



Victorian Model Aeronautical Association Inc.
Executive Committee Meeting Agenda
held on the 12th of August 2021

Via Zoom Videoconferencing

1. Meeting Opened 7:30 PM

2. Present:

President/Chairman	Reeve Marsh
Vice President:	Jon Goudge
Secretary:	Joe Finocchiaro
Treasurer:	Dr Arthur Bablis
Contest Dir:	Vacant (Temp Sec)
Registrar:	Geoff Herbert
Comm Member:	Mark Sills
Comm Member:	Vacant
State Flying Inst:	Les Marriner
Editor:	Vacant (Temp Sec)
Video Librarian:	Ivan Chislett

3. Apologies: Education Officer: David Nichols

4. Visitors: Nil

5. Minutes of the previous meeting held on – 08 July 2021

Seconded by: Mark Sills **Carried - Yes**

6. Matters Arising from previous minutes: -

6.1 VRF Goldburne Vally Flying Field Co-OP Shares – New members for VRF are buying shares from the VMAA as we have shares for this purpose. The intent is to purchase all shares from the VMAA, followed by MAAA.

7. Treasurers Report:

Opening Balance	\$132,319.67
Receipts	\$135,414.00
Payments	\$ 323.50
Closing Balance	\$267,410.02
Term Deposit	\$229,694.35
Term Deposit (2)	\$159,365.44
Total Loans to clubs:	\$ 22,600.00

7.1 Comments: The opening balance is inflated at the moment as it does not show payment that will be made to the MAAA for annual fees. Figures will be adjusted accordingly for the next

general meeting. Term deposits have not changed. The loan structure is reducing as clubs pay their respective loan repayment.

7.2 Additional Items:

7.2.1 Tax Obligation change: The treasurer has contacted the ATO investigating the possible changes. Not clear at this stage and will follow up after the AGM/audit period is completed with the auditor. I will endeavour to find out additional information in due course.

7.2.2 Additional Account (Fees/Other): We confirmed we have an additional dormant account that could be used. The Secretary has not received any comments in the negative to not use the dormant account to assist the VMAA Registrar by removing general account transactions not related to fee payments. The strategy would be to use the second account for all other transactions such as loans, reimbursement etc. It was agreed last month to separate these transactions to simplify the Registrar workflow. The President requested further comments on this subject. The Treasurer indicated there would be additional work on his behalf by managing two accounts and transfer funds into the main account. The President requested additional information regarding the additional work and effort required to maintain the two accounts based on volume. There may be some establishment process so the two accounts can operate. It is acknowledged that funds would need to be transferred between accounts. There is a possibility of changing banking institutions to allow for additional information to be placed on deposits. The President suggested a separate meeting with Treasurer/Secretary to discuss further.

7.2.2.1 Action: Secretary to arrange a meeting to discuss further.

7.2.3 Annual Insurance Equipment Payment: The annual insurance invoice has been received. An equipment audit will need to be completed so the insurance can be updated and paid.

7.2.4 AKT Trophies - Invoice 1904765 \$240

7.2.5 MailChimp Renewal - Invoice 13325430 \$445.97

7.2.5.1 Action: Treasurer to check invoice for payment.

7.3 Treasurer moved the report to be accepted

Seconded by: Les Marriner

Carried - Yes

7. Correspondence in:

- 7.1 Email from Mr R. Sargent regarding HM & Turbin Inspector – Rec 12 Aug
- 7.2 Email from Mr R. Chapman regarding cancellation of Avalon Airshow – Rec 11 Aug
- 7.3 Email from Mr G. Smith regarding cancellation of Avalon Airshow – Rec 10 Aug
- 7.4 Email from YVA Sec regarding nomination for Mr G Herbert as Registrar – Rec 09 Aug
- 7.5 Email from MAAA Sec regarding Registration System update – Rec 30 July
- 7.6 Email from Mr D. Leitis regarding insurance coverage – Rec 30 July
- 7.7 Email from MAAA Sec regarding information for Defib purchase – Rec 29 July
- 7.8 Email from Mr P. Webber resigning from the Committee – Rec 28 July
- 7.9 Email from Precision Group regarding eLMS report (FAI Cards) Rec 26 July
- 7.10 Email from NFG accepting funding proposal – Rec 20 July
- 7.11 Email from MAAA Sec regarding 2021/22 Renewal Update – Rec 16 July
- 7.12 Email from MAAA Sec regarding HIM Mr B Hutchison FW50 approval – Rec 16 July
- 7.13 Email from Consumer Affairs regarding annual financial statement – Rec 15 July
- 7.14 Email from P&DARCS Sec regarding funding proposal acceptance – Rec 14 July
- 7.15 Email from VARMS Sec regarding an update on area approval – Rec 14 July
- 7.16 Email from Miss H. Anderson regarding drone clubs – Rec 12 July

- 7.17 Email from Mr Andrew Price regarding Instructor's course – Rec 11 July
- 7.18 Email from Precision Group regarding folding and mailout – Rec 08 July
- 7.19 Email from BRAG Sec, regarding Council Grant submission – Rec 07 July

8. Correspondence Out:

- 8.1 Letter to P&DARCS, regarding Loan Contract – Sent 10 Aug 2021
- 8.2 Letter to NFG Sec, regarding Loan Contract – Sent 10 Aug 21
- 8.3 Email to Mr B. Hutchison regarding HMI FW50 approval – Sent 07 Aug
- 8.4 Email to Mr S. Gren regarding Commercial Instructor approval – Sent 05 Aug
- 8.5 Email to Mr D. Leitis regarding insurance coverage confirmation – Sent 30 July
- 8.6 Email to Miss H. Anderson regarding drone clubs/location – Sent 25 July
- 8.7 Email to MAAA Sec regarding area approval for VARMS new location – Sent 24 July
- 8.8 Email to State Field Mt Wallace regarding leasing update – Sent 24 July
- 8.9 Email to VARMS Sec regarding an update on area approval – Sent 20 July
- 8.10 Email to NFG regarding funding application – Sent 19 July
- 8.11 Email to State Field Mt Wallace regarding leasing – Sent 13 July
- 8.12 Email to Mr Andrew Price regarding SFI contact details – Sent 11 July
- 8.13 Teleconference with Precision Group regarding the sending of FAI cards – Sent 08 July
- 8.14 Email to Cultivate Digital regarding email redirection – sent 10 July
- 8.15 Email to MAAQ regarding Defence Force drone using Pukapunyal area – Sent 10 July

9. Matters Arising from Correspondence:

- 9.1 The Treasurer suggested some form of formal document/form needs to be raised for approved grants. This will provide a paper trail for auditing purposes.

9.1.1 Action: Secretary to investigate possible templates.

- 9.2 Funding Applications - Contract has been raised and sent to P&DARCS and NFG to review and action. I am waiting for replies.

10. Display Applications:

- 10.1 Nil

11. Registrars Report:

- 11.1 The VMAA Registrar provided a personal thank you to the VMAA Secretary for the effort in maintaining the MAAA Registration Membership System while recovering from a hospital stay. The database was kept up to date while processing members fees during a very busy time of the year. The process used was the same as the VMAA Registrar and continued as per normal. The Secretary acknowledged and thanked the VMAA Registrar for his kind words.

11.1.1 The MAAA is in the process to finalise the Registration system for this FY. The Registrar has now moved to ensure all clubs are active for the new FY21/22. The renewal uptake has been pleasing to date.

July		August	
Seniors:	1151	Seniors:	1888
Juniors:	35	Juniors:	61
Life Mbrs:	8	Life Mbrs:	8
Total:	1189	Total:	1957
To be processed:	189	To be processed:	88

- 11.2 **Comments:** No cheques will be accepted from FY21/22. All payments will need to be completed via EFT. The process is not difficult in transferring funds. The Registrar reported that only two clubs are **NOT** using EFT, which will be resolved in the next fee pay cycle. Any cheques received for the next fee cycle will be returned to the club.
- 11.3 **Active Clubs:** The VMAA Registrar has audited the VMAA clubs and has found that we have 77 registered clubs but only 69 with active members. These non-active clubs could be removed from the MAAA database if no longer required.
- 11.4 **FAI Cards:** The VMAA Registrar has received back six cards with incorrect addresses that are returned. The registrar works out who the member/club the card belongs to and then contacts the Club Secretary to inform him of the FAI card being sent to the wrong address and update the database and update the VMAA Registrar.
- 11.5 President acknowledged the VMAA Secretary and Registrar efforts in maintaining the MAAA Membership Registration system over a difficult time. Great job to both.

11.6 **Life Members**

11.6.1	5600	David Axon;
11.6.2	16512	Toni Axon;
11.6.3	1047	Mervyn Buckmaster;
11.6.4	38516	Christopher Caulcutt;
11.6.5	24518	Ivan Chiselett;
11.6.6	35563	Brian Dowie;
11.6.7	30134	Murray Ellis; and
11.6.8	24641	Peter Harris.

12. **Contest Directors Report:**

- 12.1 **VMAA Calendar:** Clubs are submitting events, but COVID lockdowns have either cancelled or postponed many activities. Some will be rescheduled where possible—starting to receive flyers for 2022 which is a good sign.

13. **Editors Report:**

- 13.1 **VMAA Bulletin** – Based on the number of activities and work priorities over the past month, the next bulletin has been delayed. I will try and have this out as soon as possible.

14. **Web Master's Report:**

- 14.1 **Website Update:** The Secretary manages the website while finding another webmaster who can take over the role. The update of the website will be looked at again after the VMAA AGM.

15. **Safety Report:**

- 15.1 Nil

16. Education Officers Report:

- 16.1 Based on the COVID lockdowns, there has been no presentations or visits to prospective cadets/scouts or Try Fly days. The education officer is stepping down from the role due to relocating to another part of the state. To be discussed further.

17. Video Library:

- 17.1 No report based on no one has borrowed videos at the moment. There was a decision to drop the hiring fee if the activities increase if can be reintroduced.

18. SFI Report:

- 18.1 **Wing Status: 5** Wings issued during July 2021.

18.1.1 Instructors - The VMAA currently has **147** MAAA qualified instructors.

18.1.2 Future Instructor Courses - Covid 19 restrictions will have a lot to do with the conducting of future Instructors Courses. As long as we stay clear of travel restrictions within our state, I still plan on running an Instructor's Course at the NFG on Saturday the 4th of September 2021, and I have five students currently involved in pre-course studies.

18.1.3 What will future courses look like? - I plan to keep the student numbers down to 6 members per course, with a maximum of 8 if I deem it necessary. This number allows me to comfortably handle the course by myself, and if the need arises, I simply run more courses. I will be strictly following the criteria as set out in MOP 027, which places a lot of emphasis back on the clubs to put forward names of suitable candidates who are currently instructing at the club level, who possess good communication skills and have the personal skills required to teach and impart knowledge. I will not be processing badge hunters or tyre kickers.

18.1.4 Apart from the criteria of having Gold Wings before the course, each student will be required to demonstrate their current level of flying competence to me, using their model in an external setting, and performing 4 manoeuvres nominated by me from the Gold Wings Schedule. This idea was used when I ran the Twin Cities Course, and the 4 new Instructors coped very well, in adverse weather conditions. This approach has also received total support from the members attending the requalification courses.

18.1.5 Rewriting the Instructors Written Test - I have made some changes to the written test that is conducted during the Instructors Course. The new test has had some nonsensical questions removed, and I have added some more relevant questions that will test the student's knowledge of the MAAA MOP's and CASA Regs.

18.1.6 By the next time I report to the committee, we will hopefully have 5 newly appointed Instructors to the VMAA ranks.

18.1.7 MAAA Membership Registration – There are issues with the database with incorrect information, which has been rectified that affected two instructors that were not recorded.

19. State Field Reports:

- 19.1 Nil

20. State Field Requests:

- 20.1 IMAC request for State Field Echuca for 14 to 15 Aug 21
- 20.2 IMAC request for State Field Darraweit Guim

21. General Business:

- 21.1 **VMAA Action Point Register** – Was distributed to all committee members for review as of 08 July 2021. A status update is as follows:
 - 21.1.1 **VMAA Constitution Revamp:** Being reviewed by the VMAA Treasurer. The first draft was presented for discussion; however, additional work is needed with certain sections. Work is continuing with the next draft to be prepared for discussion. The current workload has delayed completing the task. Look at this task after the AGM.
- 21.2 **Area approvals** – Current applications that are being reviewed or waiting for CASA approval:
 - 21.2.1 VARMS Confirmation of Notification to stakeholders;
 - 21.2.2 BRMFC (Conditionally approved);
 - 21.2.3 MFWAC (Conditionally approved);
 - 21.2.4 TCMAC (Under review);
 - 21.2.5 LVMAC (Under Review);
 - 21.2.6 A&DAC (Under review); and
 - 21.2.7 NMAC (Under review).
- 21.2.8 **New CASA requirements:** GPS coordinates of the flying, digital map of the site, aircraft type, size and weight. A new submission form is required to be used with each application.
- 21.2.9 **Public Displays:** All public displays, whether **below or above 400 ft, require a CASA instrument** to hold the event. The cost is the same as per area approval and will be valid for five years.
- 21.5 **State Field Infrastructure (Survey):** The survey has been sent with approximately 120 plus responses received. The survey will run for 60 days and concluded at the end of September 2021. A reminder notification will be sent to all association members. The VP thanked the Secretary for the work done on the survey. The survey should benefit the committee and move forward.
- 21.6 **State Field Signs:** Ongoing. Draft designs to be finalised for review. To be sent to the committee for comments.
- 21.7 **Registrar Equipment:** It has been suggested that the Registrar have a VMAA-supplied laptop similar to the arrangement for the Secretary, to ensure the person filling the role has the equipment necessary to perform the necessary functions, even when travelling for events etc." Any comments to be provided to the Secretary. The requirement is to be discussed further.
- 21.8 **Proposal by the SHMI Giant ARF:** The SHMI has identified a gap in giant ARF inspectors. There are those with sufficient experience and knowledge that will fill this gap and provide a service to the association. The Secretary has spoken with the MAAA and discussed this

issue and have indicated the VMAA could implement this. The proposal will be sent to committee members for comment. President suggested seeing what the other states are doing in this area or identified as a shortfall.

- 21.9 **VMAA AGM:** The VMAA website has been updated, and a notification sent out to all club secretaries. All documents are available for download on the website, and notifications are sent out. The GMAC club has offered their clubrooms for the AGM if we are not in lockdown; however, confirmation in writing is needed from the club. We also need to understand how many people can fit into the clubhouse based on COVID restrictions. The President requested that formal advice be received. Consideration to a Zoom Webinar will be looked at. The VP indicated this issue needs to be confirmed based on members attending the meeting and arranging face-to-face or Zoom Webinar.

22. **The next VMAA Committee Meeting will be held on Thursday, 09th September 2021, followed by the AGM. Location or medium TBC. The GM is planned to start at 7:30 pm.**

23. **Meeting Closed: 9:12 pm**