



Minutes
Committee Meeting of NSW SAC
held in Hangar E5 at 7pm on Thursday 22nd
September 2016 and continued to Tuesday 27th September 2016.

The meeting commenced at 6.59pm.

1. **Present:** At meeting on Thursday 22nd September: Jock Anderson, Peter Lightbown, David Rittie (in the Chair), Pablo Depetris, Jason Camilleri, Phil Ayrton, Ray Feneley.
2. **Present:** At continued meeting on Tuesday 27th September meeting started 7.20pm: Jock Anderson, Peter Lightbown, David Rittie (in the Chair), Pablo Depetris, Jason Camilleri, Ray Feneley.
3. **Apologies:** At meeting on Thursday 22nd September: Errol Pillemer.
Apologies: At continued meeting on Tuesday 27th September: ~~Errol Pillemer~~, Phil Ayrton.
ERROR Pillemer NOT NOTIFIED
3. **Visitors/Invited guests:** Rouen Andrews (Caretaker).
4. **Minutes of the Previous Committee Meeting held on 25th August 2016.**
The minutes of the previous meeting had been circulated to all members.
Jock Anderson moved that the minutes be accepted. Peter Lightbown seconded. Carried Unanimously. David Rittie signed the minute book.
5. **Business arising from the minutes.**
Committee Action Items (See separate list)
6. **President's Report**
7. **Business arising from the President's Report.**
David Rittie and Jock Anderson to send email to Ceri Bartlett advising her that there is no need to become a full member at this point to obtain her husband Garth Bartlett's hangars for estate planning reasons. Ceri can apply to be a full member if and when necessary.

David Rittie raised a request from Greg Ackman and the committee agreed that Greg Ackman is not to bring any containers on to the airport.
8. **Secretary's Report**
Committee Members' Portfolios.
Jock Anderson welcomed Phil Ayrton back from surgery.
Jock Anderson thanked the committee for supporting him through recent times and events.
Rouen Andrews and Dawn Andrews would like to speak with the committee and review their contract. Jock Anderson to attend.
9. **Business arising from the Secretary's Report**
Jock Anderson to review the Caretaker's duties.

10. Correspondence in-out since 25 August 2016

- 788. 22 Aug 2016 mail in Statement by Dawn and Rou Andrews.
- 789. 18 Aug 2016 email in resignation Philip Dunlop.
- 790. 25 Aug 2016 snail mail out with copies of Head Lease.
- 791. 25 July 2016 snail mail out with copies of HLA's Nash Pilling to Philip Lee.
- 792. 22 Aug 2016 Snail mail in Adrien Hanna re sale of Hangar M8 to Lloyd Shepherd.
- 793. 22 Aug 2016 Snail mail in with Valuation on tractor from GWS Machinery.
- 794. 29 Aug 2016 emails in/out Anthony Johnson about his membership interview.
- 795. 2 Sep 2016 emails in Lloyd Shepherd about temporary mess and clutter around his hangar M8
- 796. 5 Sep 2016 email in Errol Pillemer about sale of Hangar M8.
- 797. 14 Sep 2016 email in Graeme Bellamy about advertised sale of Flight Design 2008 CTLS
- 798. 15 Sep 2016 email in Armando Papallo about Radio checks – attended.
- 799. 15 Sep 2016 Emails from Jill Bailey National Operations Manager RAAus re Coroner request.
- 800. Intentionally left blank

Jock Anderson moved that the correspondence in-out be accepted. Peter Lightbown seconded. Carried Unanimously.

11. Business arising from the correspondence

Nil.

12. NSW SAC Treasurers Report

Ray Feneley produced and discussed a Profit and Loss bank statement sheet.



NAB Internet Banking

Account summary

Banking

account nickname	account number	Current balance	available balance *
Building fund	082-057 13-478-0217	194,551.64 CR	194,551.64
interest bearing account	082-057 59-287-7980	133,256.45 CR	133,256.45
working account	082-057 69-860-7516	19,477.41 CR	19,477.41
Credit balance:		347,285.50 CR	
Debit balance:		0.00 DR	
Net position:		347,285.50 CR	

* Account balance listed is the total amount of funds available. Transfers are subject to uncleared funds eg a deposited cheque

End of Report

Date 21/09/16 Time 18:25

National Australia Bank Limited A.B.N. 12 004 044 937

Created: 21/09/2016 6:13 PM

NSW SPORT AIRCRAFT CLUB INC

PO Box 450 Campbelltown

NSW 2560

ABN: 57 784 250 667

Profit & Loss Statement

21/08/2016 To 21/09/2016

Income		
Membership Fees	\$127.05	
Joining fees	\$3,000.00	
Bulk Fuel Sales	\$7,674.93	
Oil Sales	\$267.27	
Total Income		\$11,069.25
Cost Of Sales		
Avgas Sales	\$7,253.49	
Oil Purchases	\$252.69	
Total Cost Of Sales		\$7,506.18
Gross Profit		\$3,563.07
Expenses		
Garbage Services	\$4.80	
Vehicles - Rep & Mtce	\$805.37	
Property - Rep & Mtce	\$455.17	
Material Purchase	\$567.26	
Photocopying/Printing	\$2,301.21	
Postage	\$253.82	
Cleaning Supplies	\$70.45	
Function expenses	\$257.87	
Stationery	\$55.19	
Office equipment	\$954.90	
Internet/Landline	\$550.74	
Total Expenses		\$6,276.78
Operating Profit		-\$2,713.71
Other Income		
Bank Interest Int Bearing Dep	\$113.51	
Bank Interest - Building Fund	\$150.99	
Total Other Income		\$264.50
Total Other Expenses		\$0.00
Net Profit/(Loss)		-\$2,449.21

This report includes Year-End Adjustments.

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Ray Feneley moved that we change auditors and start to use Phil Palin. David Rittie seconded.

Carried Unanimously.

Ray Feneley advised that he had done a complete audit of invoices for the last few years of amounts over \$2000. All was good, except for 2 items for Jeffsann Excavations (Drot clearing) and Bruce Keen (Purchase of Tractor).

13. Business arising from Treasurer's Report.

Nil

14. General Business

14.1 Rou's utility. (JA)

Rouen Andrews addressed the issue of his Mitsubishi caretaker's utility which has been stopping. The utility has been looked at by the mechanic who cannot find anything that is causing the issue.

Ray Feneley to speak to Greg Goulding and seek advice on what the best type of utility would suit the caretaker and the club, and obtain a price to present to committee for further discussion.

14.2 Cross runway update (PA)

See Action Item for this. Phil Ayrton to send a Newsflash out to members advising that there will be a presentation on the Cross Runway after the workday in February 2017.

14.3 Peter Griffin/Dennis Martin. (Phil Ayrton).

Phil Ayrton to follow up with Council on final hangar certificate.

14.4 Letter from RAAus re Safety Procedures at NSW SAC (DR)

David Rittie has written a letter to RAAus and sent to the committee for review. Committee agreed on letter content and agreed that David Rittie can send that letter to RAAus.

14.5 Review of Safety Committee. (Peter Lightbown).

Safety committee has had their first meeting. An action item that was raised by the Safety Committee was that the Primary windsock should be White and 12ft in size, and the Secondary windsock should be Yellow and also 12ft in size. These windsocks should be purchased and replace what is currently there by the club. The committee agreed for the purchase of a 12ft yellow windsock, a 12ft white windsock and a 12ft swivel plus postage up to a value of \$1000. This will be purchased by Jason Camilleri, with a view to install at next workday.

Jock Anderson to write to the Safety Committee recognizing them as the new safety Committee and thanking them for becoming the Safety Sub Committee.

14.6 Intentionally left blank.

14.7 Membership Categories. (All)

The proposal of Affiliate member was denied by the committee. It was agreed that an Associate member can be changed to now reflect that they can only be one of a spouse or a civil partner, parent, sibling or child of a full member.

Senior member was added to the membership category. Production of a pension card would not be a pre-requisite for this category. In the future it was proposed that the committee will review the category of Social membership.

14.8 Hangar compliance follow-up. (Errol Pillemer)

To be discussed at next meeting when Errol is present.

14.9 Five Year Plan. (David Rittie)

Due to time restraints at the continued meeting, it was decided that David Rittie will make some relevant changes and committee will discuss at next meeting.

14.10 Review of By Laws (DR)

14.9.1 Lending of keys

14.9.2 Unaccompanied Visitors

David Rittie and Jock Anderson to put together in writing wording proposed Bylaws around 14.9.1 and 14.9.2, as well to include the following in the Bylaws as per below which would state wording along the lines of any full member who owns a hangar, can only ever own two hangars when they are in the transition period of selling their existing one and purchasing a new hangar, and in that case, it may be that they place a deposit on the new hangar, and hold off purchase until their existing hangar is sold. This needs to be sent to the committee for review first.

It was decided that full members can only own one hangar. This was carried in principle and is not retrospective. Hangars can be inherited provided that the beneficiary qualifies.

14.11 HSLA – update (EP)

David Rittie to send the HSLA out as an attachment to next Newsflash for members to review and comment. In the interim, Pablo Depetris to send David Rittie a good clean word copy. David Rittie will then convert the document to PDF and send out to the members for comment.

14.12 Hangar waiting list clean up and discussion. (JC)

As it was decided that a full member can only own one hangar, Jock Anderson is to check and remove anyone on the hangar waiting list who already owns a hangar, and leave only those names who don't own a hangar and are on the existing waiting list. Jock Anderson to write an article for the Newsletter explaining the above new rule and changes to the hangar waiting list, as well as mentioning that if you do not own a hangar, and wish to be on the waiting list, then please email the committee.

14.13 Website access for Workday credits and maintenance by SAC committee members (JC)

Jason Camilleri moved that the website be run independently and paid for services as required by the club. Each committee member to have complete access to the website. Seconded by Pablo Depetris. Carried by majority. Jason Camilleri and Peter Lightbown to talk to Michael Kennard about the possibility of assisting in sourcing an independent person for this.

14.14 Two previous emails from Clare Tyler in Wilton re runway usage by SAC and purchase of Jindabyne airport by club. (JC)

David Rittie to contact Clare Tyler at Wilton and meet with her to discuss the use of the runway and shed as per her email.

David Rittie and Ray Feneley to contact Jindabyne Airfield and discuss matters as per their email.

14.15 Constitution to be re-examined with the view to re-establishing of the position of Vice President.

Thought to be too much trouble.

- 14.16 Filling of the vacant committee position.
Not thought to be necessary at this stage.

15. Standing Agenda Items

- 15.1 New Membership Applications. (Peter Lightbown).
Peter Lightbown discussed Gordon Watkin's application for a full member, and committee agreed will proceed for an interview.

15.1.1 Application to upgrade to Full Member from Ceri Bartlett. (DR)
David Rittie and Jock Anderson to send email to Ceri Bartlett advising her that there is no need to become a full member at this point to obtain her husband Garth Bartlett's hangars for estate planning reasons. Ceri can apply to be a full member if necessary.

- 15.2 Discuss and vote on new member applications. (Peter Lightbown)
Nathan Lee and Anthony Johnstone were accepted by the committee as full members.

Due to time restrictions, the meeting was adjourned at 12.12pm, and scheduled to resume on Tuesday the 27th September 2016 and to resume at item 14.7. The meeting, which resumed on Tuesday 27th September, was closed at 10.34pm.

16. Other Business.

There being no further business, under Rule 26 (c) the meeting was closed.

Next Committee meeting date Thursday October 27th 2016 at 7.00 pm in Hangar E5.



Jock Anderson
Hon Secretary.
NSW SAC
22nd September 2016




COMMITTEE ACTION ITEM POINTS (25/8/2016)

	ACTION ITEM	PERSON ALLOCATED	DATE DUE	COMPLETE
1.	Motion moved to purchase water pump to pump. Approach Greg Goulding when it's time to purchase the pump for an agreed value up to \$5000. (Meeting date 25/8/2016). Due to pipework not running along the Western side of the airfield, it was decided and agreed to build a proper pumphouse at the Southern dam and install a new pump as it was before as back up. Need to give Ray Feneley exact price estimate first. (This was discussed at meeting 22/9/16).	Jason Camilleri	Ongoing	
2.	David Rittie to approach Rou Andrews and discuss that it may not be a good idea to enlarge the fuel tank on the Yanmar water pump. (Meeting date 25/8/2016).	David Rittie	29/9/2016	Completed. New pump on Southern dam should satisfy this requirement.
3.	Jock Anderson to write to Glenn Buttsworth to thank him for completing the task of placing the concrete blocks and tying them to the wire fence. (Agenda Item 6, meeting date 25/8/2016).	Jock Anderson	29/9/2016	Complete
4.	Pablo Depetris and maybe Kevin Hayden to speak face to face with Bruce Keen to see if he is serious about comments made on buying the tractor back. Pablo Depetris will advise committee of response by email.	Pablo Depetris	29/9/2016	Complete



	(Agenda Item 10, Point 772., meeting date 25/8/2016).			
5.	Create sign design for not driving on taxiway's and keep to main road and send to committee for approval. Email to be sent to Ami gale advising first step is the signs, midterm proposal is to direct all traffic to clubhouse entrance. (Agenda item number 11, points 747 & 748). Further to this as discussed at meeting 25/8/16 - Pablo Depetris to purchase signs of a value up to \$500 to be placed near Taxiway Z entrance. Errol Pillemer and Pablo Depetris to decide where the signs will be placed. (Meeting date 25/8/2016).	Pablo Depetris Errol Pillemer	27/10/2016	
6.	The committee discussed the new HSLA, where it was decided that the committee agreed to make changes to paragraphs 6.3, 6.4 and 12. Errol Pillemer to make the necessary changes and send to committee via email for checking. (Agenda Item 15.5, meeting date 25/8/2016). It was decided that once David Rittie gets a good clean copy from Pablo Depetris in word, it will be put into PDF then sent to the members for comment. (From meeting 22/9/2016).	Errol Pillemer	27/10/2016	
7.	Invite Gary Weeks to next committee meeting. (Agenda Item 15.4, From meeting 28/7/2016).	Peter Lightbown	29/9/2016	Complete
8.	Committee to send their membership category ideas via email for discussion at next meeting. (Agenda Item 15.6, meeting date 25/8/2016).	All	29/9/2016	Complete



9.	<p>Jock Anderson to write a new letter to all non compliant hangar owners who have still not completed their compliance work. A letter was sent to these members a while back earlier this year asking for work to be completed on their hangars, but this work has not been done. New letter to state that they now have 30 days to rectify work otherwise the committee may take further action. No letter to be sent to Milljov Kresovic (Millie) in hangar M7 as he is in progress of completing the rectification work. (Agenda Item 15.5, meeting date 25/8/2016). Jason Camilleri to write letter and send to committee for approval, also change to 90 days instead of 30 days and to be signed by David Rittie.</p>	Jason Camilleri	27/10/2016	
10.	<p>Create Sub Committee and advise recommendations for presentation at General Meeting to members on Cross Runway feasibility. (Agenda Item number 14.4, from meeting 24th May). Now changed for presentation at after February workday 2017. Send a Newsflash out first before the meeting to advise members. (From meeting 22/9/2016).</p>	<p>Phil Ayrton Don Harvie (Eddie Seve)</p>	01/03/2017	
11.	<p>Lights for the northern gate for security. Pole has been erected on workday 27/8/2016. Ready for fit off and completion next workday.</p>	<p>Pablo Depetris Jason Camilleri</p>	Ongoing	

