



**Victorian Model Aeronautical Association Inc.**  
**Executive Committee Meeting Agenda**  
**held on the 14<sup>th</sup> of October 2021**

**Via Zoom Videoconferencing**

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

**2. Present:**

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

**3. Apologies:**

**4. Visitors:** Mr N Thompson (GMAC Representative)

**5. Minutes of the previous meeting held on – 09 September 2021**

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

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

- 6.1 **Consumer Affairs VMAA Financial Statement** – Email received to submit an annual financial report for 2020/21. The audit report will be submitted after the AGM and signed off by the auditors. When completed, the statement will be uploaded to the CA.
- 6.2 **P&DARCS Funding Proposal Acceptance** – The contract agreement has been signed with a copy sent to the club, with a copy held by the VMAA.
- 6.3 **State Field Mt Wallace Leasing** – Letter has been sent to the MWMAA club to consider the additional CPI cost regarding the current leasing arrangements.
- 6.4 **Grant form Template** – A draft template has been completed and forwarded for review by the Treasurer. The template will provide a paper trail regarding grants for auditing purposes.

**7. Treasurers Report:**

|                 |                    |
|-----------------|--------------------|
| Opening Balance | \$141,151.96       |
| Receipts        | \$8,177.00         |
| Payments        | <b>\$15,917.33</b> |

|                       |              |
|-----------------------|--------------|
| Closing Balance       | \$133,411.63 |
| Term Deposit          | \$229,694.35 |
| Term Deposit (2)      | \$159,365.44 |
| Total Loans to clubs: | \$21,000.00  |

#### 7.1 **Comments:**

- 7.1.1** Add additional date range to provide additional information. There have been a couple of clubs that have now paid their loans. The remaining loans are on track. The current investment accounts are not doing that great based on low-interest rates.
- 7.1.2** Annual insurance fees have been paid after the current VMAA equipment stock holding was reviewed. Normal expenses for software, network and rental are ongoing.

#### 7.2 **Additional Items:**

- 7.2.1 Additional Account (Fees/Other):** Meeting to be organised to discuss the additional effort required to manage two accounts.
- 7.2.2 BADMAC Rate Invoice:** MAAA has contacted the VMAA regarding a discrepancy with the annual rates associated with the comment leasing agreement. Rates have been missed based on an incorrect mailing address over the past four years. This abnormality has been corrected. An invoice has been sent to the VMAA. Certain points were raised as to the responsibility and ongoing accounting. After the discussion, the President and Secretary will discuss with BADMAC the issue and identify the shortfall, which is a total of approximately \$643.86. The intent is for the pro rata of the rates to be paid and be part of the leasing arrangements. The lease will be amended to ensure all identified costs are clear for the club. Both the VMAA and MAAA did not pick up the error which will be corrected.
  - 7.2.2.1 Action: 1.** Treasurer to review all current leases.
  - 7.2.2.2 Action: 2** President & Secretary to meet with BADMAC to discuss the issue.
- 7.2.3 MAAA Invoice 22-104** – CASA raised the invoice for the area approval for the VARMS new field. To reduce timelines and to assist the ongoing process, the invoice was paid by the MAAA. The MAAA has raised an invoice against the VMAA which will be charged to VARMS to complete the cycle.
- 7.2.4 P&DARCS Bank Details** – The account details have been received from P&DARCS, so authorised funding that has been approved can be transferred to the club.

#### 7.3 **Treasurer** moved the report to be accepted

**Seconded by:** Jon Goudge **Carried - Yes**

#### 7. **Correspondence in:**

- 7.1 Email from CASA Permanent NOTAM raised for VARMS new field – Rec 13 Oct
- 7.2 Email from Mr N. Thompson regarding being GMAC Representative – Rec 13 Oct
- 7.3 Email from P&DARCS Tres regarding banking details – Rec 12 Oct
- 7.4 Email from Echuca Sec regarding additional insurance cover – Rec 12 Oct
- 7.5 Email from AAFC Airforce Cadets regarding EXPO – Rec 11 Oct
- 7.6 Telecom CASA/VMAA Sec regarding NOTAM for Area Approvals – Rec 11 Oct

- 7.7 Email from VMAA SFI regarding Bronze Wings – Rec 11 Oct
- 7.8 Email from IMAC regarding State Field Application – Rec 11 Oct
- 7.9 Email from MAAA President regarding LSF glider ratings – Rec 11 Oct
- 7.10 Email from SHMI, David Law regarding Giant ARF Inspectors – Rec 10 Oct
- 7.11 Email from Mr D. Jedwab application for HMI for PARCS club – Rec 06 Oct
- 7.12 Email from KVM club regarding vaccinations – Rec 08 Oct
- 7.13 Email from MAAA President regarding Scale World Team Support letter – Rec 07 Oct
- 7.14 Email from MAAA Sec regarding CASA Instrument for VARMS – Rec 07 Oct
- 7.15 Email from Mr N. Thompson withdrawing VMAA Nomination – Rec 28 Sep
- 7.16 Email from Mr P. Mohr nominating for VMAA Committee Position – Rec 28 Sep
- 7.17 Email from Mr J. Rule regarding GA Airport and Proximity to ADMAC – Rec 27 Sep
- 7.18 Email/Minutes MAAA Financial meeting – Rec 20 Sep
- 7.19 Email from MWMAA regarding Council Permit Extension – Rec 20 Sep
- 7.20 Email from Mr K. Quigg nominating for VMAA CD position – Rec 16 Sep
- 7.21 Email from Mr Gary Robinson regarding Rotary International Expo – Rec 13 Sep
- 7.22 Email from VARMS regarding additional area approval information – 12 Sep

## 8. Correspondence Out:

- 8.1 Email to Echuca Sec regarding additional insurance cover – Sent 14 Oct
- 8.2 Email to VARMS regarding permanent NOTAM over the new field – Sent 13 Oct
- 8.3 Email to Mr N. Thompson acknowledging being GMAC Representative – Sent 13 Oct
- 8.4 Email to KVM Club regarding vaccinations requirement – Sent 08 Oct
- 8.5 Email to Kinglake Club regarding registration of club member on the database – Sent 08 Oct
- 8.6 Email to VARMS regarding Approved Area Approval – Sent 07 Oct
- 8.7 Email to Mr J. Rule & ADMAC regarding GA airport proximity – Sent 07 Oct
- 8.8 Email to Mr D. Jedwab regarding HMI criteria – Sent 04 Oct
- 8.9 Letter to P&DARCS Sec regarding Signed Loan Agreement – Sent 02 Oct
- 8.10 Email/Notifications regarding COVID Registration – Sent Month of Sep/Oct
- 8.11 Email to MAAA Sec regarding HMI Application for Mr R. Sergeant – Sent 19 Sep
- 8.12 Email to Mr Gary Robinson regarding Rotary Expo – Sent 18 Sep
- 8.13 Email to Ass HMI regarding Audit – Sent 11 Sep

## 9. Matters Arising from Correspondence:

- 9.1 **MAAA Sec Resignation** – The MAAA informed the VMAA the current Secretary, Mr T. Dodd, has resigned. In the interim, the MAAA has appointed the MAAQ Secretary Greg Petherick as the MAAA Secretary, and David Lewis appointed the MAAA Registrar. Both appointments will continue until May 2022 Council Conference. The normal recruitment cycle will be engaged for both positions.
- 9.2 **HMI Giant ARF/Turbine** – The submission from the SHMI has been received and distributed to the committee. To be discussed in other business.
- 9.3 **GA Glider field and ADMAC** – The current situation is the aerodrome corridors used by GA aircraft, including gliders, are in close proximity and potentially pose a risk for normal operation by the club and aerodrome. The VMAA Secretary had spoken to both organisations and has made arrangements for both parties to meet along with the VMAA President and Secretary. The meeting intends to see the possible flight envelope that can

be achieved without compromising safety. The meeting will occur after the COVID restrictions are reduced and allow regional travel.

9.4 **HMI Application** – Mr D. Jedwab from the PARCS Club has applied due to a shortfall in HMI. The application has been distributed to the committee with no objections. The application has been sent to the SHMI for assessment.

9.5 **Committee Appointments:** The VMAA have received interest from Club Members in the positions that cover Contest Director, Ordinary Member, and Newsletter Editor (To be discussed in General Business)

## 10. Display Applications:

10.1 Nil

## 11. Registrars Report:

11.1 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.

| September                  |             | October                    |             |
|----------------------------|-------------|----------------------------|-------------|
| Seniors:                   | 1993        | Seniors:                   | 2038        |
| Juniors:                   | 67          | Juniors:                   | 69          |
| Life Mbrs:                 | 8           | Life Mbrs:                 | 6           |
| <b>Total:</b>              | <b>2068</b> | <b>Total:</b>              | <b>2114</b> |
| <b>To be processed: 88</b> |             | <b>To be processed: 13</b> |             |

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. Any cheques received for the next fee cycle will be returned to the club.

11.3 **Clubs with Zero Members:** The Kinglake club being one of the clubs without members, has been resolved with the VMAA Registrar. The club now shows nine members on the club listing. There has been no further response from the article placed in the VMAA newsletter of the remaining clubs with no members. These clubs will be placed in a dormant state.

11.4 Invoices from the MAAA Registrar to the VMAA Registrar has been resolved.

### 11.5 Life Members

|               |       |                       |
|---------------|-------|-----------------------|
| <b>11.5.1</b> | 1047  | Mervyn Buckmaster;    |
| <b>11.5.2</b> | 38516 | Christopher Caulcutt; |
| <b>11.5.3</b> | 24518 | Ivan Chiselett;       |
| <b>11.5.4</b> | 35563 | Brian Dowie;          |
| <b>11.5.5</b> | 30134 | Murray Ellis; and     |
| <b>11.5.6</b> | 24641 | Peter Harris.         |

## 12. Contest Directors Report:

- 12.1 **VMAA Calendar:** Clubs are submitting events now for 2022, which is great to see. Some events will be rescheduled where possible to 2022. Some events will run in 2021 by SIG groups as restrictions are eased. The calendar is being updated regularly.

**13. Editors Report:**

- 13.1 **VMAA Bulletin** – September 2021 bulletin was distributed to the association.

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

- 14.1 **Website Update:** The update of the website is continuing with new content and general items for information. The latest list of all clubs has been refreshed on the website and contains club names and were possible club secretary contact details. The file is a PDF that can be downloaded as required.

**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. Current, the position is vacant.
- 16.2 Email notification that the Airforce cadets have announced that we will be taking the 2021 Expo Virtually, similarly to 2020. The Expo asked if the VMAA could provide a virtual display. Due to the short notice, it was not practical to develop a presentation worthy of the event. However, if future events are organised and sufficient time is made available, then the VMAA will be able to participate.

**17. Video Library:**

- 17.1 Borrowing is slow but continues to be used even though in small numbers

**18. SFI Report:**

- 18.1 **Comment:** The SFI congratulated the VMAA Secretary on taking on the responsibilities and duties from a few VMAA vacant positions and doing them very well.
- 18.2 **Wing Status:** One Wing was issued during September 2021 as no metro or country clubs were open due to Covid 19 lockdowns
- 18.3 **Qualified Instructors** - The VMAA currently has **147** MAAA qualified instructors.
- 18.4 **Plans for the next six months:** During the Requalification Courses, Instructors were encouraged to adopt a policy of Bronze or Silver Wings as the base level for radio control solo ratings. It was initially met with a negative response from the club members; however, this is now softening, with members coming forward and passing their wings. I am receiving good feedback from the members themselves when I phone and congratulate them on their achievements. I am finding a very positive attitude, some of whom have been flying for 30 years or more.

- 18.5 **Plan View Descriptions of Maneuvers on Test Sheets:** Instructor Rod Mitchell from the Warrnambool Club suggested that the Test Sheets for Bronze and Silver Wings Fixed Wing Power incorporate a plan view of the maneuvers onto the rear of the test sheet. This would be there as a reference for student pilots to become familiar with during their training. This is currently done for the Silver and Gold Wings Multi Rotor Test Sheet, so I cannot see a problem with the MAAA. I support Rod's suggestion, and I am currently designing the form and will put it forward for State and Federal Approval. (Diagram will be available for discussion)
- 18.6 **Future Instructors Courses:** As soon as the Covid 19 travel restrictions are lifted, the planned course at the NFG will go ahead with the original course participants.
- 18.7 **Discuss Bronze Wing Assessment proforma:** The markup form can be sent to the MAAA for action. The diagrams of the maneuvers on the assessment sheet will assist the instructors by having the maneuvers on the sheet. Positive feedback has been received. The assessment form will be sent to the MAAA for action. The intent, if accepted, can go Australia wide.

**19. State Field Reports:**

- 19.1 Nil

**20. State Field Requests:**

- 20.1 IMAC request to use Darraweit Guim State field 5 & 6 Feb 22  
20.2 VFSAA request to use Darraweit Guim State field 20 Feb 22

**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. Emails will be sent out to the committee with sections of the constitution for review.

**21.1.2 Victorian Legislation to ban Nazi symbols:** The President is trying to find a government member to discuss the issue. The intent is to have a voice from the association perspective to understand the nature of how these symbols are used.

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

- 21.2.1** VARMS Approved;  
**21.2.2** BRMFC (Conditionally approved);  
**21.2.3** MFWAC (Conditionally approved);  
**21.2.4** TCMAC (Under review);  
**21.2.5** LVMAC (Under Review); and  
**21.2.6** NMAC (Under review).

- 21.2.7 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.
- 21.2.8 Change of Payment Process:** To improve the process and speed up the approval process, the new MAAA Pretendent to have the MAAA the initial fee estimates and then charge back to the state/club. The potential is to reduce the timeline by possibly two to three weeks. Work in progress.
- 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 completed with the VMAA Secretary collating the data. Some data has been sent to the VMAA VP to look at possible trends. There seems to be a common trend evolving. Results received were from various club members across the state. The Vice President will be presenting the information at the next VMAA meeting.
- 21.6 Heavy Model Inspector Audit:** The HMI audit is to conclude by the end of October 2021. It has been a good result, with some resigning from the position based on various reasons. These members names will be forwarded to the MAAA to process. The listing will be updated on the VMAA Website as soon as possible.
- 21.7 Registrar Equipment:** Laptop Discussion. To be discussed at the next VMAA meeting
- 21.8 Proposal by the SHMI Giant ARF:** The submission addressed the gap regarding HMI. The SHMI have identified current HMI that can fulfil the position based on knowledge, experience and time spent as an HMI. The committee agreed for the SHMI to contact the selected HMI requesting if they accept the added responsibility of the position. The SHMI will contact the candidates and will let the VMAA Secretary know of the outcome.
- 21.9 Owners of social media sites to be accountable for comments:** The Presidents discussed that owners of Facebook pages could be held accountable for any comments made on the page itself. Owners need to be careful and will need stronger moderation of the page. There is no law/legislation at this stage, but it seems that upper-level legal authorities agree with this stance. Further information will be provided to the clubs when available.
- 21.10 State Field Sign Draft Proposal:** The VMAA Secretary tabled a draft design for state field signs to provide a common them. The work will continue and be presented once an additional design discussion is completed.
- 21.11 Filling Remaining Committee Positions:** The VMAA Secretary has received three expressions of interest from individuals available to fill vacant committee positions. The President requested the visitors leave the meeting for this section to be completed.

21.12 As the AGM for 2021 has been completed, additional positions can be filled by Executive Committee appointments if required. Expression of interest have been received for the following vacant positions:

- 21.12.1 Contest Director;
- 21.12.2 Ordinary Member; and
- 21.12.3 Newsletter Editor.

21.13 The Secretary discussed the available positions. Each position will be presented with a position description. Based on the position being an appointment, the member appointed can step down on request, or the VMAA can request for the appointee to step down.

21.14 Based on the above position availability, the Secretary moved that the following members be appointed:

- 21.14.1 **Keith Quigg** – Appointed as the **Contest director**. Seconded Mark Sills  
**Carried: Yes.**
- 21.14.2 **Ian Cole** – Appointed as the **Newsletter Editor**. Seconded Jon Goudge  
**Carried: Yes**
- 21.14.3 **Phil Mohr** – Appointed as an **Ordinary Member**. Seconded Geoff Herbert  
**Carried: Yes**

21.15 The President acknowledged the above positions are filled until the next VMAA AGM. If members wish to continue will be required to follow the normal nomination procedure.

**22. The next VMAA Committee Meeting will be held on Thursday, 11<sup>th</sup> November 2021, via Zoom videoconference. The General Meeting is planned to start at 7:30 pm.**

**23. Meeting Closed: 9:57 pm**