



Maritime Warfare School

Officers' Association
HMS COLLINGWOOD
Newgate Lane
FAREHAM
PO14 1AS

8 Sep 18

MINUTES OF COMMITTEE MEETING OF HMS COLLINGWOOD OFFICERS' ASSOCIATION HELD AT HMS COLLINGWOOD ON 4 SEPTEMBER 2018

Present:

Lt. Cdr. D. L. Howe	Vice Chairman
Lt Cdr M C Churchill	OA Sec (outgoing)
Cdr D Coombes	OA Sec (incoming)
Lt Cdr M Carr	Social Secretary
Lt Cdr D Rook	Treasurer (incoming)
Lt Cdr T.C. James	WRMC Rep
Lt Cdr C Brooks	
Lt Cdr J. R. D Rouse	A/Sec

Lt Cdr Howe (Chairman for the meeting in the absence of Cdre Whyntie) formally invited Lt Cdr Dave Rook to take over as Treasurer.

1. APOLOGIES

Apologies were received from Cdre A Whyntie, Capt J Palmer, Cdr N Quine, Lt Cdr J. R Laurie.

2. MINUTES OF THE LAST MEETING HELD ON 1 Jul 18

With one correction to remove "Special" from the heading, the minutes were accepted; proposed by Lt Cdr Churchill and seconded by Lt Cdr James.

3. MATTERS ARISING

a. Update by Lt Cdr Churchill on the investigation to locate 'lost' members.

See OA Sec's Corner, agenda item 7.

Action Complete

b. 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 reported he had completed the task; the results will be discussed at Agenda Item 4.

Action Complete

c. Update on potential project of interest. (Bust of Admiral Lord Collingwood).

For the benefit of the new Committee members, Lt Cdr Howe gave a short brief on the project. In his absence the Chairman had supplied a written response saying that now that the WR Mess had agreed to jointly fund it, he would instigate the project on his return.

In response to a comment about the use of OA funds, Lt Cdr Howe explained that the intention was to fund the OA's share of the money by donations from members and not out of the OA's Fund.

Action Complete

4. RATIFICATION OF COMMITTEE POSITIONS AND ROLE BASED EMAIL ADDRESSES

Lt Cdr Howe introduced the reason for looking at the roles of everyone because of the loss of the Social Secretary, Treasurer and that the OA Sec had expressed a wish to step down. He said he had been directed by the Chairman to sort out the OA Sec's job and then to move on to other Committee members' commitments. All Committee members had submitted a list of their tasks together with the time spent on each task. The intention was to even out the balance of work of Committee members.

Cdre Whyntie had previously suggested that a Comms Plan was needed. The Comms Plan would detail: the need for changes; explain the changes; communicate the changes. Cdr Coombes as the incoming OA Sec said he would map out the Comms Plan.

Action Cdr Coombes

The Committee agreed the Ratification of the OA Committee Positions, proposed by Lt Cdr Carr and seconded by Lt Cdr Rook.

Following the proposal by Capt Palmer, webmaster, there was a discussion on the decision to change to web based email addresses reflecting the task of the committee member. Committee members were asked to provide Lt Cdr Howe with their proposal for their task name and web based (@hmscoa.org) email address.

Action All

Because some of the original OA Sec's tasks had been passed over to the Social Sec, Lt Cdr Carr suggested he should be called the "Membership and Social Secretary".

New Committee members were asked to provide Capt Palmer with a good quality photo shot to update the website.

**Action Cdrs Coombes & Quine,
Lt Cdrs Brooks, Carr and Rook**

5. SOCIAL COMMITTEE REPORT

Lt Cdr Carr reported that the book was now open on line for the Trafalgar Ladies' Night Dinner and to date there were 27 bookings. He said he would be sending out an email introducing himself as the new Membership and Social Secretary and to give details of the event on the website. A hard copy flyer needed to go out for the non-email members; also he had to arrange for the programmes and the place cards. Lt Cdr James reported that the music had already been arranged but he had to confirm with the HMS Nelson Volunteer Brass quintet the time they were required to start playing. He also had to give the names of the quintet to the gate. Lt Cdr Carr said the Parade of the Baron of Beef had to be organised. The Cumberland Guard weren't available. It was agreed that the Sea Cadets would be approached, contact details would be provided by the Mess Manager.

In preparation for the Winter Ball, it was considered that February would be the best month for the event and to make it a Valentine Ball, possibly Fri/Sat 15/16th February. It was noted that school half term was the 18th to the 22nd of February.

6. FINANCIAL REPORT

There was no financial report ready as Lt Cdr Rook had only just been appointed as the new Treasurer. Lt Cdr Rouse said that the error in the AGM financial report, as highlighted at the AGM, needed to be resolved.

7. OA SEC'S CORNER

Lt Cdr Churchill gave the following report:-

a. Membership update

Membership to date 4 Sep 18 was 425, as shown:

Full/Associate – 16 (0)
Active – 287
Country – 114
Honorary - 8

Lt Cdr Churchill said that the hand-over of that aspect of his former role had prompted a full reconciliation exercise involving the WRMT, himself and the incoming OA Sec. He stated that they were all happy with the accuracy of the exercise.

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

The current advice posted to the OA website states (black text only):

“Security Arrangements for Entry to HMS Collingwood
OA Members are advised that revised security arrangements are in place for your guests entering HMS COLLINGWOOD. These are:

- i. The host OA Member, **who must be the possessor of a valid Amenity/ID Card or be personally sponsored by someone with valid RN identity**, must meet his/her guest(s) at the Main Gate Security/Pass Office, where they will each be recorded and have their photograph taken (first occasion only) **as necessary**.
- ii. Guests will be issued with a red coloured “Escorted Pass” which they will retain throughout their visit and surrender to the Main Gate **Barrier Sentry (delete – Security Officer)** upon leaving the establishment.
- iii. Hosts are to accompany/escort their guests throughout their visit from arrival to departure from HMS COLLINGWOOD.

Please Note: **It is now necessary to complete, submit and have approved suitable authorisation to bring private guests on board for eg: lunch, dinner, church/christening, etc. The forms 'Function Request Form' and the 'Function Visitors Notification Form' are available to download, along with instructions for completing and submitting them, [here](#). (delete – There is now no need to supply a list to the Main Gate for an individual wishing to bring guests into the Wardroom).** List of attendees' names and their vehicle details **(delete - still)** are provided to the Main Gate for formal Mess and OA Functions by the sponsor/social secretary.

Lt Cdr James said that there was no need to supply vehicle details.

c. GDPR

'Lost' Members –

Unsuccessful attempts all round with contacting remaining lost members. Two letters had now been sent to HSBC and NatWest with no responses from either. Equiniti and the Forces Pension Society were unable to help. They all too frequently quoted GDPR, Lt Cdr Churchill said he wasn't wanting any personal information; only that **they** contact **their** customer on his behalf and ask them to contact him. He said that the List of Members would include the name, initials and rank only.

d. Amenity/ID and Car Pass Application Form:

A revised form had been introduced to reflect GDPR and scans had been sent to Cdr Coombes (incoming OA Sec) to OA-ise it and to Lt Cdr Carr for info.

e. Farewell

As the retiring OA Sec Lt Cdr Churchill said *“It has been a great pleasure to be part of our OA Committee these past years and I'd like to thank you all for your support, advice and expertise & professionalism, which has made working with you all so good and such fun. Thanks.”*

8. REPORT FROM WARDROOM MESS COMMITTEE

Lt Cdr James gave the following report:-

- a. The main topic discussed from an OA perspective was the purchase of a Bust of Admiral Lord Collingwood with the Wardroom funding 50% of the cost which it was anticipated would be circa £2K. The committee agreed to proceed in partnership with the OA.
- b. The Mess improvements on furniture and fittings continue.
- c. Beer supplier had been changed to Sharps but London Pride had been retained because of its popularity.

9. MEMBERS' DIRECTORY – FORMAT AND CONTENT

Lt Carr raised the question of whether the content of the Members' Directory should be changed. He gave a breakdown on members' preferences to include: Address; telephone no; mobile no; e-mail. It was stated that the Data Base Directory would print the document according to individual member's wishes.

After some discussion it was agreed to leave the Members' Directory unchanged.

10. DINING OUT LT CDR CHURCHILL AND LT CDR LAURIE

In response to a suggestion by Cdre Whyntie, the Committee unanimously agreed to dine out Lt Cdr Churchill and Lt Cdr Laurie. Because of Lt Cdr Laurie's commitments, holding a lunch or supper may not be convenient. It was decided to ask Lt Cdr Laurie the sort of event that would be most convenient. Cdre Whyntie had asked for the following statement to be included in the minutes. *“I would like to formally acknowledge my sincere thanks to both Mark and Jim for their sterling work*

over the years. You have both put in a great deal of care to help run the OA and you will be missed at committee.”

11. AOB

- a. Lt Cdr Churchill said he would forward any emails he received as OA Sec to the incoming OA Sec, Cdr Coombes. He also said that he would kill off the old e-mail address idc.
- b. Lt Cdr Carr asked when the price of the Trafalgar Ladies’ Night Dinner (proposed £45/£50) would be decided. Lt Cdr James said that the order of total cost needed to be obtained from the WRMM.
- c. In response to a query from Lt Cdr Carr, Lt Cdr James proposed that the list for the Dinner should close one week before the event. After that date, cancellations would be charged the ‘food cost’ only.
- d. On behalf of the Chairman Lt Cdr Rouse stated that a second-hand sword had been offered for the 2020 OA Prize. She also said that Cdre Whyntie had sent a photo of Lt Lucy Robus being presented, by the Princess Royal, the 2018 Award of the OA sword. Cdre Whyntie would send the citation and the history of the sword for the website on his return.
- e. Cdr Coombes said he had several queries which he needed to discuss with the relevant committee members.
- f. Lt Cdr Howe stated that Cdre Whyntie had proposed that Lt Cdr Churchill and Lt Cdr Laurie be offered Honorary membership of the OA, the Committee agreed unanimously.

12. DONM

Lt Cdr Carr, Social Secretary, stated that he would be unavailable on the date proposed for the next meeting (5 Dec 18). With the imminent event of the Winter Ball it was decided to move the next meeting to the following week. Lt Cdr Rouse said she would contact the WRMM for the availability of 10/11/12 Dec.

?? Dec 18 at 1230 (date tbc)

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