

RECORD OF DECISIONS - NMBVA NEC MEETING
Held on 6/7th August 2010 at Kegworth.

Members Present:

Tex Pemberton (Chairman); Malcolm White (Vice Chairman and Postal Coordinator North); Ted Williams (Secretary); Grahame Bamford (Treasurer); John McAulay (Membership Secretary); Brian Roche (NEC Member and Postal Coordinator South); Annie Burden (Webmaster).

Apologies: Nil.

ITEM:

1. **Absent Friends:** After saying the Homage for this meeting the Chairman said he wishes to read a list of 'departed Members' at the AGM each year. This will then be followed by the Homage spoken by the Vice Chairman.

ACTION: Membership Secretary.
ACTION Vice Chairman.

2. a. **Matters arising from Previous meetings:**

16/17th April 2010 - NEC and Delegates:

1. National Memorial: Following a severe winter and a further look at our National Memorial at Alrewas, it is considered some maintenance work is necessary. Chairman will invite the Chairman of Surrey Branch to consider and recommend. Improvements could include a flagpole, and local sappers could be invited to undertake a training project in relation to the Keris.

ACTION: Chairman.

2. Membership: With the withdrawal of Birmingham and Leeds and Bradford Branches from the Association it was agreed that the Secretary should write to all data-base Members of these former Branches to determine their wishes to continue, or not to continue, membership of the national body of the NMBVA. Secretary to circulate draft for consideration by NEC **Note:** Because the Chairman has agreed to visit and address the former Tyneside Branch, in September, similar action towards Members of the former Tyneside Branch is deferred.

ACTION: Secretary and Membership Secretary.

3. Noted that Lincoln Branch is the 'recognised' Association Sponsor of the Eden Camp (Malton, Yorkshire) annual visits.

11th May 2010 – Special NEC Meeting:

4. Secretary to assemble a Group address list of Branch Chairman.

ACTION Secretary.

5. From 11th May 2010, Records of Decisions of NEC meetings and Minutes of the AGM will be posted on the Association website.

ACTION: Webmaster.

b. **“What does a Member receive for the National Subscription?”** (The ‘exam’ question set by the new Chairman). Responses from NEC Members, which includes some new proposals:

1. Benevolence: when a Member falls on hard times (at the behest of Branches or Postal Coordinators).
2. Keris magazine – one per annum.
3. Member’s newsletters – one per annum.
4. Secretary’s Information letters – as necessary, possibly three pa.
5. Website upkeep.
6. Memorial upkeep.
7. Insurance for Branch Standards; Member on parade; and third party.
8. Donations to Charities (selected and agreed at the AGM).
9. Possible contributions towards Member expenses to attend specified meetings (Delegates; Secretaries symposium – to be determined and agreed at AGM).
10. High postage cost for Postal Members North, South and Overseas (in the region of 900) who pay an additional subscription contribution of £3 pa towards postal costs.
11. Management costs of the Association: NEC incidental expenses for example including travel; printing and ink cartridges; postage; telephone calls; International contact.

3. **Records of Decisions and Minutes of AGM:** Chairman will make and publish a Record of Decisions at each NEC and Delegates meetings and Secretary will record and publish Minutes of each AGM. All to be posted on website together with audit summary.

ACTION: Chairman, Secretary and Webmaster.

4. **Standardisation of Insignia:**

a. The formal National Association Emblem was adopted by the NEC and is available for despatch to Branches as a JPG 150dpi either electronically or on CD. Custodian is the Secretary.

ACTION: Secretary.

b. In order to standardise the multitude of variation in Association headed paper, the Vice Chairman will propose, for adoption, a revised format to become the template for the NEC. The adopted version will be made available to Branches.

ACTION: Vice Chairman.

5. **Copyright:** There is an urgency of need to review the copyright and use of the Association emblem and variations, local and International.

ACTION: Chairman.

6. **Feedback from Members:** Since taking over on 11th May, Chairman has received much feedback from Members and summarised the key issues to be addressed:

- a. Communication - a lack of frequent communication to Members, the most common factor in all feedback (see Item 7 below).
- b. The lack of availability of records of meetings and the apparent lack of availability of detailed statements of accounts reflecting income and expenditure (see Item 3 above).
- c. The need for openness in NEC activity on all matters.
- d. The need to improve the speed of response to communications from Members.

ACTION: All NEC Members.

7. **Communication with Members:** In order to improve communication with Members, Vice Chairman and NEC Member Brian Roche will conduct a study and make recommendations including costing to:

- a. Produce and distribute Keris once per year in May/June and determine the options for distribution including to all overseas members and two copies to each of our International Associations.
- b. Produce and distribute a standardised Association-wide Newsletter at least once per year after the AGM and prior to Christmas to all subscribing members in UK and overseas.
- c. Produce and distribute a Secretary's Information Letter, as and when necessary but possibly three times per year to all Branch Secretaries and Chairmen for further dissemination within Branches, and as wide as possible to electronic contact postal members.

ACTION: Vice Chairman and Brian Roche.

8. **Motions to amend the Constitution:** Motions to propose amendments to the Constitution including: some minor editorial corrections; a change to the Association financial year that will better enable audited accounts to be laid before each AGM after audit; an annual budget for the Association to be laid before each AGM for approval; and the inclusion of admissible expenses and allowances; are to be laid before the AGM in October 2010.

ACTION: Secretary.

9. **Events:** The following known events are noted for dissemination:

- a. 31 Aug annually - Merdeka Day.
- b. 25 Sep 10 - Malaysia Day Carnival at Tungku Abdul Rahman Centre Brickendonbury (Chairman will attend).
- c. Sep 10 and on divers dates thereafter - NMBVA reps at National Army Museum exhibition of theatres of conflict.
- d. 23 Oct 10 - NMBVA AGM.
- e. 11Nov 10 - date TBC - Field of Remembrance Westminster Abbey.
- f. 14 Nov 10 - Remembrance day parade at Cenotaph (Chairman will attend).

- g. 19/20 Nov 10 - NEC Kegworth.
- h. On divers dates during 2011 – NMBVA reps at Not Forgotten Association events as invited.
- i. 8 Apr 11 - NEC Kegworth.
- j. 9 Apr 11 - NMBVA Delegates meeting Kegworth.
- k. 5/6 Aug 11 - NEC Kegworth.
- l. 25 Jun 11 - National Armed Forces Day at Edinburgh (Secretary to advise MOD Chairman will attend).
- m. Jun 11 – Cenotaph Remembrance ceremony at Ipoh.

ACTION: Secretary; All NEC to note and disseminate.

10. NMBVA Budget:

- a. An annual budget is to be laid before each AGM for approval. Treasurer to prepare and circulate a draft to NEC including timetable for FY that enables audited accounts to be laid before each AGM and distributed beforehand.
- b. The constitution provides for the annual audit of accounts to be undertaken by a Panel of Members. The feasibility for FY 2010/11 will be explored at the AGM in October 2010.
- c. There are Members whose subscriptions are outstanding. Treasurer will continue to pursue and Secretary will ‘encourage’ support of Branches and Postal Coordinators.

ACTION: Treasurer and Secretary.

11. Keris Magazine: All indications are that the Magazine has been very well received and the Editorial Team are to be congratulated. After this first publication the following decisions are taken, subject of course to input from members at the AGM and otherwise:

- a. Editor - Malcolm White; Sub Editor - Brian Roche.
- b. Published at least one pa, and in May/Jun, but subject to study at Item 7.
- c. Quality considerations to be made.
- d. Method and flexibility of distribution to be considered (Item 7).
- e. Input and feedback from Branches and Members with possibility of Branch columns to be considered.
- f. Draft sharing with NEC and input from NEC.
- g. Publication and distribution costs to be determined (Item 7) to include distribution to overseas members and limited distribution to International Associations.
- h. Inclusion on our Association website?

ACTION: Editor and Sub-Editor.

12. NMBVA Database:

- a. The Membership Secretary is the appointed ‘Custodian’ of the Association database with responsibility for ensuring it is as up to date as possible consistent with the flow of accurate information.

- b. The database and the register of Members that appears on the website are two different records, some members not wishing their names to appear on the website.
- c. A revised application form is adopted from 7th August 2010 to remove an ambiguity about membership subscriptions aligned to date of joining.
- d. Members added to or removed from the data base are notified to Branches and webmaster by the Custodian. This includes deceased notifications that are then added to the 'Last Post' folder of the website and to the Obituaries folder if a written obituary is available.
- e. Membership states of play, and area analysis of the database, can be produced at reasonably short notice to meet requests and specified objectives.
- f. The Custodian and postal coordinators will continually monitor postal members' geographical groupings to determine opportunities to form new Branches.
- g. Removal of members from the database and the website for non-payment of subscriptions – as per the Constitution – should only be undertaken after an approach for payment has been made, reasons determined, and Branches notified.
- h. Read only copies of the database, and periodic updates by the Custodian, may be held by; Treasurer; Secretary; Editor of Keris; as they so wish.
- i. Data Protection Act, as applied to the Association Database is to be reviewed and the position stated (Chairman).

ACTION: from above list as appropriate by: Membership Secretary; Webmaster; Postal Coordinators North, South, and Overseas; Treasurer; Chairman.

13. Website:

- a. The Webmaster and NEC Member continues to be Annie Burden who is congratulated for the quality of the Association site. As an afternote, the Chairman would like the number of hits in the past 12-months to be reported to each AGM.
- b. Chairman will discuss on-line with the Webmaster some minor 'tidying up.'
- c. Website must remain 'read only' with control for 'suitable' entries vested in the Webmaster who should defer to the Chairman if ever in doubt. The only exception to this rule is the present 'Letters and Emails' folder which should be renamed 'Members Open Forum.' Even then, the Webmaster will carefully monitor and remove inappropriate entries.
- d. The Webmaster will notify entries assessed as inappropriate to the Vice Chairman for follow-up deemed necessary.
- e. In the absence of the Webmaster the 'Forum' should be locked and a notice posted.
- f. Side folders should be prepared to hold: Secretary's Information letters; Association Newsletters; possibly Keris, subject to the study at Item 11.
- g. Although of extreme importance, the PJM should not hijack the website and information should be contained in a side folder with a link on the home page.
- h. Chairman's message and Records of meetings side folders are now on the website and this message should be disseminated at every opportunity.

- i. Webmaster updates are activated at every opportunity.

ACTION: Webmaster and Chairman.

- 14. **NEC Reports to AGM:** Reports should be pithy and drafts to Chairman who will coordinate and correlate avoidance of repetition.

ACTION: NEC Committee.

- 15. **NMBVA International:**

- a. Chairman has made initial contact with and introduced himself to Presidents of 'recognised' NMBVA International Associations. He has suggested to them a possible 'federating' of Associations and awaits their response.
- b. The Association International Liaison Officer, Ron Blain, has agreed to also assume responsibility as the Postal Coordinator of overseas members of the Association who are not members of other Associations or Branches. The Membership Secretary to prepare a list of members and locations.
- c. NMBVA UK Inc will be the sponsor for the International Richard Webber Trophy competition for 2010/11 and the ILO will set in motion.
- d. Chairman has made contact with World Veterans Federation and the President and Treasurer may visit and address the AGM, Secretary to note.
- e. A request by South Australia to use the Association emblem has been received, but the regrettable fragmentation of NMBVA Australia has created divisions and the Chairman will have further discussions covering 'recognition' web links and copyright with our Australian colleagues.
- f. We have a member of the Leicester Branch who lives and works in Malaysia, George McKie, and it is agreed that, so long as his membership continues, he becomes the recognised Association representative at appropriate events in Malaysia, thus raising our Association profile. Chairman will write to George and the Leicester Branch.

ACTION: where indicated: ILO; Membership Secretary; Secretary; Chairman

- 16. **PJM:**

- a. Chairman has received numerous communications in connection with the PJM since assuming the seat of Chairman.
- b. He has been briefed by Fred Burden who, although a member of NMBVA, is now recognised by the Malaysian High Commission, and MOD, as the national coordinator of applications, not simply the NMBVA coordinator. This has clearly led to some misunderstanding and mistaken belief that the NMBVA is the organisation responsible for the processing of applications and programme of presentations.
- c. There is some indication that procedures may change by the end of this year and subsequently the Chairman has written (9 Aug 10) to the MHC Defence Adviser (and will visit) to ask for an overall clarification of the PJM issue. A response is awaited and will be disseminated.
- d. All communications received by the Chairman since 11th May will be forwarded to Fred Burden for action and we will attempt to identify outstanding applications from Members.
- e. The PJM has generated around 2000 new members since its launch in 2006 and will probably continue to do so.

- f. Formal agreement to the wearing of the PJM is an issue that continues to be pursued and with NMBVA support.

ACTION: Chairman and Secretary.

17. **Relationship with NMBVA non-aligned Branches:** This issue was deferred to a later NEC meeting.

Action: Chairman.

18. **NMBVA Exhibition 'Stand':** This item was deferred for further discussion to the next NEC meeting in November. In the meantime, the Secretary, and the Membership Secretary, will erect the holdings of gathered materiel to display at the AGM an attractive stand to generate comment with a view to nation-wide use.

ACTION: Secretary and Membership Secretary.

19. **AGM Dinner Night and Service:** Members attending have received an outline programme from IoW Company. Some further detail needs to be determined and coordinated with IoW Company:

- a. Chairman will disseminate IoW programme to NEC for comment.
- b. Registration desk to be established and manned from Friday 22nd October.
- c. Proposed Menu for gala Dinner on 23 October to be agreed and disseminated.
- d. NEC Members to host a table each.
- e. Top Table to include: Patron; Hon President; Guest of Honour and possibly ADC (TBD); Chairman and lady; Secretary; Padre (who will say Grace); Guests of WFA (1 possibly 2 TBC). Two Chairmen of Branches and ladies (TBD, and drinks beforehand in Boardroom).
- f. Raffle arrangements.
- g. After Dinner (brief) speakers.
- h. After dinner music?
- i. Organist for Sunday service.
- j. Trumpeter for last post and reveille at Sunday service. (Hopefully someone who lives in the neighbourhood!)
- k. Order of Service – as agreed at NEC.

ACTION: Secretary and Chairman.

20. **Patron:** Secretary to determine, for AGM: ETA at Coventry; accommodation arrangements; departure (after service on Sunday?); whether Lady Johnson will accompany. Note the Chairman will invite the Patron to read the lesson on Sunday.

ACTION: Secretary and Chairman.

21. **Honorary President:** Ditto for 20 above less the lesson.

ACTION: Secretary.

22. **AOB:**

- a. Possible membership of COBSEO is deferred to next meeting to determine the benefits more fully.

- b. Chairman will write to Chairmen of Branches to give an outline summary of this meeting.
- c. There is a need to advise some members on the 'Life Membership' issue. Some feel uninformed about the decision taken by the AGM in 2004. Brian Roche to send background to Chairman.
- d. The question of voting for NEC by members not attending the AGM is raised again for consideration. This will be deferred to next NEC unless raised at the AGM. But this is a Catch 22 situation! If the AGM decide yes, all will be well, albeit the administrative burden will increase. But if the AGM decides No, then they will be considered a minority taking the decision! Therefore, this may have to be an Association referendum item!
- e. Membership Secretary proposes a Symposium for Branch Secretaries. This would have the advantage of closer cooperation, better understanding, and improvement on standardisation. The proposal will be taken to the AGM including outline costing, and possible contribution to expenses which should be included in the draft budget. Membership Secretary to prepare a few words and speak to the proposal at the AGM.
- f. Members are still asking for a fools guide to the 'litigation' issue. Secretary and Membership Secretary will cobble for Chairman.
- g. Some new regalia, an Association flag and a wall banner, were considered and supported in principle. AGM to determine – Chairman to lead including costs.
- h. A revised membership card, the size of a credit card that fits a wallet, was supported in principle. AGM to determine – Secretary to lead including costs.
- i. Chairman is invited to visit the Swindon Branch on 16th September and the withdrawn Tyneside Branch elements on 21st September (costs paid by Tyneside).

ACTION: NEC Committee Members as indicated in text.

23. Agenda for AGM 2010:

- a. Secretary to prepare and quickly circulate to NEC for comment. This Record of Decisions will 'inform.'
- b. Matters arising or carried forward from previous AGM to be included.
- c. Are present Committee prepared to stand again and been appropriately nominated by members who are not members of the NEC?

ACTION: Secretary.

24. Dates of Next Meetings:

- a. NEC - 19/20 November 2010 starting at 1200 and avoiding Boardroom costs on second day?
- b. NEC - 8 April 2011 starting at 1300?
- c. Delegates meeting - 9 April 2011 starting at 1030
- d. NEC - 5/6 August 2011, starting at 1200 and avoiding Boardroom costs on second day?

Record approved by Chairman: 14th August 2010 and posted on website.