20200913-IX\_Assn\_Committee\_3 Sep 20\_Minutes-U

13 Sep 20

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

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| Present | AM S Evans  Gp Capt (Ret’d) A Ferguson  Air Cdre N Hay  Wg Cdr S Batt  WO (Ret’d) D A Wood  CT R Swanson  Gp Capt I Sharrocks  Mr Mike Pritchard  Mrs Eve Pritchard | President  Vice President  Chairman  OC IX(B) Sqn  Secretary  Dep Secretary  Chairman (Des)  Joint Treasurer  Joint Treasurer |
| Apologies | Gp Capt J Nixon  Wg Cdr (Ret’d) P Lenihan | Vice Chairman  Charities Comm Rep |
| **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 meetings (16 Jun 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. **Confirm if account audit required next year**.   **Action:** Action remains outstanding, is to be completed by end Sep 20 and reported at next meeting.  **Decision:** All other Actions listed in 16 Jun 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 are up to date. Income is fine and the accounts are in a good state with a current account total of £30376.11, with the only outstanding payment being circa £13K for the NMA Memorial upkeep in perpetuity. 2. The Treasurers have completed their investigation into the pros and cons of transferring the bank account from RBS to Unity Trust and recommended the transfer take place at the start of the next financial year. There were no objections from the Committee.   **Decision:** The Assn bank account be transferred from RBS to Unity Trust at the end of the current financial year.  **Item 4 – NMA Memorial Update**   1. The Vice President referred the Committee to his recently released report and stated that the final work on bringing the memorial up to an acceptable standard had been completed. The Memorial has been absolutely transformed and is now at an outstanding standard. The overall cost for the restoration also came in £600 cheaper than the quotation. The Deputy Secretary was requested to upload photos of the restored memorial to the Assn Website and social media sites. 2. The Vice President also suggested a rededication service take place at the NMA. The Chairman suggested that this take place on Remembrance Sunday and for the Vice President to lay the Assn wreath at our Memorial as part of the event. Members living local to the NMA will be invited. John Fox, as the Memorial designer will be invited to join the ceremony and the Assn will cover his costs. The Vice President requested a RAF padre be in attendance and the Chairman agreed to look into the possibility.   **Action:** Upload pictures of the restored NMA Memorial to the Assn Website and FaceBook pages.  **Action:** Vice President to contact the NMA regarding a memorial rededication service being held on Remembrance Sunday.  **Action:** John Fox to be invited to the Memorial rededication Service at the NMA. **Post Meeting Note**: Chairman has contacted John Fox and also informed them that, as agreed in the Meeting, his overnight accommodation and petrol costs would be met by the Association. He and Elaine would be delighted to attend. Chairman to link John Fox to VP by email.  **Action:** RAF Padre be requested to attend the Rededication Service. **Post Meeting Note**: Email ‘OCIX(B) Tasks’ DTG16/09/20 23:00 confirmed Colin Weir is happy to support the dedication. Colin’s details passed to VP.  **Action:** Details of Rededication Service to be promulgated at the AGM.  **Item 5 – Committee TORs**   1. **TORs.** The Chairman has reviewed the TORs and shared with all Committee Members. The President raised the point that collective responsibility for running the Charity should feature in the TORs but the Chairman believes this is covered within the Constitution. Three actions were born from the discussions:   **Action 1:** A check to be carried out to ensure the TORs fit with the wider constitution. This is to be completed prior to handover of Chairman and VP roles.  **Action 2:** Serving Sqn POC to be confirmed. **Post Meeting Note**: Chief Tech Mark Couling was proposed by OC IX(B) Sqn as the non-commissioned Sqn rep on the Committee. Secretary would add Mark to the Committee and instigate the necessary induction processes on Microsoft Teams.  **Action 3:** Check to be carried out to confirm whether Treasurers or Charities Commission advisor is the Assn POC for the Charities Commission.  **Item 6 - Grant Proposal Form**   1. **Grant Proposal Form.** A draft Grant Proposal Form has been uploaded to SharePoint by the outgoing Treasurer. It is important that any request for Assn Funds is properly managed and documented with a fully recognised approvals process in place. This action was not completed and is carried forward to be completed by end Sep 20:   **Action 1:** Secretary is to send out a task on SharePoint for all Committee members to review the Grant Proposal Document. This review is to be completed by 30 Sep 20. **Action Completed 9 Sep 20.**  **Action 2:** Committee members to review the Grant Proposal Document and if required, comment accordingly. This review is to be completed by 30 Sep 20.  **Item 7 – 2021 Reunion**   1. The 2021 Reunion Event will be held at RAF Lossiemouth with a provisional date of 18 Sep 21. COVID-19 continues to impact all Officers Mess functions and OC IX(B) Sqn was requested to confirm the date at the earliest opportunity. Alfie Ferguson has once again kindly agreed to act as the Association Lead for the event and is to be considered as the Assn single point of contact for all 2021 Reunion matters. 2. It was decided that the cost would remain the same as the cancelled 2020 reunion at £40pp.   **Action 1.** OC IX(B) Sqn to confirm the date with the serving Squadron and RAF Lossiemouth Officers Mess. **Post Meeting Note**. Email ‘OCIX(B) Tasks’ DTG16/09/20 23:00 confirmed the Officers Mess could support the event on the weekend 1-3 Oct 21.  **Action 2**. Chairman to propose 1-3 Oct 21 as the date for the Annual Reunion event to the AGM on 29 Sep 20.  **Item 8 – Tirpitz Dinner 2020 and 2021**  12. The opportunity to attend the 2020 Dinner with the Junior Squadron has been withdrawn due to restrictions on numbers because of COVID-19. The Assn will seek to secure places for the Dinner planned for 8 Nov 2021 where ACM Sir Stuart Peach will be the Guest Speaker. The Vice Chairman remains the Assn Lead.  **Item 9 – OC IX(B) Sqn – Sqn Update**   1. OC IX(B) Sqn updated the Committee on current sqn activities. The Sqn now has 9 pilots, 110 engineers and 7 aircraft and has settled into their cycle of operations. The Sqn is deployed to fly from the former RAF Kinloss and is also leading the Quick Reaction Alert at RAF Leuchars. 2. The rebuild of Gotham has passed a critical phase and is contracted to be built by 2022. 3. One of the IX(B) Sqn Typhoons has been painted in the new Aggressor colour scheme and it should be back flying with the Sqn by the end of Sep. 4. OC IX expressed thanks from the Sqn for the donation of the George Thompson VC Award. SAC now Cpl Henry Wong was the award recipient for Aug 20.   **Item 10 – Remembrance Sunday 2020**   1. As the organiser of this year’s event, the Chairman reported that the planning for the Remembrance Sunday at Bardney was progressing well and he is in touch with Harry Jeffery and Rev David regarding any restrictions that may be in place. The Secretary is maintaining a list of members who have reserved places for lunch but in order for the Chairman to manage the event effectively, he would need to have all the names by 8 Oct. As per last year, the lunch after the Service would likely take place in the Bardney Heritage Centre at a cost of £15 per head.   18. The Sec reported that the Royal British Legion had not yet confirmed the manner in which the Cenotaph March Past would take place due to COVID-19 restrictions. The Chairman requested the Secretary contact the RBL and brief on the outcome at the AGM.  19. The Sec stated that Niall Huskisson had kindly volunteered once again to lay a wreath at the NMA Memorial but this would not be required this year due to the Rededication Service taking place. The Chairman requested the Secretary email Niall to explain the decision.  **Action:** Secretary to contact RBL for Cenotaph update. **Post meeting note:** RBL contacted Secretary and number limited to 8 for all associations taking part.  **Action:** Secretary to email Niall Huskisson. **Action completed 13 Sep 20.**  20. The following wreaths would be funded by the Association and laid during Remembrance in Nov:   * NMA x 2 - Alfie Ferguson and John Fox to lay (former on behalf of the Association, latter on behalf of the Squadron) * Bardney x 2 - President and Chair to lay (latter on behalf of the Sqn) * IBCC x 1 (post lunch on Remembrance Sunday) - Chair to lay * Cenotaph x 1 – Sec to lay * Marham (ALARM Memorial) x 1 - Sec to lay on 11 Nov   **Action.** Chairman would liaise with John Fox to cohere acquisition of the NMA, IBCC and Bardney wreaths. Sec to arrange for acquisition of the Cenotaph (if required) and Marham wreaths.  **Item 10 – Governance**  21. Handovers. The Chairman confirmed that post the 2020 AGM he would hand over to Gp Capt Rocksy Sharrocks and in turn he would take over from Gp Capt (Ret’d) Alfie Ferguson as Vice President. Email addresses will be effective from 30 Sep onwards.  **Item 11 – Potential Historian Update at AGM**  22. The Assn Historian continues to complete work on behalf of veterans and their families without requirement to update the Committee on a regular basis. All agreed that his sterling endeavour continued to be first class and selfless. It was decided that the Assn membership would benefit from hearing about the Historian’s work over the past year and Dicky James would be requested to present to the AGM.  **Action:** Assn Historian be requested to complete slide and present at the AGM  **Item 12 – Virtual AGM**  23. As we will no longer be able to hold the AGM during the annual reunion weekend, a virtual AGM will be held online. Some debate took place regarding the best date and the decision is that the Virtual AGM will take place via Microsoft Teams at 1930 on Tue 29 Sep 20, with the invitation extended to the Membership.   1. A slide pack has been placed on the Assn SharePoint area for all committee members to complete. 2. The Membership are to be invited to submit items for AOB.   **Action:** AGM slide pack to be shared with Committee Members for completion by 22 Sep if poss.  **Action:** Dep Secretary to promulgate AGM details on the website, Facebook and invite submissions from the Membership for AGM AOB. Dep Secretary would ensure directions for members to join the AGM were distributed accordingly.  **Item 13 – Information Management**   1. Information Management and Association email addresses are hosted on Microsoft Office 365. Committee members were reminded these accounts are to be used for **all** official Assn business.   **Item 14 – 30th Anniversary Gulf War 1 Presentation**   1. The Vice-President has confirmed that a Gulf War 1 veteran from IX(B) Squadron is willing to visit RAF Lossiemouth in Jan 21, to give a fireside chat presentation to members of the Serving Sqn. OC IX(B) Sqn was requested to provide the Vice-President with a choice of available dates.   **Action:** OC IX(B) Sqn to provide the VP with available dates in Jan 21. Target date for completion: 31 Oct 20. Post Meeting Note: OC IX(B) Sqn proposed Fri 5 Feb 21.  **Item 15 - AOB**   1. The Treasurers proposed that a virtual raffle be held before Christmas 2020 and offered to coordinate for the Assn members. After a brief debate it was decided to hold the raffle on 9 Dec 20 and £200 will be made available for prizes. The Serving Sqn, through OC IX, will look to donate to some prizes whilst the Committee agreed that £200 would be made available from Association funds to acquire prizes. This is to be announced at the AGM.   **Decision:** A virtual raffle is to be held on 9 Dec 20 and £200 made available for prizes.  **Action:** Treasurers to arrange and run a virtual raffle on 9 Dec 20, preparing a slide for presentation at the AGM.   1. The Chairman questioned where the latest copy of the Assn Constitution is held on the new Microsoft SharePoint and requested the Secretary locate a copy from the previous Treasurer.   **Action:** Secretary to request a copy of the Constitution from the former Treasurer.  **Item 16 – Date for next meeting**  33. The Board and Committee would next meet on Tues 03 Nov 20, at 2000hrs by Video Conference/Dial In. | | Treasurers  Dep Secretary  Vice President  Chairman  Chairman  Vice President  Chairman  OC IX(B) Sqn  Chairman  Secretary  All  OC IX(B) Sqn  Chairman  Vice Chairman  Secretary  Secretary  Chairman  Secretary  Chairman  Secretary  Secretary  Dep Secretary  All  OC IX(B) Sqn  Treasurers  Secretary |

D A Wood

WO (R’td)

Sec

Approved by N J Hay, Chairman, 20 Sep 20.