

NATIONAL MALAYA AND BORNEO VETERANS ASSOCIATION

NATIONAL EXECUTIVE COMMITTEE MEETING

Best Western Plus Linton Lodge Hotel Oxford

MINUTES OF MEETING 05/06/21

In attendance

Malcolm White – National Chairman	MW
Gill Bowtell – Acting National Secretary	GB
David Lankshear – National Treasurer	DL
Annie Burden – Membership Secretary/Webmaster/Regalia	AB
Clive Boyles – NEC and Postal Central	CB
John Measham – NEC/Postal South/International Liaison	JM
Valerie Nisbet – NEC and International Postal Coordinator	VN

1. Exhortation – Spoken by Mr Malcolm White
2. Absent friends were remembered in particular Mr Ted Williams, Mr Bob Roberts and the Padre Roger Perry as well as all our members who have passed away in the last 18 months.
3. Apologies – No apologies
4. Previous Minutes – None available
5. Matters arising: Nothing to report
- 6/7/8. Chairman's Report – Malcolm White

The order of the agenda was altered so the Chairman could refer to certain items in his report. MW thanked the NEC members for all their support over the last 18 months for giving both the time, effort and help to keep the NMBVA together.

Special thanks to both Ted Williams National Secretary, Bob Roberts Membership Secretary and Padre Roger Perry who have all sadly passed away.

MW introduced and thanked both Gillian Bowtell who has stepped in as acting National secretary and to Annie Burden who has stepped in as National Membership Secretary to cover these 2 important posts.

One minutes silence was observed in remembrance of all members that have passed away.

MW informed the NEC members present that he would be standing down as National Chairman and reported it had been a great privilege and to have worked with everyone but he was returning to Australia where his family, children and grandchildren are. MW wished the Association well for the future.

9. Treasurers Report – David Lankshear

DL Presented a set of accounts as of 1st June 2021.

The insurance premium has been paid to Towergate. He explained the audit/insurance appeared high as 2 payments have been made in the same financial year due to a delay in June 2020 last year.

These were accepted as an accurate record of the NMBVA Accounts

Proposed by Malcolm White. Seconded Clive Boyles

- a. Banking signatories: were discussed and DL nominated GB to be a signatory to replace Ted Williams. It was accepted that Gillian Bowtell would become a signatory. Forms were signed and together with the signed minutes of this meeting will now need to be taken to the Nat West Bank for verification and an ID check.
- b. Proposed by David Lankshear. Seconded by Malcolm White.

ACTION POINT Gillian Bowtell
and Malcolm White

- c. Online Banking: DL discussed the issues of modern banking and had explored options around an online account. The problem is the requirement for dual signatory and using the one signatory option was not acceptable as an option. DL had spoken to Nat West who had provided information on “Bank Line” Banking for the community. This system allowed for the treasurer to use online banking with a process of verification by the 2nd signatory online. This will negate the use of cheques/cash and some of the issues around payment to creditors for example to Hotels who require advance payments and similar.

It was agreed by the NEC membership present that DL should continue to pursue the online banking and report back at the next NEC. In the absence of MW a 3rd signatory should now be considered.

The NEC should also look to encouraging Branches to use direct payment methods. The NEC also will follow up and identify branches who have not yet paid their Branch Members Fees for 2021 2022 due on the 1st July 2021.

ACTION POINT: David Lankshear
Annie Burden and Gillian Bowtell

10. Membership Secretary Report-Annie Burden

AB is still trying to work out how the database has been set up as there does not seem to be any amends set up, as far as I can see everything has to be copied and pasted between tables.

For the time being I am going to leave things as they are and just update the payments and Lost, resigned and deceased.

Updating payments has highlighted some problems where I couldn't find them on the main database but they are only in a branch or postal. My next job will be to go through the branch tables and check that they match the main database.

Since taking over in April the following have been recorded.

Deceased 11

Resigned 5

Lost 39

Branch's that have closed are

North Wales members given to Clive (postal central)

Doncaster members to go to Postal North

Postal South has 133 members

Postal Central 137 members

Postal North

On the database we have a member recorded as resigned but is still paying his subs by SO. Have re-instated him as had information from an old database.

On the decease database we have service number, unit served in and dates. Do we need these?

Postal Coordinator's Reports –

Postal North Report – Acting Annie Burden

22 members did not pay last year and have not responded to letter sent to them on the 16th April. Marked as lost.

1 letter returned not known at the address – marked as lost

100 emails sent only 23 responded.

Those emails that were returned letters were sent out but still no response.

Of the 151 members

60 members pay by standing order

2 members have paid by bank transfer.

41 Cheques received

23 members marked as lost.

Doncaster branch is closing down therefore their members will become Postal North have emailed Peter Sabin to ask him if all the current members want to stay in the association, have not yet had a reply.

I need someone to take over postal north as really do not have the time to do this as

I still work full time

I am Secretary and Treasurer of Colchester Branch

Webmaster, Regalia Officer and Membership Secretary.

Postal Central Report– Clive Boyles

Original number 2019	101 members
2021 Deceased	25
Total	76 members
Addition of Prestatyn Branch (closed)	23
<u>2021 Total for Central</u>	<u>99 members.</u>

5 members from Prestatyn Branch not yet replied and 12 outstanding from additional list

No accurate numbers for those paying by standing order although I can see them on the database, its not clear if they have continued to pay.

Postal South Report – John Measham

There are currently have 133 members almost an equal split 50/50 between Standing Order and personal cheque payments.

In early April I sent out 66 reminder letters for members that pay by cheque. To date I have received 45 payments.

To date I have only 50% paid made between the 2 methods of payment, however, I have

several standing order payments that were set-up to pay in August, prior to me taking over PSC. I have one recorded death and 3 changes of address. The relevant NEC colleagues have been informed, along with payments received that were banked.

International – Valerie Nisbet

VS has contacted the members on her database and is awaiting replies. VS requested an electronic copy of the Keris to send to members abroad. MW confirmed that hard copies were not sent abroad and would forward an electronic copy to VS

ACTION POINT: Malcolm White

11. Webmaster and Regalia Report- Annie Burden

Regalia report

Product	quantity	cost price each	Total	Sale price each	Total
Tie Association Blue	0	£7.90	£0.00	£9.00	£0.00
Tie Association Maroon	1	£7.42	£7.42	£9.00	£9.00
Tie Association Maroon clip on	2	£7.42	£14.84	£9.00	£18.00
Tie Green Gold Kris	24	£7.42	£178.08	£9.00	£216.00
Tie Maroon Gold Kris clip on	5	£7.42	£37.10	£9.00	£45.00
Association Bow tie blue	9	£5.27	£47.43	£8.00	£72.00
Blazer badge ordinary member	9	£3.90	£35.10	£9.00	£81.00
Cap pullover badge	8	£3.22	£25.76	£4.50	£36.00
Enamel lapel badge	42	£0.62	£26.04	£2.50	£105.00
Key ring	5	£3.83	£19.15	£4.50	£22.50
Paper weights	2	£3.80	£7.60	£7.00	£14.00
Association Shield	40	£12.76	£510.40	£17.75	£710.00
Association Wall plate	125	£0.00	£0.00	£3.00	£375.00
Car Sticker	1	£0.87	£0.87	£1.50	£1.50
Blazer buttons large	326	£0.56	£182.56	£0.75	£244.50
Blazer buttons small	190	£0.22	£41.80	£0.50	£95.00
Pennant	6	£30.00	£180.00	£33.00	£198.00
Cloth blazer badge	9	£0.00	£0.00	£5.50	£49.50
Magnetic Badge	10			£3.50	£35.00
Christmas cards pk 10	2	£11.50	£23.00	£5.00	£10.00
Total prices for regalia		£114.13	£1,337.15	£151.00	£2,337.00

Suggested price changes

Shields £13.00

Blazer badge £5.00

Wall plate free with any order over £20.00

Prices and items were discussed by the NEC and amendments will be made to include postage and packing with certain items. **ACTION POINT:** Annie Burden

Webmaster Report – Annie Burden

Website has been updated with Gillian’s details as National Secretary and mine for Postal North and Membership Secretary.

Doncaster and North Wales have been marked as closed.

Now I have the membership database I can update the branches and deceased as both are very out of date as information was very hard to get hold of before.

12. International Liaison Officer Report- John Measham

ILO Report

As you know we were going to Malaysia in June last year, but with Covid, it was cancelled, until all the world pandemic restrictions have been lifted, JM can’t envisage us going in the very near future. JM is in regular contact with the Asst Defence Adviser WO2 Lee Arnold in KL, Lee looked after us in 2017 while we were in KL and escorted us to all the events there. The latest report JM had from Lee was in April and says; “The C19 vaccine roll out in Malaysia is much slower than the UK. Currently Malaysia has in effect a national state of emergency until August. International borders are closed for tourism - and even domestic tourism and interstate travel is prohibited. That’s as much as I can tell you just now. My own guess is not much change for 2021”. JM will keep the NEC updated when he has reports from KL.

13. Secretaries Report/Update – Gill Bowtell

- a. The acting National Secretary asked the NEC if it would approve the purchase of an External drive which would be clearly identified as NMBVA property. Any work attributable to the NMBVA could be saved and encrypted and for future purposes could be passed on in its entirety. The cost would be approximately £50, GB pointed out this is the equivalent to purchasing a number of memory sticks. Proposed: Gillian Bowtell, Seconded by Malcolm White. NEC Members approved the expenditure.

- b. GB proposed setting up an asset register to identify items owned by the NMBVA so the location of such, value and responsibilities noted. There are table drapes, flags, standards in various places including some items still with IOW Tours Limited. MW has contacted Shirley ?? their director and is waiting a return phone call. DL may be able to collect these as he lives nearby.

NEC Membership agreed to the development the asset register and to continue to pursue the location of NMBVA owned Regalia.

ACTION POINT: Gillian Bowtell,
Malcolm White, David Lankshear

GB asked for clarification that the Constitution dated AGM 2018 was the current document in use. AB confirm that this is correct.

Mr Clive Boyles agreed to take over the postal north coordinator role and run central and north together.

14. Annual General Meeting

This was dependent on the current covid situation and limited numbers able to attend. We will await the result from the Keris letter enclosure and the NEC will decide at a later date how to take this forward.

15 Any Other Business

- a. Audit: DL to approach a local accountant regarding auditing 2020 /2021 financial accounts. These would be identified separately as those provided from Dick Richardson and subsequently those figures when DL commenced as treasurer.

ACTION POINT: David Lankshear

- b. An email has been received from Dick Richardson regarding a plaque in memory of Ted Williams to commemorate all his hard work placed at or near the NMBVA Memorial Stone in the National Arboretum in Alrewas. The NMA is run by the RBL so we would need to approach the director of the NMA.

ACTION POINT: Gill Bowtell

- c. MW has spoke to Sir Garry Johnson who has had some health problems. Sir Garry has indicated he will continue to act and advise the Association but doesn't feel he can attend further reunions and functions.
- d. The Association has now vacancies for Chairman plus National Secretary, National Membership Secretary and Padre following the sad deaths of Ted Williams, Bob Roberts and Roger Perry. Before the next AGM nomination forms will need to be sent to Branch members to put forward their nominees.

ACTION POINT: Gill Bowtell

- e. JM indicated that he would approach Bishop Paul Miles-Knight from Solent Branch to explore the possibility of him becoming NMBVA National Padre. The commitment would be small, potentially twice a year.

ACTION POINT: John Measham

- f. JM Proposed the purchase of an extra external drive as a backup which could be used as a read only to support the National Secretary and held by another member of the NEC using drop box or similar. This was agreed by the NEC Membership

ACTION POINT: Gillian Bowtell

- g. JM Proposed that Lee Arnold WO2 Defence advisor in Kuala Lumpur who has been of great support to the NMBVA on visits to Malaysia should be presented with an NMBVA Plaque in thanks and appreciation for all his help. This was approved by the NEC Membership

ACTION POINT: John Measham and Annie Burden

- h. MW indicated the Keris would be issued within the next 2 weeks including a letter to the membership exploring the appetite for an AGM and Reunion. The returns will be sent to GB for the NEC to make a decision at a future date.

ACTION POINT: Malcolm White

- i. MW will pass information regarding the Printer’s contact details to GB. MW also will ensure the NMBVA Chain of Office will be returned via GB

ACTION POINT: Malcolm White
And Gillian Bowtell

- j. AB asked about keeping deceased members information in view of data protection law. The membership discussed DPA, membership consent and records after death. GB will explore the correct processes and inform the NEC membership

ACTION POINT: Gillian Bowtell

- k. CB asked if it was possible to open up the time capsule at the NMBVA Memorial in NMA in Arlewas to add more memorabilia / memory sticks from Branches. The NEC Members agreed this could be investigated with the RBL at NMA.

ACTION POINT: Gill Bowtell

- l. The NEC discussed appointing a temporary Chairman in the absence of Malcolm White. The NEC nominated and agreed John Measham should take up this post until the next AGM. At this point all posts and committee positions would be then open to nominees from across the membership. The proposal was seconded by David Lankshear.

The NEC offered a vote of thanks to Malcolm and wished him well in his move to Australia in July.

The meeting closed at 1.00pm

16. Date of Next Meeting Saturday 9th October 2021

GB to explore a more suitable venue as parking and meeting room requirements were challenging in the hotel today.

Accepted as a true record of the meeting

Signed.....Malcolm White NMBVA National Chairman.

Signed.....Gillian Bowtell NMBVA National Secretary