept Cameron’s proposal to produce “Take Post”

2/3rd ALAA Regiment Association Web Site

David McDonald reported on the status of his considerable investigation into the establishment of a web site for the Association.

The important components of his work to date are:

Web Site Creation

A quotation for \$3,600 to create the web site has been received from “Crashing by Design”, a Canberra based website and graphic design company.

In addition to the website creation, additional fees bring the total cost of the project to \$5,850. Specifically:

<i>Item</i>	<i>Cost (\$)</i>
Web site design and launch	3,600
Domain registration fee	50
Initial web site hosting fee	500
Web design support to add content, year 1	1,000
Publicity of new web site	500
Postage, telephone, fax, email, office consumables	200
Total (GST inclusive)	5,850

David suggested that a funding application for \$3,000 from the Department of Veteran's Affairs under the "Saluting Their Service" Program be submitted, and had previously emailed a draft of the application to Lynton and Colin.

In the event the application was successful, the Association would be required to contribute \$2,850

David also recommended that:

- A policy for archiving source material is developed.
- Digitisation standards and processes are developed, particularly regarding movement of documents and their subsequent indexing.
- Decisions will need to be made regarding, which material is retained and which material is sent to the War Memorial for archiving after it has been digitised from existing formats – David advised the War Memorial has a collection development policy which could be used as a model.

David also recommended that a second funding application be lodged with DVA for the purpose of identifying, collecting, collating, indexing, restoring where needed (especially World War II documents and photographs) and preserving the Regiment's memorabilia currently held by members and their descendants

Suggested costs are detailed below:

<i>Item</i>	<i>Cost (\$)</i>
Digitisation of photographs: 100 @ \$24	2,400
Digitisation of documents: N pages @ ???	1,500 (est)
Restoration/retouching of photographs 20 @ \$50 (\$2 per minute, quotation attached)	1,000
Archival storage boxes & acid free sleeves: 6 @	300

\$50	
Other?	500 (est)
Postage, telephone, fax, email, office consumables	300
Total (GST inclusive) *	6,000

NOTE: \$2,000 has been allowed for digitisation and other costs.

Again, with a maximum grant of \$3,000 available from DVA, the Association would need to contribute \$3,000 from its own funds.

Should both applications be successful, the Association would be required to contribute \$5,850.

Following discussion, it was agreed that the 2/3rd ALAA Regiment Association:

- Prepare and lodge two funding applications with the DVA for \$3,000 each
- Subject to the successful outcomes of the applications, proceed with the creation of a website for the Association

Moved David McDonald Seconded Anne Rae

As an alternative, Colin suggested that a letter to all Remembrance Group members seeking a one-off contribution toward the cost of establishing the web site be considered. With 40 members, this would average \$150 per member, but any contribution would reduce the call on Association funds.

Because of prior experience in preparing and submitting funding applications, Colin agreed to develop the two DVA applications from the drafts prepared by David.

Appointment Of Group Historian

Because of the impending creation of the website and the digitisation of archival materials, it was agreed the Association needed to appoint a person to co-ordinate the projects, and to assume the role of Association Historian.

Having agreed to accept such a role, and in acknowledgement of the work that he has undertaken to date, it was moved that David McDonald be co-opted to the Committee

Moved Anne Rae Seconded Graeme Heddle

Further, and with his agreement, it was moved that David McDonald be appointed as the Association Historian.

Moved Lynton Rose Seconded Anne Rae

Graeme Heddle volunteered to assume responsibility for archiving any materials collected and not provided to the War Memorial.

To properly preserve the archived material, the Association will need to provide suitable archiving storage sleeves / files.

Communication With Regiment and Remembrance Group Members

Colin suggested that the Association should consider introducing a single double-sided newsletter to be sent to members four months before and four months after the distribution of "Take Post".

It was suggested distribution costs could be minimised if email addresses could be utilised for distribution purposes – perhaps adding a newsletter email function to the website.

Reunion Lunch Location And Date

There have been suggestions to change the reunion lunch to a weekend to accommodate those working members of the Remembrance Group to attend the lunch.

It was further suggested the number attending the luncheon could increase from 30 to 60 if the lunch was held on a weekend.

The Naval & Military Club has been booked for the reunion lunch on Friday 24 April 2009.

However, there is a possibility the N & M Club could be undergoing refurbishments at that time and may not be available.

Whilst the N & M Club are likely to be in a temporary location (in the city), an alternative location such as the RACV may need to be considered.

Lynton undertook to confirm the N & M Club availability and report to the next meeting.

Meeting Frequency

Rather than set a fixed time frame between meetings, it was agreed the Committee would meet only when necessary, and deal with issues between meetings by telephone and email.

It was agreed the next meeting of the Committee would be after Christmas.

Ann Bragg suggested that a social function could be organised prior to Christmas, and she and Kay Mullins would liaise with respect to such a function.

The Committee agreed that Ann and Kay be appointed as Honorary Social Secretaries.

Meeting closed at 4.00 PM