



## Maritime Warfare School

Officers' Association  
HMS COLLINGWOOD  
Newgate Lane  
FAREHAM  
PO14 1AS

27 Sep 18

### **MINUTES OF COMMITTEE MEETING OF HMS COLLINGWOOD OFFICERS' ASSOCIATION HELD AT HMS COLLINGWOOD ON 27 SEPTEMBER 2018**

Present:

Cdre A Whyntie	Chairman
Lt. Cdr. D. L. Howe	Vice Chairman
Cdr D Coombes	OA Sec
Lt Cdr M Carr	Membership and Social Secretary
Lt Cdr T.C. James	WRMC Rep
Lt Cdr J. R. D Rouse	A/Sec

Cdre Whyntie welcomed Cdr David Johnston, Mess President, to the meeting and introduced the new Committee members. Cdre Whyntie explained why and how changes had been made to the roles and responsibilities of the individual committee members. Cdr Johnston said that the OA was a key part of the Collingwood Mess and he would emphasise the point to his successor. He believed the OA was going from strength to strength.

Cdre Whyntie invited Lt Cdr Howe to Chair the meeting.

#### **1. APOLOGIES**

Apologies were received from Capt J Palmer, Cdr N Quine, Lt Cdr C Brooks, and Lt Cdr D Rook.

#### **2. MINUTES OF THE LAST MEETING HELD ON 4 SEP 18**

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

#### **3. MATTERS ARISING**

- a. Cdr Coombes to produce a Comms Plan (para 4).

See Agenda Item 4

**Action Complete**

- b. All members of the Committee to provide Lt Cdr Howe with their task name and web based email address.

Lt Cdr Carr said he believed he needed 2 separate email addresses, social@.. and membership@... The other addresses agreed were sec@..., asec@..., treasurer@..., vice@..., webmaster@..., chairman@...

Other members of the Committee would retain their current email addresses.

**Action complete**

- c. Photo shots of new Committee members to be sent to the webmaster

Photos were still required from Cdr Quine, Lt Cdr Brooks and Lt Cdr Rook

**Action ongoing**

#### **4. COMMS PLAN**

Cdr Coombes, OA Sec, introduced and explained his comms plan in the form of suggested website changes and invited comments from Committee members.

Cdr Coombes presented a draft Autumn/Winter Newsletter. Various changes were proposed to the draft. Cdre Whyntie said that once the Newsletter was ready, it should be sent out. The updated List of Members, which is normally sent out at the same time, could be issued separately. Details of the WR Raffle and Christmas Lunch and the wreath laying ceremony on Fri 9 Nov would also be included in the newsletter. Cdre Whyntie said he would report on the Bust of Admiral Lord Collingwood at the next meeting but he may launch the project at the Trafalgar Ladies' Night Dinner.

#### **5. SOCIAL COMMITTEE REPORT**

Lt Cdr Carr, Membership and Social Secretary, reported that, to date, there were 114 people attending the Trafalgar Ladies' Night Dinner of which 41 were members. Based on those numbers and the proposed prices, the income would be £5200. The Gosport Sea Cadets had confirmed that they would 'Parade the Baron of Beef'. He said Lt Cdr James had reported that the HMS Nelson Volunteer Brass Quintet had confirmed the booking. Following a comment about the Quintet's access to HMS Collingwood, Cdr Coombes said he would check with the Security officer whether the Naval Base passes held by the Quintet would allow them access to CWD.

**Action OA Sec**

Lt Cdr Carr had received a quote for the menus from Portsmouth University and they worked out at £0.50 per menu. Dietary requirements were being collated. Some officers had booked accommodation for the night. Lt Cdr Carr reported that out of the 411 emails sent re the flyer and booking form for the dinner, only 49.8% of the emails had been opened. There was a discussion on the "£45/50(tbc)" quoted in the flyer for the dinner and Lt Cdr Carr said he would contact the WRMM for the actual overall costs of the dinner.

In response to Lt Cdr Carr's query about giving OA membership to 'Full WR Mess members', Cdre Whyntie said that although the people in question may be full WR Mess members, they may not satisfy the Eligibility rules as specified in the OA Membership Rules and Constitution.

Regarding satisfying the requirements for GDPR, Lt Cdr Carr stated that there were still 20 officers who hadn't responded.

#### **6. FINANCIAL REPORT**

In his absence, Lt Cdr Rook, Treasurer, had produced a written report. He said that he had investigated the error in the Treasurer's Report for the AGM and said that it was a minor reporting issue and the impact to the OA fund total was zero. Lt Cdr Rook would be producing a full answer with an updated copy of the AGM spreadsheet at the next scheduled OA Committee meeting in December. At 31 Aug 18 the OA fund stood at £7205.70.

## **7. OA SEC'S CORNER**

Cdr Coombes gave the following report:-

- a. The revised job responsibilities between him and the Membership and Social Secretary were working well.
- b. The relationship with CWD Security had been established and was also working well with approvals in about 4 working days including internal mail delivery times.
- c. An amenities Facilities tracker had been produced to portray applications; those in hand and those completed. Since 5 Sep there had been 8 renewals, 3 in hand and 2 new applications.
- d. The Draft Newsletter - See Agenda Item 4.
- e. Website changes – See para 3b and Agenda Item 4

## **8. REPORT FROM WARDROOM MESS COMMITTEE**

Lt Cdr James said there was little to report apart from the imminent departure of the XO. The next WRMC meeting was scheduled for 10 Oct, at which he would be raising the subject of a combined Valentine's Ball.

## **9. DINING OUT LT CDR CHURCHILL AND LT CDR LAURIE**

Cdre Whyntie said he would make contact with Lt Cdr Laurie. He suggested a lunch, with partners, following the next committee meeting, to which Lt Cdr and Mrs Churchill would be invited.

## **10. AOB**

There was no AOB.

## **12. DONM**

Wed 12 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