20201109-IX\_Assn\_Committee\_3 Nov 20\_Minutes-U

9 Nov 20

**MINUTES OF IX(B) SQN ASSOCIATION COMMITTEE TELECONFERENCE – 3 Nov 2020**

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| Present | AM S Evans  Air Cdre N Hay  Gp Capt I Sharrocks  Wg Cdr S Batt  WO (Ret’d) D A Wood  CT R Swanson  Mr Mike Pritchard  Mrs Eve Pritchard  Wg Cdr (Ret’d) P Lenihan | President  Vice President  Chairman  OC IX(B) Sqn  Secretary  Dep Secretary  Joint Treasurer  Joint Treasurer  Charities Comm Rep |
| Apologies | Gp Capt J Nixon  CT Mark Couling | Vice Chairman  Groundcrew Liaison |
| **Item 1 - Welcome**  1. The Chairman opened the Meeting and thanked everyone for joining.  **Item 2 – Minutes of the last meeting**  2. The minutes of the last meeting (3 Sep 20) were distributed to all members prior to the meeting and outstanding actions were added to this meeting agenda. These outstanding actions were reviewed as follows:   1. **Committee TORs Action 3**.   **Action:** Check to be carried out to confirm whether Treasurers or Charities Commission advisor is the Assn POC for the Charities Commission. This action remains outstanding and will be completed before next meeting.   1. **Grant Proposal Form Action 2.**   **Action:** Committee members to review the Grant Proposal Document and if required, comment accordingly. This review is to be completed by 30 Sep 20. This action was closed but the Chairman will provide the Dep Secretary with a pdf copy post his Face-to-Face Handover for posting on the Assn Website.  **Action 1:** Chairman to pass pdf copy of final document to Dep Secretary post F2F handover.  **Action 2:** Dep Secretary to post on Assn Website.  **Decision:** All other Actions listed in 3 Sep 20 Minutes that are not agenda items for this meeting were deemed closed.  **Item 3 – Financial Situation**   1. The Treasurers reported that membership subscriptions for 2020 appear up to date, although there have been a few late additions (see para 6 regarding subs reminder). Income is fine and the accounts are in a healthy state with a current account total of £19987.98, which is post the in-perpetuity payment for the Memorial at the NMA.   6. On a general note regarding membership, the Treasurers feel that it would not be a brilliant idea to chase any outstanding subs directly, as there are concerns that this may intrude on grief and suffering. It is proposed that a general chasing note be placed on the website and maybe if there are quite a few outstanding subs at that time, a note in TABS for 2021.  7. Regarding donations, there have been some from refunds, converted to donations, several additions to subs and Harry and Maureen Brittlebank have been extremely generous yet again.  8. Restricted Funds are now at £0.00. The Treasurers are not aware of any such funds remaining after the completion and maintenance agreement for the Memorial at NMA.  **Decision:** A general chasing note for subscriptions be added to the Assn website and FaceBook pages.  **Item 4 – Virtual Raffle**  9. The list and pictures of Raffle prizes will be displayed on the website with some covering words. The wonderful donations from IX(B) Sqn that OC IX sent plus, the Assn “vouchers” which will consist of alcohol (Majestic Wine x 4 vouchers) and Book Tokens (national) and Store Cards/iTunes/Android etc. (to a specific amount listed as the prize).  10. Tickets (in the form of numbers) can be obtained from the Treasurers and will be on sale until the 30th November. The price will be £10 per ‘strip’ of 5 numbers. The draw will take place by a random number generator on the 9th December, prizes will be allocated in the order they are listed on the website and winning numbers will be posted on the website for members to view.  **Action:** Website to be updated with all Virtual Raffle details.  **Item 5 – Remembrance Sunday 2020**   1. As the organiser of this year’s event, the Vice-President reported that Remembrance Sunday at Bardney would be going ahead with an outdoor service on the village green, adjacent to the IX(B) Sqn Memorial. All attendees would have to remain socially distanced and wear face coverings. Also, due to the COVID National restrictions, the lunch plans had been cancelled. 2. The Sec reported that the Royal British Legion had cancelled all veteran participation in the Cenotaph March Past. 3. The Vice President updated the Committee that the memorial rededication service at the NMA, planned for Remembrance Sunday had also been cancelled. The Project Officer, Alfie Ferguson, has arranged with Ellie Lyon, for a wreath to be laid at the Memorial prior to the start of National COVID restrictions.   **Item 6 - OC IX(B) Sqn – Sqn Update**   1. OC IX(B) Sqn updated the Committee on current sqn activities and confirmed that COVID-19 had not stopped the Sqn tasking or performance. The number of sqn aircraft will be increasing towards the end of the year, which will increase the 2021 flying task. 2. The Sqn has been flying in support of Exercise CRIMSON WARRIOR, providing ‘Red Air’ assets to the largest exercise the UK has undertaken for some time. 3. At present, Sqn Air and Ground crews are being tested by the STANEVAL team and are performing well, in the fine traditions of IX(B) Sqn. 4. A detachment of two aircraft and supporting personnel were awaiting an imminent departure to Turkey, for a significant deployment in partnership with one of the UKs NATO allies. 5. OC IX reiterated the constant Quick Reaction Alert (QRA) task. IX(B) Sqn personnel are either training for or serving on QRA duties, at all times. This is a significant burden on Sqn time which largely goes unnoticed and really shouldn’t.   **Item 7 – Governance/Handovers**   1. The Chairman is content with his written handover however, the Face-to-Face handover has been complicated by COVID restrictions. The Chairman and Vice President outer office staff would endeavour to arrange a suitable virtual appointment over Zoom, before the end of November.   **Item 8 – Information Management**   1. A discussion took place regarding the sharing of personal membership information with the Assn Era Secretaries and event Project Officers versus GDPR. It was decided to create Assn Microsoft accounts for Era Secretaries and Project Officers so that access to membership information could be obtained in the performance of their duties. It was noted that they would only have read access, preventing any copying or saving of information and it would be time bound for the duration of their tenure.   **Action:** The Dep Secretary to create an account for Alfie Ferguson, as the 2021 Reunion Project Officer. Era Secretaries would follow. **Post Meeting Note:** Account created by Dep Secretary for 2021 Reunion Project Officer.  **Item 9 – AOB**   1. The Dep Secretary advised all committee members to regularly check the email junk folder as many messages were being falsely identified by the Microsoft email filter. 2. The Treasurers suggested that in the RAF Association magazine Air Mail, there is a page called Notices. Where the Assn could advertise (at no cost) advising readers that anyone current or ex-IX(B) Squadron, or interested (particularly in our history!!) would be welcomed as Members of the Assn. This was thought to be an excellent idea and the Secretary was tasked to contact Air Mail.   **Action:**  Contact Air Mail and request an appropriate advert be placed in the Notices Section. **Post Meeting Note:** Email sent to notices section of RAFA Air Mail magazine.  **Item 10 – President’s Remarks**   1. The President welcomed the new Chairman and thanked the Committee for their continued hard work in supporting the Assn.     **Item 11 – Date of Next Meeting**  24. The Board and Committee would next meet on Mon 14 Dec 20, at 2000hrs by Video Conference/Dial In. **Post Meeting Note:** Meeting invitation sent out on Microsoft Teams.  **Post Meeting Note:** The Chairman and Secretary elected to invite all Non-Trustee members of the Committee to every committee meeting. | | Vice President  Chairman  Dep Secretary  Deputy Secretary  Deputy Secretary  All  Dep Secretary  Secretary  Secretary |

D A Wood

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Approved by I J Sharrocks, Chairman, 18 Nov 20.