29 Mar 19

**MINUTES OF IX (B) SQN ASSOCIATION BOARD MEETING HELD AT 1930hrs ON 28 SEP 19** **IN CONFERENCE**

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| Present  | Air Cdre HayGp Capt TurkWg Cdr BattWg Cdr (Ret’d) LenihanSqn Ldr (Ret’d) HollandC/T Swanson | ChairDeputy ChairOC IX(B) Sqn (Desig)TreasurerSecDeputy Sec |
| Apologies | AM EvansGp Capt (Ret’d) Ferguson | PresidentVice President |
| **Item 1 – Welcome**1. The Chair welcomed everybody at 1930hrs.

**Item 2 – Actions from last minutes**2. With the exception of a discussion about the MoU between the Assn and the Sqn, there were no actions outstanding from the previous meeting. The Chair, Treasurer and OC IX Sqn (Desig) have a meeting planned on 01 May where the MoU would be discussed further.**Item 3 – EOY Accounts**3. The end of year accounts had been circulated to all Ctte members prior to the meeting. The only amendment from the Treasurer was the addition of the costing for the Assn Standard. This has now been incorporated and will be reflected in the Accts published.4. Some Assn members continue to pay £5 instead of the required £10. The question was asked about how to proceed with this issue. The Treasurer informed the meeting that these members were, in the main, elder members and that he was content to continue without sending out further reminders as the books balance well given other financial inputs.5. The Assn continues to miss Gift Aid payments from some members who have not filled out Gift Aid forms. A suggestion was made to place forms on the tables at the reunion dinner but it was mentioned that this had been tried before. The Treasurer informed the Committee that he would target individuals personally who hadn’t filled out forms yet.6. Decision: a. The Treasurer would contact those members who hadn’t filled out Gift Aid forms personally at the next opportunity.7. The Committee discussed the planned costs for the reunion dinner in September. There was a belief from some Ctte Members that the costs could be as high as £67 and as low as £35. The ProjO was able to inform the meeting that the actual cost was £35 but he would contact the hotel to find out whether VAT was included. A discussion at a later point in the meeting resulted in a decision to raise the cost to £40 a head to cover Sqn representation (Paras 23 & 28c).8. Decision:1. The Dep Sec would contact the hotel to find out if VAT was included in the cost of the Reunion Dinner.

9. The meeting was told that the costs for the Remembrance Sunday lunch at Bardney would cost no more than £15 a head. This would be the same as last year.10. The completion of the Memorial at the NMA is almost finished. In order to fully complete the Memorial, the Ctte was asked to approve a final payment of £7000. There were no objections.11. Decision:1. It was decided to approve the release of funds by the Treasurer to complete the final alterations to the IX(B) Sqn Memorial.

12. The Assn currently provides 5 wreaths on Remembrance Sunday at various locations which are relevant to IX (B) Sqn. Three are laid at Bardney and come from the Senior Ctte member (Chair or Vice-President), the Senior Veteran and one from the IX (B) Sqn. The others are laid at the NMA and the IBCC. The total budgeted cost for these wreaths is £80. A proposal was put forward to provide a sixth wreath to be laid at the closest location to the current Sqn and by members of the Sqn. There were no objections.13. Decision:1. It was decided that the Assn would provide six wreaths at a cost of no more than £120 and the Treasurer would budget for these in the accounts.

14. The Ctte were asked to ratify the End of Year Accounts (See Annex).15. Decision:1. The Ctte ratified the End of Year accounts unanimously.

16. The Ctte were asked to approve the changes to the Financial Plan discussed.17. Decision: a. The Ctte approved the Financial Plan for 19/20.**Item 4 – Constitution Changes**18. The Ctte were sent the Constitution prior to the meeting and asked for input (See Annex). The Ctte were informed that the Constitution had some changes that would need approval in order to achieve ratification Scotland; these were discussed.19. Decision: a. The Ctte approved the changes to the Constitution.**Item 5 – Reunion Event**20. The Ctte received an update on plans for the reunion event in September. The Chair reiterated to the Ctte that the main priority was to support the Sqn and that the addition of the September event should not be taken as a precedent and that the event in 2020 would definitely be held at RAF Lossiemouth. OC IX(B) Desig informed the meeting that the Sqn would almost certainly be in a position to support the reunion in the RAF Lossiemouth area next year.21. The current plan for the reunion is for the dinner to take place at the Best Western Hotel just to the south-west of Lincoln. Current costings are predicted to be in the region of £35 a head which, as well as dinner, includes tea, coffee and half a bottle of wine per person. The hotel would need to plan for catering purposes so numbers would be required by the end of August.22. The Ctte discussed the option of subsidising the event. Given the excellent value offered by the hotel, there seemed to be little appetite to subsidise the dinner, especially given that it would be in line with what Assn Members currently expect to pay.23. The Chairman suggested that the Assn subsidise the cost for two current serving Sqn members to travel to the Reunion (final decision on personnel to be made by OC IX(B) Desig at a later date). Cost should include travel and Bed and Breakfast for two nights. Another (more junior) Sqn Assn previously funded the travel and accn for 2 members to travel south for an Annual Assn dinner and that, given the desire to maintain very strong links with the Sqn at all events, the Board consider a one-off proposal to fund 2 Sqn reps attendance at this year’s event. In order to do so, it was suggested that the cost per person be raised to £40 a head.24. The Assn AGM would take place in the hotel at 1600hrs on the day of the dinner. All Assn Members would be welcome. This would be the only official event of the weekend but the letter distributed with TABS (and reinforced through the Assn website and Facebook page) would recommend that Assn members consider visiting either the IBCC, Lincoln Cathedral (RAF Chapel) and Bardney Heritage Centre/Church/Airfield under their own steam over the weekend. The IBCC and BHC both had excellent cafes that served food and refreshments at very good value for money.25. The Ctte discussed the finer details of the evening, which included whether there would be a seating plan, whether the Sqn Standard and/or the Assn Standard be present, and whether the Assn would provide port after dinner. In addition, the raffle was discussed. The raffle should not detract from the aim of the evening, which was to enjoy the company of friends and colleagues, so it was suggested that only 2-3 high end prizes be sought.26. OC IX(B) Desig informed the meeting that he would provide a package to be included in the raffle and the Chair asked for the ability to spend £200 on another package. The Dep Sec offered to see if it was possible to obtain some Tornado memorabilia from RAF Marham to use as a raffle prize.27. Finally, the event would be publicised in the usual places, namely on the Assn Website, Social Media and in the Assn Magazine, TABS.28. Decisions:1. It was decided that the Dep Sec would ask Assn members to inform him of their accom and food requirements by the end of August.
2. It was decided that the Reunion Dinner would not be subsidised by the Assn.
3. It was agreed to raise the cost of the dinner to £40 per head to cover Sqn representation.
4. It was decided that any AGM Agenda items be given to the Sec by 07 Aug 2019.
5. It was decided that the Sqn Std need not be present at the Reunion Dinner but that the Assn Std should be present.
6. It was decided that, in his organisation of the event, the Dep Sec would find out the cost of corkage for after-dinner port.
7. It was decided that the Treasurer and the Dep Sec liaise offline to make sure the costs for the hotel were in line with what the Ctte expected.
8. It was decided that the Chair be given the opportunity to source some raffle prizes up to the value of £200.
9. It was decided that the Sec would coordinate the Raffle as well as publicise the event through the usual channels.
10. It was decided that the dress for reunion event would be Dinner Jackets (with medals) for all attendees.

**Item 6 – Responsibilities Remembrance Sunday/Cenotaph**29. The Ctte were informed that the Chair would coordinate the Remembrance Sunday lunch at Bardney. Details for the event would continue to be sent to the Sec who would liaiase with the Chair closer to the date to provide exect numbers attending. The Assn Std will be present at Bardney.30. The coordinator of the Cenotaph march this year would be WO Dean Wood (Ret’d). There would also be a small representation of the Assn at RAF Lossiemouth.31. Decisions:1. It was decided that the Assn Std be made available for the Remembrance Sunday lunch at Bardney.

b. It was decided that the Treasurer lay a wreath on behalf of the Assn at the RAF Lossiemouth Remembrance Sunday event.**Item 7 – New Sqn Plans**32. The Assn were given an update from OC IX(B) Desig about the plans for the parade on 02 May. The day would begin with the formal parade parade at 1100hrs followed by an ‘open afternoon’ on the Sqn where there would be displays of Sqn Memorabilia and a Typhoon aircraft. In the evening there would be a formal dinner in the Officer’s Mess for All-Ranks.33. The Ctte were informed that there was a small group of Assn Members travelling to RAF Lossiemouth to represent the Assn and the costs were likely to be approx. £40 a head. There were no plans to subsidise the event for Assn Members and the Ctte was informed that there was no financial risk for the Assn associated with the event. The Treasurer offered to liaise with OC IX(B) Desig to discuss the finer details of the event and to pass on the information to those Assn Members attending.34. Decision: a. It was decided that the Treasurer publish details of the day’s events to those attending when they become available.**Item 8 – Assn Standard**35. The Ctte were informed that the Assn has recently taken delivery of a fine Assn Standard. The upkeep of the Standard was discussed and where it should be kept. It was mentioned that it would be best to keep the Standard in a central location and with someone closely connected to the Assn. In addition, a formal document should be made available for those who would use the Standard as it would need to be kept in excellent condition. The Ctte were reminded that it was agreed at the previous reunion event that the Standard would be held by the Dep Sec.36. The Dep Sec informed the meeting that he knew of a person who looked after an RBL Standard and he may have some wise information to pass on the Assn.37. Decisions:1. It was decided that the Dep Sec contact his colleague to determine if he had any guidance available on how to keep and maintain a Standard.

b. It was decided that the Assn Standard be kept under the supervision of the Dep Sec.**Item 9 – Information Management**38. Current regulations regarding the keeping of information (GDPR) prohibit anybody withholding personal information about individuals unless their role requires it. The Assn holds personal information about members on a database. Previously, this database had been distributed among Ctte members. Only the Sec and the Dep Sec should have access to this information and therefore, the meeting was told that all Ctte members should delete these databases from their personal computers and inform the Sec that they had done so.39. Some information may be required for use by the Assn Historian and the person holding that position could keep data that is required to undertake the role. However, the Ctte members should not keep details of previous Assn events.40. OCIX(B) Desig may not have received all the historical data that the Ctte currently hold. This information may be useful to the Sqn in the future and therefore it was suggested that this be made available to the Sqn.41. Decisions:1. The Chair write to all current and former Ctte members asking them to inform the Sec that they have deleted previous copies of the Assn database, or other information of a personal nature that they may have on their computers.

 b. It was requested that the Assn Historian provide any historical data to OC IX(B) Desig for use in future for historical enquiries.**Item 10 – NMA Completion**42. The meeting were informed of the requirements to complete the NMA IX(B) Sqn Memorial. The financial aspects were discussed earlier in the meeting (Items 10 & 11) and there was nothing further to add.**Item 11 – AOB**43. Clarification of the make up of the Assn Board versus the Assn Ctte was requested. The meeting was informed that the Assn Board (the decision makers) consisted of the President, the Vice President, the Chair, the Vice Chair, the Treasurer and the Secretary.44. In addition to the Board, the Ctte includes the Dep Sec, the current OC IX(B) Sqn and WO IX(B) Sqn. Others may be invited to Ctte meetings on an ad hoc basis and if their expertise is required. Era Secretaries are not part of the Ctte.45. This should be reflected in the Constitution and should be signed off by the President and the Vice President.46. As a reminder to all the Ctte and to members, the Chair reiterated who was in charge of various forthcoming Assn events.IX(B) Sqn Parade May – TreasurerSeptember Reunion – Dep SecCenotaph March – WO Dean Wood (Ret’d)Remembrance Sunday – ChairHeligoland 39 – HistorianNorway – WO Bowers47. Finally, the Chair wanted to put on record his thanks to the Treasurer for his hard work and commitment in ensuring the accounts remained in excellent health. The Ctte agreed unanimously.**Item 12 – Date for next meeting**48. The date for the next meeting would be promulgated after the AGM. | **Action**ChairTreasurerDep SecTreasurerTreasurerDep SecTreasurerAllDep SecDep SecTreasurer/Dep SecChairSecChairTreasurerTreasurerDep SecDep SecChair/AllHistorianPresident/Vice PresidentSec |

A K HOLLAND

Secretary

Copies to:

All Committee Members

Assn Website Manager - Simon Bowron[[1]](#footnote-1)

OC IX(B) Sqn

1. For publication on website under link 'Association Minutes'. [↑](#footnote-ref-1)