



National Malaya & Borneo Veterans Association
National Executive Committee Meeting Minutes
Novotel Hotel
Bostocks Lane, Long Eaton, Nottingham, N10 4EP
Saturday 2nd February 2019 at 0900hrs

<u>Item 1</u>	Meeting opened at 09:15 hrs. by National Chairman, Mr Malcolm White. (Meeting opened late, awaiting the arrival of Mr Dick Richardson)
<u>Item 2</u>	<p>Members Present: Malcolm White (Chairman), Ted Williams (Secretary), Bob Roberts (Membership Secretary), Dick Richardson (National Treasurer) Annie Burden (Webmaster & Regalia Officer), Valerie Nisbet (NEC Member & Overseas Co-ordinator), Clive Boyles (NEC Member and Postal Central Co-ordinator).</p> <p>Apologies No apologies all members in attendance</p>
<u>Item 3</u>	<p>Exhortation: Mr Clive Boyles MSM. Ted Williams: requested that members remain standing in remembrance of those members who have passed away since the AGM. We remember Dee partner of our National Chairman Mr Malcolm White, we also remember Brain Roche who was a member of this committee for years and Postal co-ordinator South and Pontypridd Branch Secretary. Condolences to his family</p>
<u>Item 4</u>	<p>Welcome and Report by the National Chairman: Mr Malcolm White Good morning, I wish everyone a belated happy New Year. Unfortunately, since the AGM some of the committee have gone through a horrendous and an emotional time. I lost my partner “Dee” suddenly on the 8th December 2018 and all my speculations were shattered. 26th December Tony Crisp passed away (Solent Branch and NMBVA National Bugler). 27th December Mr Brian Roche unexpectedly past away, Brian was a staunch member of the association and he wore many hats. Brian was the Branch secretary of Pontypridd Branch, our 1st successful postal coordinator, whose model we use today and a long-standing member of the NEC. The Association was Brian’s life, he will be sadly missed. Please see attached list of those who have passed away since the AGM. Regrettably we failed to get the Christmas newsletter out this year, this was due to sickness, computer problems and an unanticipated amount of work. On the good side the association had more members at the Christmas luncheons this year than ever before: St James Palace (16), we also had many Christmas luncheons in various parts of the country, one of our most time-consuming activities was getting members to attend these functions, which all those who did participate thought they were fantastic. Both Ted and Bob spent a lot of time, and Annie published all events on the NMBVA web site. Forth-coming events, application proformas have been sent to all members and can be downloaded from our Website for Blackpool, AGM and Cenotaph parade. It will be decided at this meeting what form of celebration will take place to mark the 25th anniversary of the formation of the Association (see item 13 on the agenda).</p>
<u>Item 5</u>	Review of Minutes of NEC Meeting held at the Tillington Hall Hotel Stafford 11th August 2018

	<p>Matters arising which are not on the agenda: No Matters arising</p> <p>Acceptance of the minutes: Proposed by Valerie second by Annie that the minutes be accepted as a true recorded. Agreed unanimously</p>								
<p><u>Item 6</u></p>	<p>Review of Minutes of AGM Meeting held at the Tillington Hall Hotel Stafford 6th October 2018</p> <p>Matters arising which are not on the agenda: No matters arising</p> <p>Acceptance of the minutes: Proposed by Clive seconded by Bob that the AGM minutes be accepted has a true record. Agreed unanimously</p>								
<p><u>Item 7</u></p>	<p>National Treasurers Half Yearly Report</p> <p>Half-Year 2018-2019 From July until the end of October, I have been virtually unable to do any of the duties my office required owing to major surgery and complications. I would like to thank Ted and my wife Sue for keeping the ship running. I am now back to almost full head of steam and look forward to the future.</p> <p>INCOME: Having brought forward ££4,786.07 from the previous year: Joining Fee`s £39.00; Subscriptions £5,741.5.0; Regalia Sales and Postage £659.05; Accommodation £174.00; Voluntary Donations £607.80 Total Income £12,007.42</p> <p>EXPENDITURE: Stationary £00.00; Printing £50.97; Postage £337.36; Audit £425.00; Insurance not yet due; KERIS/News-letter not yet due; NEC Travel £433.40; Accommodation £1,001.00 (this includes guests at the AGM); Rebate £33.00; Remembrance £40.00; Contingency £00.00; Regalia £292.20; £1,000.00 transferred to reserve account Total Expenditure £2,479.93 Leaving £9,527.49 carried forward.</p> <p>ASSETS</p> <table data-bbox="304 1458 852 1603"> <tr> <td>Current Account</td> <td>£ 9,528.49</td> </tr> <tr> <td>Reserve Account</td> <td>£22,564.09</td> </tr> <tr> <td>Cash in Hand</td> <td>£ 78.00</td> </tr> <tr> <td>Total</td> <td>£32,170.58</td> </tr> </table> <p>The Assets do not include Property and Regalia. Between July and December 60 Standing Orders have not been amended, I have written to the members concerned, I have not written to the June members owing to hospitalisation. I hope to in the near-future.</p> <p>D Richardson</p> <p>Ted: we are all pleased to have you back in harness; the committee have missed your witticisms. One bit of good news to add to the report, Swindon Branch decided to withdraw from the association over the increase in subscriptions, having</p>	Current Account	£ 9,528.49	Reserve Account	£22,564.09	Cash in Hand	£ 78.00	Total	£32,170.58
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	<p>sent a letter of explanation they have reversed their decision and are remaining with the association and paying the higher subscription.</p> <p>Acceptance: Proposed by Mr Bob Roberts seconded Mrs Valerie Nisbet that the Treasurers report is accepted. Agreed unanimously</p>
<p><u>Item 8</u></p>	<p>Ted: Annual Audit of Financial Report. It was agreed on the last NEC meeting Item 11 and AGM 2018 meeting item 13, to save money, and make members aware, that the NEC would audit accounts biannually. Professional accountants would audit the accounts in between years. Can we please make a decision on the commencement dated of this decision?</p> <p>Dick agreed it was expensive for time and work on a reasonably small and straightforward account and legally we could audit the account in-house, but the National Chairman, National Secretary or National Treasurer could take part in the Audit, because they are signatories. After further discussion it was agreed that due to her experience and known for her attention to detail Mrs Valerie Nisbet would lead a team consisting of Mrs Annie Burden, Mr Clive Boyles and Mr Bob Roberts to carry out the next Audit thus saving over £450 per year.</p> <p>This will be carried out the audit at the August NEC meeting.</p> <p>This was agreed unanimously</p>
<p><u>Item 9</u></p>	<p>Proposed by Bob Roberts second by Annie Burden, that each Postal coordinator is given a paying in book. Bob has designed pro-forma which will make monitoring ease. Bob to lead to pro-forma attached.</p> <p>Bob: I have brought this up before, if we can pay at our local bank, we get a photo copy of each cheque, it's more secure, cheques will not get lost in the post. The money will be in the bank quicker, it will save the National Treasurer time and work. I have designed a proforma for payees to send information on banking to both the National Treasurer and Membership Secretary. This will clarify the transactions. In my view this system would have save time and heart arch. Dick was reluctant at fist, made some alteration to the proforma. There was a long debate.</p> <p>The Chairman requested that Bob changed his proforma and send copy to the National Secretary for distribution. This proforma could be sent by e-mail and post.</p> <p>Chairman: this was a very positive discussion</p> <p>Proposed by E J Williams seconded by Dick Richardson that this proposal is put into immediate effect. Agreed unanimously</p>
<p><u>Item 10</u></p>	<p>Membership Secretary's Report 2nd February 2019</p> <p>We have 4 new members join the Association since the AGM, I have been asked to send application forms too another 5. I have not had anything back from them.</p>

There have been 11 members who have passed away in the last 4 months. Once again there are still a number of members who have not paid their subs for 2018/2019. It would seem that branch secretaries are still not doing their jobs properly and are still ignoring my pleas. I have stated that at the AGM for the last 5 years. Some branches when paying subscriptions are omitting to send a list of payee's. Although I send e-mail/letters to branches they don't reply. Val suggested that perhaps we should pay them a visit. This would be too expensive. This was discussed with various subsections. Bob did indicate that the majority of those who do not pay are branch postal members. Then we should politely request that they transfer to Postal (Bob and Ted to look into the feasibility)

Membership of the Association as at 15th January 2019

Association membership is	Oct 2018	Jan 2019
A: Members on the Database	1283	1279
B: Paid up members	992	1095
C: In arrears	291	184

Recruitment:

Associate	6	2
Ordinary	28	4

We have lost

Deceased	48	11
Lost Touch	32	5
Resigned	38	10

The date of this report is the 16th January 2019. I have a meeting with an Orthopaedic Consultant tomorrow the 17th January 2019 to determine whether I need a knee replacement. All being well I will be at the NEC meeting on the 2nd February 2019

Proposed by Dick Richardson second by Valerie Nisbet that Bob's report is accepted.
All greed

Item 11

Ted: strategy for the future. I think at this stage, having had the National Treasurers report and National Membership report is an ideal time to plan for the future.

National Chairman: I think it would be a good idea if members take this information away and each member makes a written report of their ideas of changes or wind down of the Association. This will enable us to have a constructive debate at our next meeting.

<p><u>Item 12</u></p>	<p>Regalia Mrs Annie Burden Annie produced a Stock sheet of the end of January 2019 and went through items.</p> <p>We have run out of cap badges and the manufactures have increased the price, however my sister has produced a better-quality badge stick-on or sewn on at only £5.50</p> <p>Association shields; the manufacture in Pakistan have increased the postage to £100. Mal: is there any where in the country that produce them? After discussion Ted said there are adverts in the soldier's magazine and he would try them. Clive suggested that we contact a firm called "Awards". Mal suggested that postage was far too high, and enquire what the cost would be if they sent them by ship, they would take longer but it would be a lot cheaper.</p> <p>25th Anniversary of the Association.</p>
<p><u>Item 13</u></p>	<p>Ted issued everyone a copy of the quotation and went through the costing. Unfortunately, we have to make a decision quickly. Chairman: although it is expensive it is a special occasion which I believe members would appreciate and we should spend the money on members now rather than leave to a Charity a few years hence. It was agreed that initially the association would cater for 100, it was also agreed that every paid-up member will be allowed to invite one guest, but because of the high cost members can invite more than one guest, but there will be a charge. Clive: will Standards be required? Ted: yes, there will also be a piper etc and we shall be able to play music by plugging pre-recorded music into the sound system via a USB stick.</p> <p>Proposed by Mrs Annie Burden seconded by Mr Mal White that we authorise the National Secretary to organise the above. Agreed unanimously</p>
<p><u>Item 14</u></p>	<p>Chairman: approval of the amended Constitution. Ted: the only amendments are the deletion of reference to vice chairman para. 3A plus 2 additional titles. GDPR NMBVA Privacy Notice Mal White: Lines 3 & 4 of introduction line to be reworded. Bob Roberts: I am looking at section 3 (Your personal data will not be kept for any longer than necessary etc). How long do I keep the information? For has long as we determine. Ted: we need to keep names, membership numbers for the archives Bob: I keep all joining application forms in alphabetical order. When a member dies, I take the application from the file and put it in the deceased file. Chairman: I believe all we need to keep for the archive is membership number, name, unit, where they served and period, he/she was a member of the association, this could kept on a memory stick. Bob stated that when he took over, he was presented with paperwork with columns with various headings. Mal: when the association was formed, they did not have computers, as long as you are happy that you have subtracted the essential information onto the computer you can get rid of the paper work. Val: after six years of a member leaving if their information is kept electronically you can shred the paper work. Ted said he disagrees with this because of previous membership secretaries' actions I have 110 names with no details. Val: if they are deceased, they are not going to come back. Mal: but we must keep names in the archives. Annie: I have kept a list and may be able to</p>

	<p>help. Bob: how do I shred all this paper? Mal: 2 options we let Bob approach an outside company get a quote for the next meeting, or we provide a shredder. Valerie: my place of work has a contract for disposal of confidential paper, if Bob brought some paperwork too each meeting I can dispose of it. Mal: The problem of shredding confidential paperwork to be discussed at the next meeting.</p>
<u>Item 15</u>	<p>The sad demise of Brian Roche. Mal: we have already paid tribute to Brian, the question is replacement co-ordinator for Postal South. Bob: Ted said he would look after Postal South, however I believe he has too much work at the moment therefore I suggest that if Ted sends a letter for renewal of membership putting my name and address for return of cheques. Ted: I shall carry on in the hope that we do get a volunteer for this position. Annie has put an advert on the net. I am sure we will get a volunteer, but failure, will mean a re-organisation. There was a long discussion on procedures.</p> <p>This was agreed</p>
<u>Item 16</u>	<p>The Keris. Mal: I normally start work immediately after Christmas, but due to my sad loss I have been unable to concentrate. However I shall force myself to start work, nevertheless it will be a little later this year, most probably May.</p>
<u>Item 17</u>	<p>Val: has there been any further thought on another venue for the “Spring Break”. We have been to Blackpool for a number of years. Ted: this will be very difficult, I cannot get a consensus of opinion from members and of course cost etc. comes into play, however I shall look into getting another location in time for the next meeting.</p> <p>Annie: Rise in Annual Subscriptions. Associate members who are partners of Ordinary members do not receive NMBVA publications therefore should pay a reduced subscription of £7 in compensation.</p> <p>Bob: Colchester Branch is the only branch who has adopted this objection.</p> <p>Ted: The increase from £7 to £10 was agreed at an AGM (No mention of publications were made). Costs have out stripped subscriptions this increase is only equivalent to 0.057p a week.</p> <p>The debate went on for a long time with no consensus. The Chairman decided this would be agenda at the next AGM.</p>
<u>Item18</u>	<p>Mal: the next meeting will 3rd August 2019</p> <p>Mal thanked everyone for coming in spite of the weather and your participation in the meeting. Please come to the next meeting with your suggestion for the future of the association. Have a safe journey home after a quick course on “Skype”.</p>
<u>Item 19</u>	<p>Annie ran a very well-prepared lecture with members participating, this was very constructive and enjoyable. All members agreed to practice their new skills.</p>