



Wangaratta RSL Sub-Branch Inc.

MINUTES

Committee Meeting

Held on: **Thu 17th November 2022**

Time: **1500hrs**

Held: **In the Admin Complex.**

1.0 Welcome:

The President welcomed all present and declared the meeting open.

2.0 Vales: A38108 Graeme Stanley Glass ARMY

3.0 Silent Tribute/ODE:

The President invited all present to stand for the recitation of the ODE.

4.0 In attendance:

Ash Power AO CSC (President)(via video conf), Ron Sneddon (Vice President Greg Larkins JP (Secretary), Colleen Davis (Committee), Liz Rouse Salmon (Committee), David Lawson JP (Committee), Craig Iskov (Committee), Wilma Bright (Women's Auxiliary, co-opted member) Chris Simsen (General Manager).

5.0 Apologies:

Andrew Kay (Snr Vice President), John Bailey JP (Treasurer), Rowan Cooke (co-opted member).

MOTION: That the apologies listed be accepted.

MOVED: C Iskov
SECONDED: L Rouse Salmon
CARRIED



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6.0 Conflicts of Interest:

In accordance with section 191 of the Corporations Act 2001 (Cth), the act states that a director who has material personal interest must give other directors notice of any matter that relates to the affairs of the organisation.

Disclosure must occur immediately before the matter is considered or discussed.

None.

7.0 Acceptance of New Members:

DATE	NAME	CATEGORY
17 October	Jennifer Emslie	Affiliate
8 November	Gwynneth O'Brien	Affiliate
8 November	Brodie Wilson	Affiliate
8 November	Maxwell Daye	Service
15 November	Edward Dennett	Service

MOTION: That the 5 new members listed be accepted.

MOVED: D Lawson
SECONDED: R Sneddon
CARRIED

8.0 Confirmation of Previous Minutes:

MOTION: That the minutes of the meeting held on the 27th October 2022 as circulated be taken as a true and correct record.

MOVED: L Rouse Salmon
SECONDED: R Sneddon
CARRIED

9.0 Business arising from Previous Minutes:

Librarian – Secretary to follow up with Librarian regarding any procedural guidelines for the acceptance of books into the collection.

10 Correspondence Inwards / Outwards:

INWARDS

31 Oct	Benalla RSL Sub-Branch	Letter of thanks for donation.
31 Oct	RSL Vic	Mental Health Workshop for 2023.
1 Nov	DVA	Confirmation of acquittal for Veteran's Health week grant.
3 Nov	Austin Health	Letter of thanks for donation.
14 Nov	ZONTA Wangaratta	Advising of postponement of their Community Grant event.
14 Nov	Vital Sign	Quotation for new Honour Boards. Refer to item 18.1



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14 Nov	Bev Coleman	Requesting the return of her Father's medal. Refer to item 17.3
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MOTION: That the inwards correspondence is received.

MOVED: C Iskov

SECONDED: L Rouse Salmon

CARRIED

OUTWARDS

26 Oct	VGCCC	Request for change to RSL Community Fund delivery.
31 Oct	Benalla RSL Sub-Branch	Advising of donation.
31 Oct	DVA	Completed acquittal for Veteran's Health Grant.
2 Nov	Austin Health	Advising on donation.
17 Nov	33ACU	Advising of first aid concerns for cadets.

MOTION: That the outwards correspondence is endorsed.

MOVED: D Lawson

SECONDED: R Sneddon

CARRIED

11 President's Report:

Once again can I thank those of you who stood in for me whilst I was indisposed following surgery(s). In particular VP Ron Sneddon at both the 2nd/24th Infantry Battalion Association ceremony and functions, and at the unveiling of the David Lawson renovated Honour Board at South Wangaratta. And well-done David, magnificent job. Thanks also to Craig and Megan Iskov who were my fellow members on the Kokoda Scholarship selection committee; an uplifting but challenging job given the quality of the candidates. I also participated in my last RSL Victoria Funding Task Force meeting.

I gave the keynote address and unveiled a plaque at the Oxley Remembrance Day service signifying 100 years since their memorial was first dedicated. It was an excellent service and was very well attended.

12 Executive Committee:

Minutes for the meeting held on Tuesday 15th November were circulated prior to the meeting.

MOTION: That the Minutes of the Executive committee meeting held on Tuesday 15th November be confirmed and recommendations adopted.

MOVED: R Sneddon

SECONDED: C Davis

CARRIED

13 Finance Committee:

Minutes for the meeting held on Tuesday 15th November were circulated prior to the meeting.

MOTION: That the Minutes of the Finance committee meeting held on Tuesday 15th November be confirmed and recommendations adopted.

MOVED: C Iskov

SECONDED: L Rouse Salmon

CARRIED



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14 General Manager's Report:

1. OH&S, Risk and Compliance

- Monthly self-audit for October for the gaming room has been completed for AML/CTF.
- Kitchen food safety is up to date and compliant.
- Have sent off our new office 365 cyber score to the insurer. Current Sophos Virus and malware protection on PC's is satisfactory. New privacy policy is being sent to have on file for our Guest sign in system from Infosign. Our biggest issue is our internet and plan, which I am currently reviewing. Access to IGT – have reviewed who has access and what level of access.
- Tuesday the 15th of November we are having our gaming operation audited by the VGCCC. Report will follow.

2. Finance

- October sees our best monthly financial profit year to date with all 3 revenues exceeding what we budgeted and current expenses remaining consistent.
- Deployment for the 2 new machines has now been completed as of Tuesday 15th Nov.

3. Customer Feedback/Staffing

- Customer feedback after jazz weekend has been fantastic. There was nothing but praise from customer feedback. Financially the weekend was a huge success. I will be having a sit down with Dave Fuller to debrief and plan for next year.
- Now that feedback forms are readily available on tables, we have a steady stream coming back to us. On the whole feedback received so far is great with only a small handful having constructive criticism for us to go through and action.
- Staffing continues to be an area to monitor as we head into the silly season.

4. Marketing

- ClevaQ is still undergoing some testing, also once testing is finished, I have also been told they need to get third party authorization from IGT.
- Currently working on dates for a photoshoot with Dutch media to refresh our current stock of images.

5. Capital Improvements

- New roof is now complete with the painter finishing last Monday.
- Deck to be completed in 2-3 weeks' time.
- Pointing to be completed in the next couple of weeks.
- Currently working through receiving multiple quotes for both internet and our phone system. Current supply does not service our needs.
- Gaming room and Kitchen plans – PBC currently drawing up a draft set of plans to make a start with.

Upcoming Dates

- 1st November - Membership renewal starts

Early Renewal Points Promotion



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November - 4 x 50,000 points

Draw dates: 9th, 16th, 23rd, 30th

December - 4 x 20,000 points

Draw dates: 10th, 17th, 24th, 31st

January - 4 x 10,000 points

Draw dates: 10th, 17th, 24th, 31st

- 15th November - Deployment
- 20th November – Diggers Golf Day (POSTPONED)
- 28th November – RSL Vic Hall of Fame
- 5th December - Summer Menu
- 11th December – Committee Christmas Party
- 15th December – Xmas Raffle (Date change)
- 21st December – RSL Rewards Early Renewal Draw (Hyundai Venue Active)
- 25th, 26th, 27th December – Closed
- 31st December – New Year’s Eve – Live Music - Glenn Starr Band
- 1st January – Closed (Staff Party)

MOTION: That the General Manager’s report be accepted, and recommendations approved.

MOVED: L Rouse Salmon
SECONDED: R Sneddon
CARRIED

15 Charitable Activities Report:

Report is attached.

MOTION: That the Charitable Activities report be accepted, and recommendations approved.

MOVED: C Davis
SECONDED: D Lawson
CARRIED

16 Volunteer Report: (C Iskov)

Wangaratta Sub-Branch currently has 148 volunteers registered in the system. Total hours for the month of September were 612. The major areas of contribution were in Admin & Management, and Veteran Support. At the new volunteer value rate of \$46.62 per hour, the value equates to \$28,531. This figure is used to represent the \$ value volunteers contribute free of charge to communities.

I note that the APPEALS totals are low, indicating that many volunteer hours are not yet recorded. These will catch up when I bulk enter the poppy sales roster details for Oct – Nov.

THE HOSPITAL & HOME VISITING TEAM has consolidated activities. Each volunteer has been allocated a primary location to visit and will also support other vols. Visits are now happening, and the team has a meeting planned for Monday 24 October. We have confirmed that some venues, ie Private Hospital does have the RSL Visit box listed on their Admissions Form.

17 Other Reports:



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17.1 Women's Auxiliary. (N Power)

2/24th Battalion

The weather was kind with 60 people attending the service. Once again, the ladies did a stella job of transporting all the food, coffee and tea to the cemetery and providing an excellent afternoon tea.

End of Year Lunch

Thank you to the Sub-Branch for paying for the lunch, the ladies enjoyed celebrating the end of another productive year.

Legacy Ladies Lunch

The Auxiliary will be hosting the Legacy Ladies to a lunch at the club on the 25th November 2022

Christmas Raffle

The famous Christmas raffle is on sale. 1st Prize is a trolley laden with Christmas fare, 2nd Prize a Christmas Hamper and 3rd Prize is a \$50.00 RSL Voucher. \$2.00 a ticket.

AGM

The AGM will be on the 16th of March 2023. Voting will open on the 16th February and close Friday 3rd March 2023 at 4.00pm.

Resignation

This is my last report as I have resigned as President of the Women's Auxiliary. I wish the RSL Sub-Branch and Auxiliary all the best for future endeavours. Vice President Wilma Bright will step-in to the role until our AGM.

Next meeting

Monthly Meeting will be on the 16th February 2023.

Ball

Change of date for the ball, it will now be held on the 28th Oct 2023.

Craft Group Christmas Tree will be set up in the Club on the 28th Nov & gifts will be distributed along with the chocolates being given out to veterans.

MOTION: That the Committee place on record a motion of thanks and gratitude for the service and work that Narelle has carried out in the role of President of the Women's Auxiliary.

MOVED: C Davis
SECONDED: L Rouse Salmon
CARRIED

17.2 Membership. (D Lawson)

Member Type	2021	2022	Variation
Life Member	1	1	
Service member	347	358	+11
Affiliate member	696	744	+48
Social member	2385	4355	+1970
Community member	14	132	+118
TOTAL	3433	5590	+2157

This is an increase over the same time as last year of 62.83%.



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17.3 Memorabilia Committee. (D Lawson)

We have received a letter from Mrs. Bev Coleman requesting return of her late father's (Harold PREST) original Military Medal (item 209.3) and photograph (item 209.1) presented to the RSL in April 2003. Along with her letter she has attached a copy of the letters exchanged with the RSL back in 2003.

Her Father was awarded the Military Medal for service and bravery in Belgium during WWI.

The RSL obtained the Citation (item 209.2) for the awarded medal and replica medals which are framed together with a photograph and plaque (item 209). These two items, being organisation generated, remain the property of the RSL and within the collection.

Mrs Coleman wishes to pass the original Military Medal onto her oldest grandson with the RSL keeping the replica medal and photograph held in our possession.

Under our memorabilia policy 7.1 item 5, Deaccessioning & Disposal Procedures, an object can be deaccessioned from the RSL's collection if a substantiated request for the return of the object to its original owner/donor is received. Then the Sub-Branch must follow By-Law 10a Rule 30 SUB-BRANCH MILITARY MEMORABILIA which states "A Sub-Branch must not dispose of any military and historical memorabilia it has in its possession or power without the prior written approval of the State Executive."

MOTION: That the Sub-Branch agree to return the original Military Medal to Mrs Coleman and write to the State Executive to get permission to do so.

MOVED: D Lawson
SECONDED: L Rouse
Salmon

CARRIED

I would like to recommend the following items be deaccessioned from our collection:-

Item 4 - Killawarra Honour Board 1914-1919

Letter from Killawarra CFA Brigade dated 23/2/2018 seeking to house and display in meeting room to provide local access to historic item.

On display at Killawarra CFA.

Item 23 & 27 - South Wangaratta Honour Boards x2 WW1 & WW2.

On display at South Wangaratta CFA

Item 251 - St Hilda's Church Everton Honour Roll 1914-1918.

On display at Everton Hall & Sports Complex.

All the above items are subject of 12 month loan agreements which have now expired therefore I recommend approval be sought from the State Executive for these historic items to be permanently retained for display as requested by their local communities.

Motion: That the Sub-Branch adopts the recommendation from the memorabilia Committee and contacts the State Executive to obtain approval for their retention by the local community.

MOVED: D Lawson
SECONDED: C Iskov
CARRIED



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17.4 Library. (Fay Steadman)

No report.

17.5 Region 9 meeting report (President)

Next meeting 5th December.

17.6 Community Grants (R Sneddon)

Two grants remain outstanding from this year, The Bowls G8 for Brains and the ZONTA Club Boys career breakfast. Both will take place in early 2023 due to various issues. Advertising to take place next month for the 2023 round of grants.

17.7 RSL Active (Rowan Cooke)

No Report.

17.8 Bob Iskov Memorial Kokoda Scholarships (President)

A total of 10 applications were received from across the 3 Wangaratta secondary schools. All 10 applicants have been interviewed and the panel has made a final decision on 3 winners. A 4th student has also been selected and will be advised that they are the nominated Reserve.

All applicants and schools will be advised of the outcome during the week 14-19 November. We will then contact the company ADVENTURE KOKODA to start a dialogue on their communication with students re their training and resources. We will also enquire regarding a process and timeline on RSL financial obligations.

(The trekking company is run by Vietnam Veteran and former member of NSW Parliament MAJ Charlie Lyn OAM OL. Charlie had 21 years Army service. He was the Parliamentary Secretary for Veterans Affairs and retired in 2015 after 20 years' service in Parliament.)

Monday 12th December has been set aside for the presentation of certificates to the students at the club. Parents, sponsors & media to be invited.



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18 General Business:

18.1 Honour Boards. (Secretary)

At the October meeting the Committee were advised about the updating of the President/Secretary honour board which is now basically full. It was suggested that the Secretary look at the cost involved to have two separate new President & Secretary honour boards made up instead which conform the same format as the existing Treasurer's Honour Board. That being a start & finish year against each individual instead of a separate entry for every year.

The quotation to supply two new boards the same as the existing Treasurer board came in at \$3,000 ex GST. Another option given to us after we indicated that this quote was too excessive was for them to construct 3 new boards that matched each other, President, Secretary & Treasurer. A quotation for this option that includes the gold sign writing has been received from Vitalsign for \$1800 ex GST.

A further option has been discussed with the memorabilia Chairman to construct the boards in house so to speak.

GM & Memorabilia Chairman to look at pricing for the supply of the boards and their sign writing.

18.2 2023 Annual General Meeting & Elections. (Secretary).

The proposed timetable for the 2023 Annual General meeting will be: -

10th Feb	Notice of AGM and details of election advertised in Chronicle (3 adds)
1st March	Nominations open
15th March	Nominations close (4.00pm)
22 nd March	Voting booth opens (Times of opening and closing to be determined by the Returning Officer. Details to be posted on noticeboard)
24th March	Voting booth closes
28 th March	Annual General Meeting (5pm)

The following committee positions will be advertised for nomination and/or election:

Snr Vice President	2 year term until 2025
Treasurer	2 year term until 2025
Secretary	2 year term until 2025
Committee (2)	2 year term until 2025 (Davis & Lawson)
Committee (1)	1 year term until 2024 (Vacant)

Recommendation:

That the timetable, as outlined above, for the 2023 Annual General Meeting and election of office bearers for the Wangaratta RSL Sub-Branch be adopted.



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Returning Officer 2023

Rule 20(h)(1) requires that a Returning Officer and not less than 2 scrutineers be appointed by the Sub-Branch for the conduct of elections. It is recommended that Gordon Remnant be appointed to act as the Returning Officer for the conduct of any elections that may be necessary in connection with the 2023 Annual General Meeting.

Recommendation:

That Gordon Remnant be appointed to act as the Returning Officer for any elections that may be required by the Sub-Branch in connection with the 2023 Annual General Meeting and further that the Returning Officer be authorised to select not less than 2 scrutineers to assist.

AGM – Voting

Rule 20(c) requires the Sub-Branch committee to determine, not less than 6 weeks before the AGM the manner in which an election and any necessary ballot is held.

Recommendation:

That should an election be necessary in connection with the 2023 Annual General Meeting of the Wangaratta RSL Sub-Branch, voting by secret ballot will be by attendance only, *except for members who have, in writing to the Secretary, requested an absentee vote because of an inability to attend the polling place due to medical and/or physical impairment*, at a voting booth established in the Club, between the dates nominated and at the times to be determined by the Returning Officer.

MOTION: That the reports under section 18.2 be received and all recommendations adopted.

MOVED: L Rouse Salmon
SECONDED: R Sneddon
CARRIED

18.3 Forms.

The Secretary has set up an extra folder on the web site that holds electronic copies of several forms that Committee members require from time to time.

In this folder is a new version of our Reimbursement Form, could all members make sure that any claims for reimbursement are lodged using the new form.

19.0 From the floor:

C Iskov – Presented the Ode at the recent CFA Awards Dinner.

Secretary – produced a list of dates for the 2023 Committee meetings.



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20.0 Confirmation of next Committee Meeting date:

The next scheduled meeting of Management Committee is Monday 19th December 2022.
Please note the change of date.

21.0 Meeting Close:

There being no further business, the meeting was declared closed at 1623hrs.

A handwritten signature in blue ink, appearing to be 'D. J. ...', written over a horizontal line.

PRESIDENT

A handwritten signature in blue ink, appearing to be 'A. S.', written over a horizontal line.

SECRETARY