

# **NATIONAL EXECUTIVE MEETING**

**14 FEBRUARY 2009**

**MINUTED RECORD OF BUSINESS  
TRANSACTIONED  
IN THE  
FREYBERG ROOM**

**MANUREWA RSA**

**MAICH ROAD  
MANUREWA**

**1115 HOURS**

*He ara whakapiri, engari he mate whakatakariri.  
There is strength in unity, but defeat in anger.*

**Jim Perry  
National Secretary**

**MINUTED RECORD OF BUSINESS TRANSACTED  
14 FEBRUARY 2009**

**Present:**

Len Knapp	National President	Overall Responsibility
Jim Perry	National Secretary	Secretarial Administration
Ray King-Turner	National Vice President	Welfare & Support – Pensions, Funerals, Parades
Hiro Hamilton	National Vice President	Fiscal Growth - Funding, Fundraising, Sponsorship
Barry Allison	National Vice President (Co-opt)	Editorial, Communications,
Cliff Waaka	National Vice President	Commercial Merchandising/Apparel/Insignia,
(From 1.40pm)		
Bev Jones	National Vice President	Treasurer
(From 1.40pm)		
Trevor Dean	Merit Life Member	Observer. Transport Provider.
Colin Andrews	Guest Presenter	

**Absent:**

Russ Byrne	National Vice President	Legal Support & Rules – Constitution, Rules, Registration.
George Smith	National Vice President	Personnel & Membership – Membership, Recruitment, Affiliations

**Open:**

Len welcomed everyone to the meeting.

**Karakia:**

Hiro Hamilton offered a prayer to open the proceedings.

**Last Post:**

Barry Allison read the list of veterans who had passed in the last two months.

**Ode:**

Recited by Ray King-Turner

**Guest Presenter:**

Jim introduced Colin Andrews who had a message worth hearing. Jim did not consider he should give permission to Colin to approach the Minister of Defence with the support of the National Executive on the issue he was presenting this morning. He asked the National Executive for permission to allow Colin to present his kaupapa. Much of the evidence came from a book written by the Durham Light Infantry in a book entitled: "The Last Conflict". Colin referred to a toxic defoliant used by the British in the early 1950s and in Balai Ringgin in Borneo. At the end of the presentation the committee were asked to comment.

Barry: Lots of my friends are dead. Why?

Trevor: More clout if the Association becomes involved.

Hiro: Would defer to Ray who is dealing with the DBP problem.

Ray: A good job here. There is something in the work done. We should back it to the hilt.

Jim: Would not like to see a lone wolf on the prowl. The reputation of the Association is at stake. By all means serve a remit to RNZRSA BUT we will have to as an affiliated entity. If we let Colin go alone, we must accept that we have no input or control. If we back it, then we need to be involved, and take a lead role in conjunction with Colin. The Minister of Defence's job is to defend the Ministry of Defence. He is not likely to go all out to find fault with his ministry, so whatever we give him will be suppressed. Remember: Davy Crockett – keep your powder dry. Don't let him dampen it by revealing all the information.

Len: Present it to the RSA NEC meeting in October. Agreed that there might be a case, but it had to be more than just a story.

<b>Motion:</b>	That Colin & Jim meet with Dr Wayne Mapp on behalf of the Association, and Jim to report back.	Len / Ray	Agreed.
----------------	--	-----------	---------

**Apologies:**

<b>Motion:</b>	That the apologies of Russ Byrne and George Smith be accepted.	Hiro / Len	Agreed
----------------	--	------------	--------

**Minutes:**

<b>Motion:</b>	That the minutes be received.	Hiro / Ray	Agreed
----------------	-------------------------------	------------	--------

**Arising:**

- 1.0 Len - Quorum. Russell be asked to include a quorum in the Supplementary Rules.
- 2.0 Hiro – Comment on the financial reports – concern at not being audited.
- 3.0 Hiro – Chris Simpson gave Len 50RM for membership. What happened to it? Reply: Chris is now a member of Waikato branch. Hiro: Sheila is a returned service woman . Is she a member? Len – not enough for both. 50 ringit is only about \$25.
- 4.0 Barry – Correction of a date: Biennial Meeting is Sunday 25 October. (Note change)
- 5.0 Hiro – Who is responsible for the agenda?  
Len – Jim has done the agenda so far, but if we want a standard agenda, he is happy to put one out.

<b>Motion:</b>	That the minutes be adopted.	Hiro / Ray	Agreed
----------------	------------------------------	------------	--------

**Correspondence:**

**In:**

- 1.0 From Maj Gen Bill Crewes – list of Australian branches
- 2.0 NZDF – Notice in Confidence of impending long service medal.
- 3.0 Bogus Medal – Barry produced a swathe of paper concerning the availability of a Malaysian Campaign medal (PKB). Colonel “Rocky” Devlin had indicated that the 1961 – 63 Pearce Battalion was eligible for this medal but not others. Accusations had flown without foundation.

<b>Motion:</b>	That Rocky Devlin be written to support him and to assure him the Association is <b>not</b> supporting sales of the PKB medal.	Jim / Hiro	Agreed
----------------	--	------------	--------

<b>Motion:</b>	That the committee makes a submission to the Malaysian government for the award of the PKB to qualifying members.	Barry / Len	Agreed
----------------	---	-------------	--------

<b>Motion:</b>	That Correspondence inward be received. No outward.	Hiro / Ray	Agreed.
----------------	---	------------	---------

**REPORTS:**

No reports were written. Hiro made the observation that all reports should be in the hands of the Secretary fourteen days before the meeting. Len agreed.

**President:** Nil.

**Cliff: Commercial Merchandise:**

- Had contacted Bev because of some confusion.
- Cliff designs and orders merchandise, but she sells it and handles the money as the Treasurer.
- Black shirts are held by Bev. These are a National responsibility.
- To be corrected: The Triple Service logo on the right side of the shirt should not have the Malaysian Veterans Association letters under it. The Association logo should have the words under the logo. This was agreed. Cliff to look into it and ensure that the new shirts are changed and current ones redone.
- **Addendum:** A discussion on the cost of posting merchandise. Tie - \$4.00 Pin - \$5.00 Shirt - \$5.50

<b>Motion:</b>	That in a review of items sold, Post & Handling be included amounting to \$5.00 per posting and that this be added to advertisements.
----------------	---

Cliff /Barry	Agreed
--------------	--------

**Barry: Selamat Editor & Communications.**

- **Selamat** - enjoys a high popularity and hard (voluntary) work to produce. He will carry on for now, but it is not too early to start looking for a replacement editor now. The Association will need to consider this with some purpose and urgency.
- **Website:** - how successful is it? A graph on usage shows:
  - an average of 1375 'hits' a day.
  - which amounts to 41 237 'hits' per month
  - which represents 412 368 'hits' per annum so far.Webmaster is Bob Kingsley.

**Hiro: Funding, Sponsorship & Fundraising:**

- Reinforced his comment on the importance of the Treasurer's Report.
- There is an urgent need for Portfolio holders to produce a Vision, Mission Statement, Goals, Timelines, Statements of Methodology (*How things will be done.*)
- An email from Kahu Nikora – a specialist lawyer & 7<sup>th</sup> year student. He is willing to peruse our Constitution and comment. His father served in Malaya in the very early period, and he has served in Timor Eleste as a territorial. He listed all he needs including Audited Statements (Treasurer). There would be no charge – it is his Koha on behalf of his father.

<b>Motion:</b>	That Kahu Nikora be approached and his offer to review the Constitution be happily accepted.
----------------	--

Hiro / Ray	Agreed
------------	--------

**Ray: Member Welfare & Support.**

- Thanked Barry for publishing the article on DBP toxin in the Reveille.
- Four or five letters have been received and two others are expected.

**Bev: Treasurer:**

Bev arrived at 1.30 pm.

**1.0 Financial Statements:**

Bev provided each person with a monthly report of Income & Expenditure over the last several months. The monthly statements showed the transactions over each month since February 2008. She was congratulated for the presentation.

**2.0 Reconciliations:** (i) Bev was asked to ensure she had all receipts and documentation ready for reconciliations and preparation of statements for the Registrar of Incorporated Societies and Auditor.

(ii) She was asked to contact Russell to get an illustration of how to set out the Annual Financial Statement of Accounts.

**3.0 Incorporated Status:** A discussion during which the Secretary stated he had read in an email that the Association had been struck off the Incorporated Societies list, but had never received any correspondence

from the Registrar. It was still a big concern and if it had happened, we were vulnerable to inspection and taxation by IRD.

<b>Motion:</b>	That the statements from February 08 be received and adopted.
	Cliff / Barry      Agreed

<b>Motion:</b>	That the Financial Register be assembled and sent to the Auditor prior to being sent to the Registrar of Incorporated Societies by two weeks from now.
	Hiro / Barry      Agreed

**4.0 Auditor:** Jim informed the meeting that the Assistant Manager, PSIS, was willing to act as Auditor of our accounts, but will need lots of information which Bev has to gather together. Cliff agreed and would help by introducing Bev to Zen and organise them to meet.

**5.0 Administration Budget:** Jim re – presented a paper on the need for a budget for Administration.

<b>Motion:</b>	That this meeting accept and approve the request for an Administration Budget at a level to be decided at this meeting.
	Jim / Hiro      Agreed

- Discussion:
- Len - There is no money to meet the amount needed to operate the Association.
  - Jim - We used to sell calendars and raffles, but we have stopped.
    - At least it brought in some money.
    - We live in a fool's paradise if we do not strike budgets for each portfolio.
    - The Association needs to know how much it costs to run itself. He estimates about \$25 000 per year.
    - The Administration Portfolio costs the most – paper, posting, printing, phone bill, etc
    - Currently – and it has been so for several years, the Secretary pays for the Administration out of his pension and has to ask for it back but always supplies receipts to verify. Is not happy with the criticism that the refunds to the Secretary are too expensive. Will let things go by without a budget.
    - It is foolhardy not have all portfolio holders to provide a budget.
  - Cliff – Go to the TPK or some government agency for some support for administration.
    - Find a sponsor with naming rights.
    - Run some fundraising activities.
  - Jim - Who do we bank with? Have we approached them with a sponsorship request? How much does it cost to run the Association? Transport, etc?

<b>Motion:</b>	That all portfolio holders bring their budgets for the next 12 months, to the next meeting.
	Hiro / Jim      Agreed

**6.0 Earmarking Money:** Jim broached the subject of the money held on deposit.

- We cannot apply to Trusts for funding with these two amounts sitting and gathering interest.
- Questions will be asked as to why we are not using that money for running the Association.
- We have two amounts
  - a. \$22 000 + interest accumulated.
  - b. \$5 000 + interest (Passau legacy)
- There is no indication that the money has been earmarked for anything particularly.

Jim re-issued a paper on the possibility for Scholarships.

**Motion:** That all members must come to the next meeting with suggestions on what to earmark the accumulated money for.

Jim / Hiro

Agreed

**Motion:** That the Financial reports be received and adopted.

Len / Barry

Agreed

### **GENERAL BUSINESS:**

Hiro: (i) A reminder that all portfolio holders need to come to the next meeting with:

- Mission Statement (what is the purpose of your portfolio?)
- Vision Statement. (where are you going with your portfolio)
- Long Term Goals (what you want to achieve over the next three years)
- Short Term Goals (what you want to achieve over the next twelve months)
- Methodology – short term (How you are going to achieve – what has to be done)
- Methodology – long term (How you intend to achieve – what you will do)

(ii) What progress on the Marae from Terendak / Dieppe Barracks?

(iii) Cliff replied. Not much done. Has no contact with Russell, but was approached by a man whose father did the carvings. Still thinking of where to erect a marae: Burnham or Linton.

Barry: (i) Berets – he is still trying to source these.

(ii) Tuatapere, Southland – a special ANZAC Day ceremony being organised. Would like an Association banner.

(iii) Jim. Take a photo of the one in the storeroom and make your own. Put the name of the branch under the logo. Trevor to help.

(iv) Now that he is a member of the Executive, he does not want mileage, but a petrol voucher now and then would be appreciated.

Trevor: (i) As a Merit Life Member, he is pleased to be able to attend Executive meetings.

(ii) Because he has not paid any subs for so long, it is his **koha** to the Association to uplift the fellows from the airport. He is happy to do so. He was thanked.

Hiro: **Karakia Whakamutunga:** (Closing prayer.)

The meeting closed at 1540 hours.

### **Note to Committee members:**

1.0 Barry has indicated he will relinquish the Editorial role of SELAMAT in the near future. It is a role he has filled very generously for the past five or more years. The work has been voluntary – and has proved to have been one of the best public relations exercises the Association has ever undertaken in the forty plus years of its existence. However, we need to prepare for the inevitable: . . . . replacement as a result of retirement.

- Is there anyone in your region who could undertake the production of SELAMAT?
- Barry – can you furnish us with a list of the skills needed and the knowledge of what has to be done to successfully get the SELAMAT printed and out to the membership. In other words, is there a Job Description for the way SELAMAT is put together? If not, Barry can you compose one and send it to me as soon as possible please?
- Barry - can you please give me an indication when you might relinquish the reins, so that we might be able to locate and install a replacement?
- Would a period of “apprenticeship” be possible – and even desirable – or would anyone coming in be given free licence to operate to the best of their ability or as they wish?

- 2.0 Hiro & I gave the meeting a short run down on the need for clarity of purpose with Portfolios. The days are over when the Secretary was expected to do ALL the work while the rest had no responsibility. Each member is expected to pick up a portfolio and report back on what they have done. However, if you do not have any idea of **WHAT** you want to do, **WHY** you are doing it, **WHEN** it was to be done, as well as **HOW** you are going to do it and **HOPED FOR OUTCOMES**, then you cannot operate properly or successfully. The President also has to do the same – but he also has to read EVERYONE'S job descriptions and statements of intent. If he approves – great! If not – no go!
- Jim related HOW the Executive member is only a part of the STANDING COMMITTEE, because to be successful, the member needs to involve the executive membership of the branch to which they belong so that the Branch views can be heard.
  - It also gives the branches a chance to feel that they can contribute to the way the National Body works, and eliminates the idea that only those on the National Executive know what they're doing.
  - Branches can feel they are contributing to the good of the Association.
- 3.0 **VISION STATEMENT:** (What is your portfolio trying to achieve? A simple statement in summary is all that is needed.)
- 4.0 **MISSION STATEMENT:** (What you see the portfolio doing in the next two years and where you are taking the Association – in terms of the portfolio – and the good to come out of it. There may be up to three statements – but they have to be achievable and accountable. Any more than three is impractical and unworkable.)
- 5.0 **LONG TERM GOALS:** (What are you going to achieve over two years?)
- 6.0 **SHORT TERM GOALS:** (What are you going to achieve within a year or month?)
- 7.0 **TIMELINES:** (The listed and estimated times of when the goals will be achieved. A final date should be cited for the Long Term Goals.)
- 8.0 **METHODOLOGY:** (Listing HOW the Goals will be achieved. Who will be involved, What resources are to be used. What resources are to be produced as a result of the portfolio.)
- 9.0 **EVALUATION:** (Looking back on how well the Mission and Goals were achieved and or reasons why they were not achieved.)

An Example:

### The Secretariat

- Vision:** That the Secretariat will become the vehicle by which the overall reputation of the Association is measured and enhanced.
- Mission:**
- a) to be responsible for all communication between the Association and other organisations and individuals.
  - b) to record the business transacted at all meetings and maintain such records electronically with backup on memory sticks.
  - c) to establish good relations with other kindred organisations e.g. RNZRSA, VVA, EVA, MBVA, etc.
  - d) to be the PR agent for the Association.
- Goals:**
- Long Term:**
- 1.0 To create a folder of all written minuted records since taking up the position.
  - 2.0 To create a compendium of all written work done for the Association as part of the Archives of the Association – particularly since taking on the position.
  - 3.0 To peruse the assorted material available in order to begin a proper Archive record.
- Short Term:**
- 1.0 Complete a record of up to date branches and branch officers.

- 2.0 Organise the Annual (Delegate's) Meeting for Saturday 11 July 2009
- 3.0 Organise the Biennial General Meeting for Saturday 24 October.
- Timelines:**
- Long Term:**
- 1.0 On-going. Has already begun. Will complete by October 2009. Will be on Memory stick and on hard copy (paper).
- 2.0 On-going. Has already begun. Will complete by October 2009. Will be on Memory stick and on hard copy (paper)
- 3.0 On-going. Has already begun. Will continue and be completed by October 2009. Folders will be provided to hold photos, articles, etc.
- Short Term:**
- 1.0 On-going. Minutes are recorded as soon as possible following the meeting & despatched.
- 2.0 Minutes and requests for Remits to be sent out in March 2009. Booking of meeting room to be made by 28 February 2009. Remits to be printed and distributed to all branches prior to the AGM.
- 3.0 On-going. Minutes will be prepared for presentation at BGM. Requests for Remits and Nominations for Officers will be sent out in August 2009. Returns will be displayed on Friday 23 October.
- Methodologies:**
- 1.0 Newsletters and Reminders will be sent out to all branches.
- 2.0 The Website will be made use of.
- 3.0 The email system will be used.
- Evaluation.** (i) Each time an exercise is completed, a statement of Evaluation will be presented.

**NOTE:** Time will **NOT** be allocated at the next Executive Meeting for individuals to present their PURPOSE OF PORTFOLIOS. Instead they should be sent to Len Knapp (with a copy to me) by 28 March 2009. Len will need to read them, and ask you any questions of clarification from you **BEFORE** the 18 April meeting.

We should **not** have to spend meeting time discussing the portfolios and how you are going to operate. Make use of the handouts I gave you from the Booklet – **Roles & Responsibilities**. I am willing to help. But don't get it wrong! This has taken nearly six years to get to this stage – far too long. In another circumstance this methodology would be put in place in one month.

We are running a business – quite unsuccessfully as it turns out – but a business never-the-less. If the question was put to any of you: “What are your responsibilities on the National Executive, and how are you to carry them out?” would you be able to give a clear, well thought out answer.

What was your philosophy in offering yourself for a position on the National Executive? You must have had a vision for what the Association should be doing, and where it should be going. What was your vision? Well, the same thing applies for a Portfolio. Where do you want to take it in two, four, six years?

Create a paper to go with your Purpose of The Portfolio (as above). Call that paper – My Philosophy. Write down what is your philosophy? Present them to Len Knapp (Copy to me) by 28 March 2009.

And before the criticism starts again about me acting as a Headmaster or a CEO – I have been and was, and I do not apologise for that. But as the National Secretary, I am merely trying to make our organisation work better than it has done for a long time. I also ran a business worth \$1.2 million dollars a year and had to be accountable to parents, Board of Trustees, Education Review Office, Ministry of Education, the Ministry of Commerce and the Auditor General, and passed with flying colours – so I know what I am doing. All I am doing is trying to make everyone on the committee be aware that they should have responsibilities and accountabilities too, because if I get shot down – so do all of you – and I will say that very few of you have had the experience I have in presenting an organisation in this manner I am suggesting. This has been the manner of how organisations operate and has been in place for many, many years. Hiro and I are competent to do so and we would like to think that before we get to the July meeting, so will you be. You can show this by presenting the type of plan like the example I have presented above. We should present the Portfolio Plans to the Delegate's from each of us, to show them what we are doing about them. Then we should put it in the Selamat and on the Website.

The hope is that there is cooperation. The resistance is becoming more and more visible and unacceptable. It is taking us nowhere. Please note: Hiro made the observation that Reports should be in the hands of the Secretary two weeks before the meeting. Len agreed. I intend to ask Len to let only the written reports to be discussed. No written report will mean *no* report, and we cannot discuss that which is not available. This is how City Councils and other organisations (including RNZRSA) operate. No report – no discussion means our meeting will be over quicker.

#### **JULY MEETING:**

Last year we got caught short. The Secretary Manager of Manurewa RSA withdrew the offer of lunch because of the size of the meeting. I was left with a bill of over \$280. I was lucky I had a small amount of money from a raffle I had run for another organisation, and used that to pay the bill. I paid it back later.

But I don't want to get caught this year. And we do not have enough money to pay for the lunch out of our accumulated funds. So . . . . my suggestion is: HIRO send each branch two books of ten tickets (20 altogether) and tell them to send the butts back with the money. Tickets cost \$5.00 each & each book costs \$50. There are 16 operating branches. The prizes could range from: \$500 \$200 \$100 \$50 \$50 to be drawn at the July meeting. This would give us the money we need to pay for lunch. What do you reckon.

#### **INVESTMENT MONEY:**

Give the question some thought. Otherwise we will have to break one of these to keep our organisation going. We did it before. The supposed accumulated funds from the \$200 Paid Life Membership had to be used for some reason or other, and is no longer there. If we don't tag the money we have on investment then it may well disappear too! Don't forget that the money might well be subject to taxation and we could lose the great majority of it. The interest accumulated could also become vulnerable for taxation and taken as well. What is being suggested is that the money be tagged but even that will not render it safe from IRD scrutiny, so get to it blokes. Come up with an idea or two, please.

#### **FUNDRAISING:**

**Hiro:** We are running out of money in the operating account. We need to do something about fundraising – quite URGENTLY! In short – we are almost broke!

#### **AUDIT:**

**Bev:** Get all the paperwork together please. It is getting URGENT that we get the books Audited so I can apply for re-instatement and re-incorporation. I can't do anything until you have the audit done. I'm quite worried about the IRD investigating us. I'm also worried about our exemption from tax position. It could be removed.

**Cliff:** Can you get Zen and Bev together to do the Audit please? The quicker the better.

Finally,

**The July Meeting will be held in Manurewa RSA on Saturday 11 July. starting at 1100 hours. This is the corrected date. Please take note!**

You, who were at the meeting, will have heard that I have been charged with producing a book for sale at the Reunion. This will take a hell of a lot of my time, as it is not an easy thing to do. So I will not be doing exactly nothing. I also have responsibilities for the Reunion including organising and running a Trivial Pursuits afternoon with the aim of raising about \$3000 to \$4000 – a hell of a lot of work. Cliff also has a hell of a lot of work because he is the Organising Chairperson.

Thanks in anticipation

Jim.