



**Victorian Model Aeronautical Association Inc.**  
**General Committee Meeting**  
**held on 13<sup>th</sup> of February 2020**

**At the VARMS Clubrooms, Wantirna South**

**1. Meeting Opened 7:30 PM**

**2. Present:**

<b>President/Chairman</b>	Reeve Marsh
<b>Vice President:</b>	Jon Goudge (Via phone)
<b>Secretary:</b>	Joe Finocchiaro
<b>Treasurer:</b>	Dr Arthur Bablis
<b>Contest Dir:</b>	Joe Finocchiaro
<b>Comm Member:</b>	Mark Sills
<b>Comm Member:</b>	Brian Dowie
<b>State Flying Inst:</b>	Geoff Herbert
<b>Editor:</b>	Vacant
<b>Education:</b>	David Nichols
<b>Video Librarian:</b>	Ivan Chislett

**3. Apologies: Registrar, Paul Webber**

**4. Visitors: Ron Hickman**

**5. Minutes of the previous meeting held on – 12<sup>th</sup> December 2019**

**Secretary** moved that the minutes of the previous meeting be accepted

**Seconded by:** Geoff Herbert **Carried - Yes**

**6. Matters Arising from previous minutes: -**

**6.1 NFG Rabbit proof fence** – All materials arrived on site. Club established a working bee over the past three weeks to carry out all work required. Fencing is proving to be successful with three-quarters of the fencing already erected. The VMAA Secretary took photos of work done so far and will send out to all committee members.

**6.2 HM RW25 Inspector Michael Timms**– Has been endorsed by MAAA. To be tabled at the next MAAA meeting for approval.

**6.3 HM FW50 Giant Inspector Jason Sageidak** – Has been endorsed by MAAA. To be tabled at the next MAAA meeting for approval.

**6.4 Consumer Affairs Return for 2019** – The Secretary tabled the return for 2019 requires completion before the 2020 return is due. Treasurer to provide details as soon as possible.

**6.5 WMAC Visit** – Accommodation has been booked for Warrnambool for those that are attending. The club is having a fun fly and opening of the new clubhouse on 21/22 March 2020.

**7. Treasurers Report-**

Opening Balance	\$183,239
Receipts	\$6,052.00

Payments	\$3999.43
Closing Balance	\$185,293.43
Term Deposit	\$227,933.61
Term Deposit (2)	\$19,234.63

**7.1 Additional Monthly expenses:**

- 7.1.1** AKT Invoice Payment - \$20 engraving cost. Completed.
- 7.1.2** Reimbursement of SFI Course expenses. Completed.
- 7.1.3** The VMAA Sec has completed VMAA PO Box renewal

**7.2 VMAA Budget for FY 2019/20** – Line items are based on historical requirements. There have been other items that have not been budgeted completely such as additional state field purchase. A framework structure is a need for state fields, loans or grant requirement. The President requested that a view needs to be established so these lines items can be more aligned to expectation. It understood the budget is a guide to determine expenditure for the next 12 months. Unexpected expenditure may occur based on various requirements. Committee members are requested to submit any budget items that need to be concluded.

**7.3 Honorariums** – A review on how the honorariums are calculated needs to be completed. The review is aligning to the various committee positions and update the current table. Normally a budget discussion to include this issue is completed in April of each year. The treasurer will review and then sent to committee members for comment. Part of this process is the review of Position Description (PD) for each committee member.

**7.4 Consumer Affairs Financial Statement** – The Secretary, tabled that we are still waiting for the 2019 report to be finalised. This now six months late and unless the next meeting produces the report, then a new auditor needs to be engaged to complete the report.

**7.5 Payment of Invoices** – Invoices/reimbursement need to be paid within seven days of receipt or a maximum of 14 days. The problem has been with Treasurer's email system not receiving emails and attachments. SMS should be sent if no reply within the time required so expenditure can be closed off promptly. All receipts are kept.

**Treasurer** moved that the report be accepted

**Seconded by:** Brian Dowie **Carried - Yes**

**7. Correspondence in:**

- 7.1** Email from VRF requesting Chuck gliders Dream Big day at Gowrie Street Primary School. – Rec 10 Feb 2020
- 7.2** Email from CASA raising NOTAM for VJAA – Rec 10 Feb;
- 7.3** Email from GMAC in regards to Instructors and courses – Rec 09 Feb
- 7.4** Email from AKT Trophies in regards to invoice – Rec 08 Feb;
- 7.5** Email from VJAA requesting NOTAM Leongatha Sunday 23 Feb 20. – Rec 7 Feb;
- 7.6** Email from CAV in regards to Annual Statement – Rec 07 Feb;
- 7.7** Email Query in regards to MOP001 Accident reporting – Rec 4 Feb;
- 7.8** Telecom VMAA/MAAA Sec of acceptance of Jason Sageidak as an FW50 Insp – Rec 03 Feb;
- 7.9** Email from Mr Ian Byers in regards to display application – Rec 05 Feb;

- 7.10 Email from SEMAC VP John Julian in regards to new flying site location and instrument – Rec 05 Feb;
- 7.11 Email from SEMAC Secretary, Geoff Mulhall advising of position change a VMAA Minutes request – Rec 05 Feb;
- 7.12 Email from VRF Secretary, Rob Popelier in regards to instructor's course – Rec 03 Feb;
- 7.13 Email from TCMA President Graeme Frauenfeider in regards to area approval – Rec 29 Jan;
- 7.14 Email from EMMAC Secretary Fred West in regards to IMAC event – Rec 24 Jan;
- 7.15 Email from MAAA Sec in regards to finding RC aircraft – 23 Jan;
- 7.16 Email from Mr Ian Farrar in regards to feedback with instructor's course – Rec 18 Jan;
- 7.17 Email from KDMS Pres Mr Shane Talbot in regards to display application – Rec 14 Jan;
- 7.18 Email from MAAA Sec in regards to Old Timer rules changes (NSW/QLD) – Rec 06 Jan;
- 7.19 Email from Mr Russel Edwards in regards to 2019 F3A reimbursement – Rec 03 Jan;
- 7.20 Email from Mr Richard Lovell in regards to park flyers and insurance – Rec 02 Jan;
- 7.21 Email from Mr Matt Shevels in regards to VMAA/MAAA decals – Rec 28 Dec;
- 7.22 Email from BADMAC Sec Tony Wilson in regards to display applications – Rec 24 Dec;
- 7.23 Email from MAAA Sec in regards to MAAA Council conference – Rec 21 Dec;
- 7.24 Email from NFG Sec, Tim De Haan acknowledge condolence letter – Rec 18 Dec;
- 7.25 Email from VJAA Sec Mss. Karen Lock in regards to HM application for Mr C. Hodder – Rec 18 Dec;
- 7.26 Email from VRF Co-Op Committee in regards to AGM minutes – Rec 17 Dec;

## **8. Correspondence Out:**

- 8.1 Email to GMAC Secretary in regards to Instructors and courses – Sent 10 Feb 2020
- 8.2 Email to Mr Ian Byers clarification of display application – Sent 06 Feb;
- 8.3 Email to MAAA Secretary in regards to Sandown Display application – Sent 05 Feb;
- 8.4 Email to SEMAC VP in regards to new site and instrument requirements;
- 8.5 Email to SEMAC Sec providing VMAA Minutes for past 12 months – Sent 05 Feb;
- 8.6 Email to VRF Sec in regards to holding an instructor's course – Sent 03 Feb;
- 8.7 Email to VMAA/MAAA Scale Delegate in regards to funding – Sent 02 Feb;
- 8.8 Email to TCMA Pre in regards to area approval requirements – Sent 30 Jan;
- 8.9 Email to EMMAC Sec in regards to IMAC event via the website – Sent 24 Jan;
- 8.10 Email to MAAA Sec in regards to finding RC aircraft – Sent 23 Jan;
- 8.11 Email to KDMA Pre. Acknowledge display application request – Rec 14 Jan;
- 8.12 Email to MAAA Sec in regards to the nominated name on CASA instrument – Sent 12 Jan;
- 8.13 Email to MAAA Sec in regards to Darraweit Guim ownership – Sent 12 Jan;
- 8.14 Email to VARMA Sec in regards to MOP amendments – Sent 11 Jan;
- 8.15 Email to Mr R. Edwards in regards to reimbursement of funds – Sent 03 Jan;
- 8.16 Email to Mr Richard Lovell in regards to Park Flyers and insurance – Sent 03 Jan;
- 8.17 Email to Mr Matt Shevels in regards to VMAA/MAAA decals – Sent 30 Dec;
- 8.18 Email to BADMAC Sec acknowledging receipt of display applications – Sent 24 Dec;
- 8.19 Email to Mr John Dodd in regards to HM application – Sent 20 Dec;
- 8.20 Email to Model Flight in regards to support with training TX requirements – Sent 19 Dec;
- 8.21 Letter of Condolence to NFG Secretary regarding Mr Ken Tunley – Sent 18 Dec;
- 8.22 Email to VJAA Sec in regards to HM application from Mr C. Hodder – Sent 18 Dec;
- 8.23 Letter to MMAC President David Axon in regards to support – Sent 17 Dec;
- 8.24 Letter to MAAA Sec in regards to HM Giant application for J. Sagaidak – Sent 16 Dec;
- 8.25 Email to MAAA Sec in regards to CASA Instruments – Sent 15 Dec;

## 9. Matters Arising from Correspondence:

- 9.1 **MAAA Council Conference Submissions:** Any submissions for the conference need to be provided before 17 March 2020 to the VMAA Secretary. There is a format for submissions which need to be followed. Submissions are placed on the agenda for discussion and to take a vote on the item.
- 9.1.1 **Funding request:** Scale VMAA/MAAA delegate request possible additional funding due to the inclusion of junior and female competitors. The VMAA Secretary will provide a submission to the MAAA Council conference in May 2020 for discussion.
- 9.2 **SEMAC Change of location:** The club is moving locations to a new site due to the cost of leasing the current location has become unacceptable. Negotiating with the council for permits etc. Looking for support via funding. VMAA Secretary to contact SEMAC to discuss the “Close Field Proximity Policy” MOP.
- 9.3 **HM FW25 Inspector Mr John Dobb** – SHMI, David Law recommended application. Secretary to send a letter of recommendation to the MAAA for endorsement and approval.
- 9.4 **HM, FW50 Giant Mr Ken Mollison** – Application was not approved due to MOP requirements and time spent has an HM inspector FW25.
- 9.5 **HM FW25 Inspector for Mr C Hodder** – Application was not accepted as the Member resides in NSW. The member needs to apply through the parent state.
- 9.6 **VMAA Decals** – The current supply of VMAA decals have been exhausted. Secretary tabled whether to replace with new stock. There has been a request from a club member to purchase VMAA decals. Secretary to explore the cost and quantity needed to have stock available.

## 10. Display Applications:

- 10.1 KDMAS – 300 ft AGL – 3 May 20
- 10.2 Warrackmabeal MAC – Below 400 ft – 11 to 13 April 20
- 10.3 BADMAC – 3 x displays:
- 10.3.1 Swap Meet/Display day – 9 Feb 20
- 10.3.2 (2020 Actio(n) Rally – 7 to 8 Mar 20
- 10.3.3 Mid May Muster – 17 May 20

## 11. Registrars Report:

- 11.1 Processed registrations to date are:

December		February	
Seniors:	2139	Seniors:	2187
Juniors:	90	Juniors:	99
Life Mbrs:	5	Life Mbrs:	6
<b>Total:</b>	<b>2234</b>	<b>Total:</b>	<b>2289</b>
<b>To be processed:</b>	<b>27</b>	<b>To be processed:</b>	Half-year processing

- 11.2 Processing continues for half-year membership. Problems have been club registrars entering members before 01 Jan 2020. Club registrars need to be aware of when to enter half-yearly membership to ensure total dollar value displayed by the database is based on the appropriate category.

**12. Contest Directors Report:**

- 12.1 **VMAA Calendar** – There have been many updates over the two months with various events to be held over the next three months. An ongoing process with the calendar updated each week if not sooner.
- 12.2 **VMAA Trophy** – Scoring system is being updated and tested. In progress and entering the final testing cycle.

**13. Editors Report:**

- 13.1 Bulletin - Distributed in March 2020 and will be sent out once all required are received and the completion of the Train and Hobby Show at Sandown.
- 13.2 **Editors Cameras** - Maintenance requires to be completed as they are used regularly outdoors. Should be minor. Secretary to investigate and complete.

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

- 14.1 Several updates have been completed at the back end to ensure stability. Issues remain with certain spam mail been sent. It is difficult to remove all spam from a public forum, but there has been a noticeable reduction.

**15. Safety Report:**

- 15.1 **Mt Wallace** – Club Member placed a finger in a propeller. Incident report to be raised. Secretary to notify the club of requirement and inform MAAA.
- 15.2 **East Side FPV** – Drone hit a racing gate with the result being the loss of RC control. A drone flew into a car park and struck a vehicle. There was some minor damage with an incident raised. This is possibly the second incident in the past 12 months.

**15.2.1 Action:** VMAA Secretary to discuss with ESFPV race layout and how to mitigate this type of risk.

**16. Education Officers Report:**

- 16.1 **Chuck gliders** - requested by Valley Radio Flyers (VRF) for a small display to be held in Shepparton (20 supplied). Received new supply of laser cut chuck gliders. Invoice to be paid.
- 16.2 **Old IC Engines** - Request from a club member whether the Education officer had any old IC motors to provide a discussion and interest in motors. David suggested that if there was a real interest in model engines that perhaps a further modelling discussion could be beneficial.

**17. Video Library:**

- 17.1 The full list sent out in December 2019 to all Secretaries. Unfortunately, only one request was received. The library is available to all members and is an excellent resource.

**18. SFI Report:**

- 18.1 **General** – Both Mr Les Marriner and Mr Greg Lepp have been issued with database login and are working accordingly. President table the function of Mr Les Marriner's SFI support role and how he will be assisting on Instructor courses.

18.2 **Wing Status** – For January there were six assessments completed with two assessments for February so far

18.3 **Instructor Notification:**

18.3.1 Number of requests received for refresher course: \_\_\_\_\_143\_\_\_\_\_

18.3.2 Instructors that do not wish to continue as instructors: \_\_\_\_\_30\_\_\_\_\_

18.3.3 Number of instructors completed refresher course: \_\_\_\_\_65\_\_\_\_\_

18.3.4 Some instructors have not responded to whether they wish to complete a refresher course. It is up to each instructor to contact the SFI.

18.4 **Next Instructor's Course Date:**

18.4.1 **P&DARCS** – 18 Jan - Completed

18.4.2 **VARMS** – 15 Feb 2020. Twenty-one students to attend the course.

18.4.3 **SAM** – 21 Feb 2020. Eight students to attend. Six from Victoria and two from NSW. The MAAA President, Neil Tank, will be attended to observe the course. MAAA is now introducing an Instructor Training Pre-Assessment questioner. Mostly about regulations.

18.4.4 Additional courses to be organised as required. Each course will have a maximum of 20 students. Possible courses to be held at VRF location, with consideration for another held at GMAC or NFG in the coming months.

18.5 **CFI Conference** – VMAA SFI will be on leave and will not available for SFI Conference to be held in South Australia on 21 Mar 20. Mr Greg Lepp will be attending on behalf of the SFI.

18.6 **Rocketry Instructor** – The MAAA Executive had advised the SFI that until the updated MOP is completed describing a clear process, Rocketry Instructors would best be appointed through a submission to the MAAA from the Ordinary Member (such as the VMAA). A submission was received from Mr. Reeve Marsh to be reviewed for endorsement by the VMAA Executive and subsequent forwarding to the MAAA for final approval.

18.6.1 **Motion** – The SFI tabled a motion to accept Mr Reeve Marsh submission to become a Rocketry Instructor. **Seconder:** Joe Finocchiaro **Carried:** Yes

18.6.1.1 **Action:** Secretary to send submission and recommendation to MAAA for endorsement and approval.

18.7 **Recertification MAAA Instructors** – Recertification of MAAA Instructors to be completed by 30 June 2020. As from the 01/07/2020, those that have not completed their refresher course with have their certification revoked.

19. **State Field Reports:**

19.1 **Darraweit Guim** – Field is good conditions with no cracks on the field. The watering system is being serviced with some solenoids replaced. Rabbit holes are now addressed as the new fence is being erected.

19.2 **Bairnsdale - None**

19.3 **Echuca** – The club is going ahead with the next part of the shelter. Materials are being sourced with the labour to be supplied by the club members.

- 19.4 **Mount Wallace** – Ballan Tractor Pull is held at the Ballan show grounds. The club holds its annual display day on 16 Feb 2020. The Try and fly day will be held on 01 Mar (flyers produced for the event) with a Glider towing event held on the weekend on 14/15 March 2020. The new club sign was tabled to indicate what and how it will be presented at the field. The secretary indicated the sign is also a VMAA responsibility; however, the club has sourced a supplier that can do the job and provide what is needed. The draft sample was tabled for review.

## **20. State Field Requests:**

- 20.1 Scale Competition 23 Feb – Tim De Haan Darraweit Guim  
20.2 Large Scale Racing 02 to 03 May 20 – Byron Simpson for Darraweit Guim  
20.3 IMAC 4 to 5 April 20 – for Echuca State field  
20.4 IMAC 07 Nov 20 – Michael Andrysik for Mt Wallace

## **21. General Business:**

- 21.1 **VMAA Action Point Register** – The President reminder all the action register is for items to be completed and are not forgotten. The register is sent out by the Secretary regularly. Please ensure you review the register and complete tasks assigned to you and make comments if required for all to see.

### **21.2 Train and Hobby Show 2020:**

**21.2.1 General** - The President tabled the early conversation in regards to Sandown and the willingness to continue with the event. Initially, we did have someone assist with this; however, that did not prove successful. The organisers are keen to have the VMAA at the show and put on a flying and static display. Mr Ivan Chislett was requested to provide commentary for the event and has agreed. Volunteers do not have to be at the show for all three days. Flying display is on Saturday only. Static will be across three days.

**21.2.2 Area Approval** - Submitted. Waiting for an invoice for payment. The permit will be for five years.

**21.2.3 Event flyer** - In progress and will be printed in small volume once approved. Limited number produced to finalise any changes after the event. Quantity of the flyers will then be produced and made available to all clubs for any public event. Quantities to be determined.

**21.2.4 Notification** - Sent out to all clubs for support has been sent out. Keilor club has offered assistance for the static display.

**21.2.5 SIGs** - Have been contacted for support and possible static display stands. Waiting for replies.

### **21.3 Loan Equipment:**

21.3.1.1 Secured Shelter Storage boxes are being constructed and will be ready in March 2020. Box to be placed at Pakenham, Greensborough and Darraweit Guim.

21.3.1.2 Two new shelters purchased to replace unserviceable shelters—one at Pakenham, (P&DARCS) and one at Greensborough (GMAC). Unserviceable/Damaged shelters will be written off.

- 21.4 **VMAA Uniform requirements:** Mr Brian Dowie has ordered uniforms to replace incorrect sizes. New uniforms to be picked up.

- 21.5 **LDMFA:** New procedure and conditions in regards to flight operations. President tabled the procedural requirements of the flying envelope. Email received from the MAAA Secretary to further discuss with the club to help the club understand the current layout and flying area.

Issue of concern is the existing flying area and returning to the runway if an issue develops with a model. The club is working with the gun club to ensure a very good working relationship continues.

**21.5.1 Mt Wallace Leasing arrangements (VMAA / MWMAA):** The Secretary tabled the VMAA final version sent to MWMAA for review and signature. The lease has been signed. The Secretary explained to the club what the lease means and conditions of the leasing arrangements. The club will pay the first lease payment. Invoice to be sent to the club by VMAA Treasurer.

**21.5.1.1 Action:** Treasurer to send an invoice to MWMAA for payment.

## **21.6 Bairnsdale Rates Invoice**

**21.6.1** The MAAA has paid the rates for the Bairnsdale. The rent payments/rates have not been actioned correctly. MAAA Treasurer is providing a letter of understanding. A lease exists between VMAA and MAAA. A Leasing arrangement needs to be completed between VMAA and Bairnsdale.

**21.6.1.1 Action:** VMAA Secretary to determine if leasing arrangements have been actioned between VMAA and Bairnsdale.

## **21.7 Area approvals – Current applications that are being reviewed or waiting for CASA approval:**

**21.7.1** GMAA;

**21.7.2** MFWAC;

**21.7.3** BAM;

**21.7.4** CMAC;

**21.7.5** BRMFC;

**21.7.6** TCMAC;

**21.7.7** LVMAC and

**21.7.8** SAM600.

**21.7.9 New CASA requirements.** GPS coordinates of the flying area, digital map of the site, type of aircraft, size and weight. I am working with clubs to complete the requirement.

**21.8 TCMAC 50 Years Celebrations:** The TCMAC is celebrating 50 years of continued operation within the Albury area. The club has seen many club members enjoy the club facilities, camaraderie and friendship it provides to this day. The club has been an active supporter of the VMAA and MAAA over many years. The Club has requested the VMAA to attend as guests and address the gathering. The Secretary will attend to represent the VMAA. Based on the milestone reached, the club is requested assistance in regards to funding in support of the celebration dinner to be held on 28 March 2020. After discussing the issue is agreed to in principle; however, the committee would like to know what specific funding is needed.

**21.8.1 Action:** Secretary to contact TCMAC and request additional information on the funding request.

**21.9 VMAA AGM 2020:** The VMAA AGM is normally held on the third Thursday of July to allow any audit action to complete. Due to the changes in CA submission process, this is not a critical requirement moving forward. It is proposed the AGM falls within the same period as per normal VMAA meetings.

**21.9.1.1** A discussion arose in regards to what needs to be completed to have the financial affairs ready by the AGM. Does not have anything to do with the audit, but they ensure all calculations and entries are completed. If the meeting timeline was bought back to the second Thursday as it is now putting a heavy load on the Treasurer as the AGM is



a different format/collection of figures. The timeline for the AGM needs to be extended to ensure all financials are completed and ready by the AGM date. To provide a suitable timeline, the Secretary suggested the AGM be put back to the September meeting (10 Sept 20).

- 21.9.1.2 On completion of all discussion, it was agreed to move the **AGM to the September meeting**. President requested the Secretary to raise the AGM notice as soon as possible to the membership, so they are aware of the new AGM date. It is noted that some committee positions to extend their tenure until the September AGM meeting. It is also noted this new timeline fits in within the CA/corporate requirements.

**21.9.2 VMAA Committee Members Resigning:** The following committee members will not be standing for their committee position at the 2020 AGM:

21.9.2.1 **VP** Jon Goudge; and

21.9.2.2 **Registrar**, Paul Webber.

22. **Sam600** – Mr Brian Dowie has requested on behalf of the SIG group for an Airband Radio be made available for their flight operations. The Secretary mentioned he had discussed this issue with the MAAA. The MAAA is organising the purchase of such radios at a discounted cost. This is in progress and will be notified.
23. **VARMS** – Asked if the VMAA has received two letters. The Secretary tabled that no letters have been received. The only letter received was in regards to MOP amendments which was answered and acknowledged the receipt.
24. **VARMS** – Asked about non-members. Non-members cannot fly on an MAAA sanctioned site unless under visitors' provisions. Signs can be put up by the club to inform all visitors of the above. There are several ways to ensure someone flying on the field can be checked to ensure he/she is an MAAA member and is covered by insurance.
25. **VARMS Wings Certification** – The MAAA MOP is a guideline. It is up to the club to determine whether a wings rating is required to fly solo at their field (i.e. other than under the guidance of an instructor). Some clubs will only allow members to fly solo if they have their Silver Wings. This is entirely up to the club.
26. **P&DARCS** – Reported a break-in at their field. Fortunately, no equipment was taken; however damage was done to cameras and associated equipment. An Insurance claim has been submitted.
27. **Next VMAA Committee Meeting will be held on Thursday, 12<sup>th</sup> March 2020 at VARMS Clubrooms starting at 7:30 pm.**
28. **Meeting Closed: 10:45 pm**