



Maritime Warfare School

Officers' Association
HMS COLLINGWOOD
Newgate Lane
FAREHAM
PO14 1AS

18 Jul 18

MINUTES OF A SPECIAL COMMITTEE MEETING OF HMS COLLINGWOOD OFFICERS' ASSOCIATION HELD AT HMS COLLINGWOOD ON 1 JUL 2018

Present:

Cdre A. Whyntie	Chairman
Lt. Cdr. D. L. Howe	Vice Chairman
Capt J. Palmer	Webmaster
Lt Cdr M C Churchill	OA Sec
Lt Cdr T.C. James	
Lt Cdr J. R. D Rouse	A/Sec

1. APOLOGIES

Apologies were received from Lt Cdr J. R Laurie.

2. MINUTES OF THE LAST MEETING HELD ON 14 MAY 18

The minutes were accepted; proposed by Lt Cdr Howe and seconded by Lt Cdr James.

3. MATTERS ARISING

a. Lt Cdr Churchill to investigate and advise on the revamp of function flyers.

Lt Cdr Churchill said that a picture of the Band would be added but otherwise the flyers would remain in the same format as before. **Action Complete**

b. As well as using bank/building society addresses, Lt Cdr Churchill to investigate the possibility of using the Pensions Dept. at CENTURION to locate 'lost' members.

Action Ongoing

c. Vice Chairman to look at all the roles of the Committee members to determine the individual responsibilities and the time spent on each duty.

Lt Cdr Howe would be contacting all Committee members to ask them to give a job description and to list their tasks together with the time spent on each task. The Chairman asked if the initial round could be completed by the end of July so that jobs could be 'equalised' between Committee members and then the new roles would be ratified at the September meeting.

Action Ongoing

d. GDPR and Annual Social Programme to be agenda items at the AGM.

The items had been included on the AGM agenda. Capt Palmer gave a precis on how GDPR affected the OA. He said that the OA were compliant. The Chairman would give a brief statement on GDPR at the AGM. It was agreed that social events would be spaced out more throughout the year. This would be relayed to the members attending the AGM.

Action Complete

- e. Update on potential project of interest.

The Chairman gave an update on the project. Discussions on the subject were taking place with the XO and the Wardroom Mess Committee.

Action Ongoing

4. FINANCIAL REPORT

In his absence Lt Cdr Laurie, Treasurer had forwarded the financial report dated 1 Jul 18 for the AGM. The total OA funds stood at £7262.91. The financial report was accepted, proposed by Lt Cdr Churchill and seconded by Lt Cdr Howe.

5. OA SEC'S CORNER

Lt Cdr Churchill gave the following report:-

a. Membership update

Membership to date 28 Jun 18 is 430; down 5 from Mar 18 as shown:

- Full/Associate – 15 (-2)
- Active – 291 (-4)
- Country – 116
- Honorary - 8 (+1)

The numbers inadequately reflect the changes which have happened since our March meeting; there were several people who either cancelled or failed to pay their membership subscription but, pleasingly, we had 3 new joiners - 2 'Active' and 1 'Hon' (Capt. Charles Crawford, who donated his sword to the OA) to restore our numbers above 430.

b. OA Website – Rewrite of 'Security Arrangements for Entry to HMS COLLINGWOOD

Lt Cdr Churchill said he had not overlooked the rewrite of the security arrangements following the recent changes to CSO Ch.26, but he was struggling to provide enough info and template forms for the Members to use to bring private guests on board for lunch, dinner, church, etc., while avoiding uploading nearly all of CSO Ch 26 onto the OA Website.

In practice, he suspected that it would prove so cumbersome and tedious for members to navigate their way through submitting the 'Function Request Form' and the 'Function Visitors Notification Form' that they would likely abandon the idea of bringing guests into HMS COLLINGWOOD.

c. GDPR

'Lost' Members -

- Consulted the 2018 AFPS Newsletter and unsuccessfully tried to make phone contact with CENTURION, then the Forces Pension Society, then Veterans UK and Equiniti.
- An e-mail to Simon Goddard, Membership Sec. of ARNO had put one 'lost' member back in touch (Cdr N. Denham).
- His verbal enquiry with HSBC in Fareham suggested it was unlikely that writing to banks/building societies would achieve the aim. However, the WR Mess Treasurer had provided the central contact point for each bank and he would be writing to them shortly and to Equiniti, though he remained doubtful that he would be able to provide them with enough information to positively identify every individual just by their name.
- *(He suggested that in order to avoid further delay in publishing the 2018 Membership Booklet, he deleted all but the name and rank of the 'lost' and the 60-odd members who*

had not replied to his Member Record Update request e-mailed on 3 Jun and publish the Booklet in early/mid Jul.)

6. REPORT FROM WARDROOM MESS COMMITTEE

Lt Cdr James gave the following report:-

- a. The Summer Dance on 14 July was still under subscribed.
- b. The Band Festival Saturday 8 September was still in the planning stage. It was intended to be a family event to run from 1400-2300.
- c. The Mess improvements continue:-
Mercury Room furniture and curtains
Main Bar occasional table to be replaced
Dryad Room light shades phased replacement
VIP Room lights to be replaced
- d. Beer – Sharpe’s products to be introduced, London Pride would be retained owing to popularity.
- e. Special Project with OA was under consideration.

On a separate subject regarding the OA Social Programme, it was agreed that Lt Cdr James would book the HMS NELSON Volunteer Band’s Brass Quintet for the OA Trafalgar Ladies’ Night Dinner.

7. AGM

All the paperwork for the AGM was ready. As stated above at para 3d, the Chairman would include statements on GDPR and the Annual Social Programme in his report.

8. AOB

The Chairman stated that the nomination process for the 2018 OA Prize was underway. There were 3 nominations, all of which were good. He also reported that he had a sword for the 2019 prize

10. DONM

Wed 5 Sep 18 at 1230

Wed 5 Dec 18 at 1230

Wed 6 Mar 19 at 1230

Sun 9 Jun 19 at 1030 before AGM at 1130

Janice Rouse
Lieutenant Commander,
OA A/Sec

Distribution:

Committee Members
Wardroom Mess Treasurer
WRNB