



Maritime Warfare School

Officers' Association
HMS COLLINGWOOD
Newgate Lane
FAREHAM
PO14 1AS

21 Mar 19

MINUTES OF COMMITTEE MEETING OF HMS COLLINGWOOD OFFICERS' ASSOCIATION HELD AT HMS COLLINGWOOD ON 6 MARCH 2019

Present:

Cdre A Whyntie	Chairman
Lt. Cdr. D. L. Howe	Vice Chairman
Cdr D Coombes	OA Sec
Lt Cdr M P Carr	Membership and Social Secretary
Lt Cdr T.C. James	WRMC Rep
Lt Cdr D J Rook	Treasurer
Cdr N J Quine	
Lt Cdr C F Brooks	

Attending:

Capt J N McGrath	Chairman Desig
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1. **WELCOME BY THE CHAIRMAN**

The Chairman opened the meeting by welcoming everyone especially Capt John McGrath who has agreed to take on the chairmanship after nomination and approval at the AGM. The chairman had also expected to welcome the new WR Mess President Cdr Mark Walker but unfortunately he was unavailable to attend.

2. **APOLOGIES**

Apologies were accepted from Capt J E Palmer and Lt Cdr JRD Rouse.

3. **MINUTES OF THE LAST MEETING HELD ON 27 SEP 18**

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

4. **MATTERS ARISING**

a. Lt Cdr Howe to collate the Job Descriptions of Committee members and then pass them to the Webmaster for the website. **Action Complete**

5. **SOCIAL COMMITTEE REPORT**

The chairman complemented the Social Sec for his efforts and especially the presentation of the event (seating plan etc.) at the Valentines function. The Chairman said he would raise the subject of dates for future events at the AGM.

Action Chairman

It was also decided that the Nelson Quintet should be booked for Trafalgar Night along with the Sea Cadets.

Action Social Sec

Social

The Valentine social function was not very well attended despite headline price of £35 per ticket for members and £40 for guests. 124 from 38 member in the end and we needed 180 to break even or 160 if the cost increased by £5 per head to £40 and £45. The function being held on a Saturday increased labour costs substantially, resulting in a potential loss of around £2000.

For the Summer Ball the intention is to bill as max price £45 for members £50 for guests with a reduction if numbers allow a break even or small loss (<£500). The Royal Marine Dance band has been booked at £1685 (9 pieces) A disco is also intended for periods between live performances.

Membership

Membership currently stands at 426, however 8 of these had their DD rejected so are being chased by the OA Treasurer. There is the potential for Rear Admiral Peter Davies to join; currently awaiting his application form.

The breakdown of members is as follows

ACTIVE	287
COUNTRY	113
FULL	16
HONORARY	10
Total	426

6. FINANCIAL REPORT

Lt Cdr Rook, Treasurer, stated that the report for this meeting starts at the last reported position from the 1st of December at £6,921.27. From the further ongoing OA account activity to the 28th February 2019, as recorded by the WR Mess Treasurer, our current financial position stands at; £14,003. This is offset by our account holding £4,779 of donations for the Chairman's appeal to support the purchase of the Collingwood Bust, leading to a real holding of £9,224.

We also have further liabilities against this figure that have yet to be worked through our account. Firstly it should be noted that we have yet to incur the costs of this years' sword refurbishment, which has been estimated at around £1,100. In addition, although the figures have yet to be confirmed, we will need to subsidise the recent Valentines Ball by up to £2,000. As far as notable activity through the year so far is concerned we have provided a subsidy of £455 to the Trafalgar Night dinner, which has already appeared in our financial records.

The Wardroom Treasurer has been in receipt of the annual dues and reports 11 members whose Direct Debits have failed. I can only assume that most of these have made a conscious decision to leave the OA, but I have subsequently chased all of them and provided another Direct Debit form, just in case they have merely changed accounts and inadvertently cancelled their payment instruction. Although I do not expect this position to cover many of them, the maximum recoverable is £182.

7. OA SEC'S CORNER

Cdr Coombes reported that 28 Amenities Forms (AFs) have been processed over 56 working days with an average time for completion of 7 calendar days.

There has been good liaison with the hall porters to ensure timely and correct 'pigeon holing' which reduces hunting a plethora of pigeon holes or mail notification fao OA Sec. A welcome email letter from SEC to new members has been instigated, which includes an aide-memoire for bring guests on board. Within the letter I have suggested posting AFs directly to the SEC thereby further shortening the approval process. There are process implications if the Sec is away on holiday for a protracted period which requires further thought. Good contact maintained with the Social and Membership Sec with respect to 'missed' and 'near-miss' Amenity Pass renewal dates for members and from September we will have sufficient information to make a meaningful contribution. Erstwhile it will not be possible to track this information easily.

The Newsletter should include details of all recent and forthcoming events in the OA calendar including the AGM and lunch, although post meeting discussions have suggested that an email with AGM details this year especially since we would like to advertise the 'Bust' ceremony in particular. Contributions should be forwarded to the OA Sec.

Action All

8. REPORT FROM WARDROOM MESS COMMITTEE

Lt Cdr James reported that the meeting on 27th February was chaired by the Vice President Cdr Bryony Carpenter who congratulated the commitment of the OA to fully fund the Bust of Admiral Lord Collingwood.

There has been quite a turn round of members of the Committee and in May it is expected that the current Social Sec David Haw will be moving on. The Social Sec did confirm that the Wardroom Summer Ball date has been re-scheduled for 27th July and the double ticket prices would be £110 for members and £130 for additional guests.

9. REVISION OF WR MESS RULES

Cdr Coombs reported that a small sub-committee had discussed the WR Mess Rule changes as they affected the OA and amendments had been submitted to Rob Driscoll.

10. REMEMBRANCE DAY, CENOTAPH OPPORTUNITY

Lt Cdr Brooks briefed the committee on the opportunity and process for attending the London ceremony as the OA. It would not be for this year as the process for attending is just about to start, however firstly it will be necessary to gauge initial reaction from members and to that end it will be raised at the AGM.

There is also an event in Fareham each year where it may be possible for the OA to lay a wreath or simply attend Lt Cdr Brooks to investigate, the contact is Mike Smyth.

Action Lt Cdr Brooks

11. BUST OF ADMIRAL LORD COLLINGWOOD

The chairman was very pleased to announce that fund raising for the bust of Admiral Lord Collingwood had reached its target and the bust could now be commissioned. The total sum raised to date is £4779 and provides funds for an appropriate socle. The socle will be manufactured after the bust has arrived in Collingwood and take up a prominent position in the foyer of the Wardroom Mess. The chairman has written personally to each contributor to thank them for their generous donation.

The chairman has proposed that the unveiling will take place after the AGM and before lunch on Sunday the 9th June 2019 at approximately 1200. There was some discussion about what should be written on the inscription that will be adjacent to the bust and it was agreed that the chairman would produce a form of words to reflect contributions by members and the OA in general. The Sculptress will be invited to the event and photos will be taken and obtained for the Navy News etc.

Action Chairman

12. SUPPERSESSION OF CHAIRMAN

The Chairman thanked Capt John McGrath for volunteering to become chairman for the next two years. He was proposed by Lt Cdr Martin Carr and seconded by Cdr Nick Quine, the proposal form must be submitted prior to the AGM. The Chairman also said that the handover is underway.

Action Lt Cdr Carr and Cdr Quine

It was requested by Chairman Desig that a committee meeting be arranged as soon after the AGM as is convenient to committee members.

Action A/Sec

13. AOB

The Chairman offered his congratulations to Lt Will Jones on his recent selection and promotion. He was a member of the Wardroom Mess Committee during his time in HMS Collingwood and was particularly helpful to the OA during the refurbishment of 'Woodys Bar', particularly with the arrangements for the 'Establishments Mirror', the OA contribution to the refurbishment.

The Social Sec has been approached about additional events for the OA eg a golf day. The Social Sec was requested to make some enquires.

Action Social Sec

14. DNM

Sun 9 Jun 19 at 1030 before AGM at 1130

Proposed dates for future meetings

Wed 4 Sep 19

Wed 4 Dec 19

Wed 4 Mar 20

Sun 14 Jun 20

Doug Howe
Lieutenant Commander,
Vice Chairman

Distribution:

Committee Members
Wardroom Mess Treasurer
WRNB