

MINUTES

of the SAMAA management committee meeting, held in the board room, Grand Central Airport, on Wednesday 1 August 2007 at 19:15

Present:

J. Coetzer (Chairman)	M. Skinner
D. Meyer	B. Skinner
P. Attfield	I. Stockton
P. Joffe	A. Fraser
L. Steyn	V. De Vries
T. Stockwell	K. Nicolls
D. Armitage	

Apologies :

J. Sieling
S. Austin

	<u>Action</u>
<p>1. <u>Welcome</u></p> <p>The chairperson welcomed all present and noted that he had a 22h00 time limit.</p>	
<p>2. <u>Attendance and Apologies</u></p> <p>Apologies from J. Sieling and S. Austin were accepted.</p>	
<p>3. <u>Minutes of Meeting of 6 June 2007</u></p> <p>The minutes of the above meeting were adopted after confirmation by P. Attfield and M. Skinner.</p>	
<p>4. <u>Matters arising from above minutes</u></p> <p>(a) The origin of the radio interference at Midrand had been identified as arcing from the Escom power lines, and ICASA would issue a report following a further survey.</p> <p>(b) The Chairman noted that legal assistance had been obtained to clarify the standing of SAMAA with regard to CAA regulations.</p> <p>(c) B. Skinner confirmed that the incoming mail registering and tracking was operational.</p> <p>(d) B. Skinner to answer the letter regarding the establishment of a new club.</p> <p>(e) A letter from the chairman of the Upington Club is awaited.</p> <p>(f) A meeting to be arranged with the webmaster to clarify his responsibility within the Publications sub-committee.</p>	<p>D Armitage</p> <p>B. Skinner</p> <p>J. Coetzer</p>

<p>(g) Financial audit in progress and results will be available for AGM.</p> <p>(h) The problems with the financial reporting was discussed fully and it was agreed that the present system, although capturing all the information, did not give the comparisons to budgets and to the bank balances (now that a money market account is open) for proper financial clarity. A meeting to be arranged ASAP to clarify the requirements for reporting.</p> <p>(i) The main SAMAA budget is available for presentation after the explanatory notes were added.</p> <p>(j) A second "Interim Forecast" budget for transformation should be produced pending the lotto grant being received.</p> <p>(k) Quotations to be obtained for 5 000 litho leaflets. These leaflets are to be handed to wholesalers and hobby shops for inclusion in kit boxes.</p> <p>(l) The corrected nomination forms were printed and included with the last newsletter.</p> <p>(m) A. Fraser stated that the Dealer nomination process would start within one week.</p> <p>(n) J. Sieling to action answer outstanding on Insurance through the website.</p> <p>(o) A suitable office for SAMAA is still being pursued.</p> <p>(p) Problems are still being encountered with the collection of advertising money.</p> <p>(q) B. Skinner to write to the Mogalakwena Municipality to confirm that G. Ngoepe of SAMAA will be attending their meeting and giving a presentation.</p> <p>(r) The lease of a Photostat machine is on hold.</p> <p>(s) Additional monies have been paid into the Money Market acc. The release of R60 000,00 held in savings against the overdraft facilities is to be investigated.</p> <p>(t) Notice of the AGM had been included in the July Newsletter.</p> <p>(u) The definition of a "leader" member had been produced.</p> <p>(v) The SAMAA office records are being backed up regularly.</p>	<p>B. Skinner</p> <p>D. Meyer</p> <p>D. Meyer</p> <p>I. Stockton</p> <p>P Joffe</p> <p>A. Fraser</p> <p>J. Sieling</p> <p>K. Nicolls B. Skinner</p> <p>P. Joffe S. Austin</p> <p>B. Skinner</p> <p>B. Skinner</p> <p>M Skinner</p> <p>B Skinner</p>
<p>5. <u>Correspondence</u></p> <p>(a) The Aeroclub have sent letter to SAMAA requesting our Annual Report, and events Calendar (presently on Website) and the list of Annual Awards.</p> <p>B. Skinner to co-ordinate. It was suggested that K. Reneclé be nominated for Silver Eagle award for his efforts towards the control line hobby internationally (a copy of K. Reneclé report was attached to the minutes).</p>	<p>B. Skinner</p>

- (b) It was noted that the following letters were received:
- (i) An anonymous letter re a "Raffle"
 - (ii) A letter of congratulations on the SAMAA news
 - (iii) A letter re the height incident at NERF
 - (iv) A letter from Mogalakwena Municipality
 - (v) A virtually illegible letter from Klerksdorp
 - (vi) An offer to host the website

All this incoming mail has been attended to.

6. **Finances**

Trial balances were distributed to committee before the meeting. It appears that S. Austin cannot do the equivalent of Excel spreadsheets on Pastel and had asked for acceptance on what had been submitted.

Following discussion it was agreed by those present that inadequate information was available from the system for a competent assessment of the overall financial status to be made. L. Steyn to contact S. Austin and explain what was required and have a trial balance, a comparison to budget, an income statement and a Cash Statement produced soonest.

It was clearly stated at the meeting that the reports required were available from Pastel and if necessary, advice could be obtained from S. Stockwell.

L. Steyn

D Meyer

7. **Communication Action Plan**

7.1 **Communicators**

V. De Vries handed out the following:

- (a) A Discussion Document.
- (b) A proposed agenda for the first of the Club/SAMAA workshops.

The meeting accepted that the workshop should go ahead and a date of 15 September was noted. T. Stockwell was given the responsibility to action this first workshop between the Gauteng clubs and SAMAA to confirm by mail that further workshops would be held at other venues in the country. V. De Vries was thanked for his input and hard work in actioning this Communication Plan.

T. Stockwell

7.2 **Election**

- (a) V. de Vries tabled an "Election Officers Report" on the handling and progress of the SAMAA Management Committee Nomination process. The report stated that in his views the process was progressing satisfactorily.
- (b) It was confirmed that A. Fraser had the Dealer Representative election in hand.

A Fraser

<p>8. <u>Reports from portfolio holders</u></p> <p>(a) <u>Dealer</u> A. Fraser noted that the Dealer nomination process is in progress and that a Dealer Representative would be elected by the 15 October 2007. A. Fraser to discuss leaflet distribution.</p> <p>(b) <u>SIGs</u> The obtaining of Provincial Colours was briefly discussed and it was suggested that provincial teams could be selected from regions. A copy of the SIG meeting of 3 July was tabled. These minutes clearly stated the progress of the SIGs.</p> <p>(c) <u>Clubs</u> J. Sieling's report indicates that there appeared to be no major problems.</p> <p>(d) <u>Frequency, Airspace and Technical Issues</u> D. Armitage's report noted the following:</p> <p>(i) The Midrand Frequency problem still had to be finalised.</p> <p>(ii) CAA permission was required for all activities away from SAMAA registered fields. This authority/clearance can take up to 60 days.</p> <p>(iii) There have been two reported instances of full size aircraft intruding into model airspace. These incidences need to be reported to SAMAA who would pass them onto the CAA. It should be noted that model aircraft were required to keep clear of manned aircraft at all times, without exception.</p> <p>(iv) The Chairman noted that a senior attorney, Nic Van Rensburg had been approached for legal advice and to report on the interpretation of the height issues, the registered club anomalies, the cross country events, flying over roads by model aircraft, etc.</p> <p>(v) The Chairman will raise the conflict situation between the rocketry groups and the SAMAA legal responsibility issue re this group at the next Aeroclub meeting.</p> <p>(e) <u>Human Resources and SAMAA office</u></p> <p>(i) Accommodation for the SAMAA office was required. Locating suitable accommodation to be continued with.</p> <p>(ii) The position of the present administrative assistant was discussed. It was noted that she was contracted on a temporary basis.</p> <p>(iii) A meeting to discuss the Financial reporting was to be convened ASAP. L. Steyn, S. Austin, D. Meyer, B. Skinner and K. Nicolls to attend.</p> <p>(f) <u>Information technology, Budget, and Finance</u> Due to the delay in producing the trial balances, the report on the finances was again not available. It was also requested that the committee comment on their requirements for the financial reporting. A meeting was arranged for Saturday 4th August to discuss the final details of the new membership programme. G. Ngoepe would distribute the draft contract for comment.</p>	<p>A Fraser</p> <p>D. Armitage</p> <p>All</p> <p>All</p> <p>J. Coetzer</p> <p>J. Coetzer</p> <p>B. Skinner</p> <p>D. Meyer</p> <p>L. Steyn</p> <p>Committee G Ngoepe</p>
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<p>(g) <u>Membership and Club Registrations</u> Members who have lapsed their membership were being contacted and it was hoped that this operation would be successful. Club registration was ongoing. A meeting would be held shortly to finalise these and the re-registration process (to be referred to as Accreditation?)</p> <p>(h) <u>Manual of Operations</u> It was agreed that a further 2 months grace would be given for committee and members to read this document after which it would be put forward to the AGM for acceptance. It was noted that P. Attfield has read the document and commented. T. Stockwell and others have looked at sections. V. De Vries and P. Joffe requested that copies of the CD be forwarded to them.</p> <p>(i) <u>Newsletter, Publications, and Website</u> A copy of the Publications subcommittee minutes was attached to the minutes. Items such as correspondence, budget, advertising rate increase, proof reading, invoicing, SAMAA mission, was discussed at this meeting and findings minuted.</p> <p>(j) <u>Transformation</u> The minutes of the last Transformation meeting were attached. It was noted that 5 additional candidates to assist in other areas were to be appointed at R750 pm. Following confirmation from the meeting, their appointment letters (confirming the trial period) would be sent to them outlining their duties.</p> <p>The report continued by outlining the goals for the next 9 months, and noted that the ATNS donation would be used to equip the Junior international team.</p> <p>I. Stockton to produce an "Interim Forecast" showing the expected expenditure until the lotto budget materializes. Photo's and acknowledgement were still required on B. White's donation of a model some months ago. T. Blackman's donation of 5 simulators was to be acknowledged in the SAMAA news. The Transformation actions of SAMAA Clubs were to be recorded and reported on.</p> <p>(k) <u>Regions</u> T. Stockwell briefly set out his ideas and proposals for the Regional and Club integration.</p> <p>(l) <u>Rockets</u> No report was received but presently Mr At Meyer was at a world conference on rocketry.</p>	<p>M. Skinner</p> <p>B. Skinner</p> <p>P. Joffe</p> <p>I. Stockton B. Skinner</p> <p>I. Stockton</p>
<p>10. <u>Reports from Special Sub-Committees</u></p> <p>(a) <u>Park Flyers</u> A. Fraser noted that to date, even following the article in the SAMAA news, no response had been received on his park flyer article.</p> <p>11. <u>General Manager's Report</u></p> <p>(a) A portion of the Aero Club affiliation fee would be paid soonest.</p>	<p>B. Skinner</p>

- (b) The issuing of membership cards was up to date. Cards are posted with ordinary mail.

11. **General**

- (a) The problem with the late issue of the SAMAA Newsletter and the High Flyer advert was discussed at length. The solution adopted was to send out post cards to all local members advising them of the sale date.
- (b) B. Skinner's intention to be available for election as the president of CIAM was Acknowledged and congratulations given.
- (c) The report on the legal position of the CAA regulations and SAMAA was awaited

J. Coetzer

The meeting closed at 21h50

Next meeting will be held on Wednesday 3 October 2007 at 19h15