



## Minutes and Actions

Meeting name: 49 Squadron  
ATC Support Committee Meeting #01

Venue: Unit HQ

Date: 17 March 2014

Time: 7:30 pm

### 1. ATTENDEES:

FGOFF Phil Baker		Carol Kortens		Nick Kortens		Tracey Chapman	
Emma Elvy		Gareth Davies		Grant Campbell		A/PLTOFF Julie Buckley	
Richard Warring		Christine Warring					

### 2. APOLOGIES:

Yvonna Chrzanowska							

1. **Welcome**

Nick welcomed everyone to the meeting.

2. **Apologies**

Yvonna Chrzanowska

3. **Minutes from last meeting**

Agreed minutes from 2013

4. **Matters Arising from last minutes**

None

5. **Correspondence**

Letter from Southwards donation of \$2600 for helping on their Open Day.

Letter from Otaki RSA, donation of \$1000

6. **Unit Commander's Report**

Major achievements and Events over past year include commissioning of Julie Buckley and Grant Campbell as Officers, ANZAC Day Parades, Davey Memorial Drill Competition at Ohakea, Exercise Kiwi, Wallingford Shooting Competition and Cadet 150.

The Unit has received 6 new Marlin 22 Rifles for cadets to use.

Defence Forces have given the Unit sleeping bags, boots, shoes, some extra DPM uniform and access to 14x14 tents.

A/PLTOFF Julie Buckley is now RSO qualified and can take cadets on shooting ranges.

A/PLTOFF Grant Campbell is attending the next RSO course.

A/PLTOFF Grant Campbell has completed the Instructional Technique and Training Management Course, which qualifies him to take classes and manage the squadron training programme.

FGOFF Baker completed the Unit Commander's Course at RNZAF Base Ohakea.

Two Cadets made it onto RYPEN (Rotary Youth leadership course).

Promotions throughout the year were:

1 Flight Sergeant to Warrant Officer

3 Corporals to Sergeant

1 Corporal to Acting Sergeant

2 Leading Air Cadets to Corporal, and

5 Cadets to Leading Air Cadet

Resignation received from FGOFF Adrian Tofts.

Upcoming events for 2014 are Bushcraft, Shooting, Exercise Kiwi, Base visit to RNZAF Base Ohakea, Omaka Air Show 2015, Wairarapa Air Show 2015.

## **7. Chairman's Report**

Nick took over from Shane Buckley from October 2013, as Shane moved to Christchurch.

Nick thanked all the effort from support committee, Officers and parent helps over the past year.

Achievements during 2013 include,

**Building Repairs** – North face of building has been completely re-clad. All but the west side has been painted. Plans are to re-clad western end of the building, with financial help from the Museum. Interior work includes strengthening of internal pillar, re-hanging of doors and some gibbing. Further work to be done includes, gibbing, plastering, painting, finishing porch and steps to building. A new flag pole has also been assembled.

**First Aid Training** – After successfully obtaining a Grant from KCDC for \$1000, this was put towards First Aid training for the Cadets.

**Australia Trip Fundraising** – The committee along with help of parents have worked extremely hard over last year and raised \$6700 towards the trip. Unfortunately the trip has now been postponed to 2015.

## **8. Treasurer's Report**

Carol presented the end of year Accounts and were accepted as a true record by Emma Elvy and seconded by Tracey Chapman.

### **Items to note:**

Financial statement for the unit for 2013 have been reviewed by Independent Accountant Dennis Blank.

Cadet numbers have remained fairly static during 2013. But there has been slight drop in numbers at beginning of 2014, so we will be recruiting over next few months.

**Highlights:**

Fundraising income grew by 76% in 2013, mainly due to huge effort from committee and parents for Australia trip.

Grant received from KCDC for \$1000 for First Aid Training.

Donations of \$4490 received from Lions Waikanae, who continue to be a great support to the cadets.

Cadet numbers were around 35 for most of 2013.

**Expenditure breakdown**

We have achieved a further 5.4% decrease in unit running costs compared to 2012.

\$2.5K has been spent on upgrading/replacing old uniforms.

\$1400 has been spent on re-cladding the exterior of the Unit in 2013.

**Estimate of Income/Expenditure**

Income fees from Cadets only really covers the basic costs of running the Unit. We rely heavily on donations, grants and fundraising.

Grant applications will be submitted throughout 2014 to assist in purchasing of more uniforms, further flying experiences and more First Aid courses.

**9. Election of office bearers**

Chairperson: Gareth Davies

Treasurer: Carol Kortens

Secretary: Emma Elvy

Committee: Tracey Chapman, Yvonna Chrzanowska and hopefully Julia Lloyd.

Thanks to Shane Buckley, Nick Kortens, Dave Leonard and Brenda Austin for all their hard work over the past year.

**10. General Business**

Grant Campbell mentioned that Paraparaumu College Principal is keen on being informed about courses his students have attended and achieved. He would also like to be invited to any Prize giving's in future.

**11. Date of Next Meeting**

Monday 7 April

7.30pm at the Unit

**12. Close**