

MINUTES OF THE SAMAA MANAGEMENT COMMITTEE MEETING

Held in the Aeroclub Boardroom at Grand Central Airport on 5th April 2006 at 19h15

Present: J. Coetzer (Chairman) L. Steyn
P. Attfield I. Stockton
D. Meyer A. Fraser
M. Skinner J. Sieling
D. Armitage P. Joffe
H. le Grice B. Schwartz
K. Nicolls G. Ngoepe (Visitor)

Apologies: B. Skinner

1. Welcome

The Chairman opened the meeting by welcoming those present and in particular the new treasurer Bernie Schwartz. He further introduced Gilbert Ngoepe as a colleague from work who was a lawyer by profession and who had an interest in assisting with the transformation. The Chairman informed those present that he would be away from the 3-26 May.

2. Minutes of Previous Meeting of 1 February 2006

No changes or amendments were put forward and the minutes of the previous meeting were adopted by P. Attfield and J. Sieling.

Matters Arising from the Minutes

1. Item 4.3 CV

I. Stockton is to present her CV and a copy of the transformation vision at the next meeting. The vision should also set achievable and measurable targets for transformation and give suggestions as to how the SIG'S, dealers and clubs could fit into the scheme.

I. Stockton
(3rd Repeat)

2. Item 4.4 Use of Airspace

D. Armitage reported that a meeting had been held to discuss airspace and that a draft of the height proposal had been discussed with the Aeroclub.

D. Armitage

Following the Aeroclubs advice a motivation to first phase in a 1000ft limit for model aircraft was being prepared for presentation to Nascom. Presently supporting documentation is being awaited from overseas. The Chairman stated that he has instructed the general manager to produce two A3 maps one showing model power sites the other model glider sites.

B. Skinner

3. Item 4.5 Department of Sport

B. Skinner will contract the Aeroclub for a contact name and for clearance prior to contacting the Department of Sport.

B. Skinner
(2nd Repeat)

4. Item 4.6 Safety Rules

A set of safety rules are on the website. An updated set of abridged rules are to be posted on the website requesting feedback and comment from the members.

K. Nicolls
B. Skinner

5. Item 4.8 EAA Airshow

The date for the EAA Airshow is to be confirmed.

B. Skinner
(2nd Repeat)

6. Item 4.9 Tax Exemption Forms

New signatories are required.

7. Item 4.10 35 MHz

D. Armitage noted that there were no equipment specifications for model radios with ICASA. He stated that he had arranged a meeting with ICASA and some of the discussion points on his agenda for the meeting later this week were:

- Discuss the formulation of equipment specifications
- Discuss why 35 MHz frequency is being used by model motor cars.
- Discuss the possible control of the importation of cheap transmitters on our frequency into S.A

D. Armitage

8. Item 4.11 Signing Powers

Arrangements to be made to get signing powers for D. Meyer, D. Armitage and B. Skinner.

B. Skinner
(2nd Repeat)

9. Item 4.12 National Colours

This matter still to be resolved with Aeroclub together with the discussion on the role of both parties.

D. Meyer
K. Nicolls

10. Item 4.13 Newsletter

Teething trouble were still being experienced with the newly introduced booking sheets.

11. Item 5.1 SIG Representative

The meeting confirmed P. Attfield position as SIG representative on the management committee.

12. Item 5.5 Effective Communication

The Chairman requested all e-mails should be factual and not be written in the heat of the moment.

All

13. Item 5.7 General

- a) D. Meyer put forward a vote of thanks to Dave and Pam for their effort and trip to Durban to conduct proficiency testing.
- b) A meeting was held with the one group of the rocket fraternity. Discussions are ongoing.
- c) (ex item (g)) The query on training and insurance received from a member has been answered by J. Sieling.

4. Staff Appointments

The Vice Chairman confirmed the following staff appointments:

- a) Bob Skinner has been appointed as General Manager with a 2 year contract which ends 6 months after the next General Election
- b) Bernie Schwartz has been appointed Treasurer, he will contact Bob Skinner to agree a formal handover date.

B. Schwartz

5. Report on Membership of SAMAA

A report is presently being prepared, and has been delayed as a result of B. Skinners overseas trip and illness.

B. Skinner

6. Financials

- a) *Financial Report* – The end of year financials (End March) will only be available in a week or so. These reports will be e-mailed to the committee members for comment and acceptance. The report will go to the newsletter before the end of May.

- b) *Budget and Subscription* – The provisional Budget, which included the transformation grant was discussed as follows:

A number of changes were proposed these included:

- i) The fee to Aeroclub was increased in accordance with the agreement.
- ii) Funding the new office equipment would be out of the savings A/c as this equipment is classified as assets.
- iii) A money provision was added to the budget to finance competition services.
- iv) The earning of interest from current funds is to be investigated.
- v) Other minor items.

M. Skinner

L. Steyn

From the provisional budget and the forecast of membership number increases, it appears that a small membership subscription increase will be necessary.

The budget will be updated and circulated to committee members for acceptance.

c) Lottery Fund

The lottery fund grant of R250 000,00 is to be included in this years budget, but as it is a lottery requirement that the funds be accounted for all cost associated with this fund will be clearly identified and cost coded. (The proposal of a separate A/c was turned down).

A budget for this money has been produced. Following finalization this budget together with the main budget be published in the newsletter.

Due to the time limitations on the setting up of a organization to spend the grant money it was decided that transformation would be focused in four areas and that managers would be appointed for each area.

The function of these managers would be to (once the guidelines/operational procedure has been produced) set up a structure in their province/region and proceed with actively driving the transformation process.

The persons appointed as managers are:

Western Cape – L. Steyn

Gauteng – G. Ngoepe

North West – Chris Adrian

Natal – D. Meyer (temporary)

D. Meyer would initially bring the Natal Clubs together to select a manager. The present target is to have these managers primed and ready to start by the 15 May 2006.

G. Ngoepe stated that the communities are keen to participate in this type of venture and that it should not be a problem to find suitable candidates for transformation at short notice.

It was proposed that a report on the above transformation plan be published in the newsletter.

To help the process SAMAA through the Chairman has bought 12 gliders at R150.00 each. The transformation committee has also been offered 12 radio sets at competitive prices.

Following discussion the committee has agreed that a request for funding for next year be submitted to the lottery council.

8. Dealer Portfolio

A. Fraser circulated copies of his report. He noted that he had a data base of 165 dealers. Eighty One (81) of those confirmed that they were trading. He also noted many dealers were not SAMAA Members or did not have SAMAA members working for them. In efforts to find and appoint a Dealer representative, Mr Fraser requested an interpretation of the majority clause 9.1.(d). of the constitution.

It was agreed that the way forward was for A. Fraser to e-mail the dealers, accumulate their responses and then get the group to appoint a dealer representative. On the subject of expenses incurred A. Fraser is to submit an invoice to SAMAA for costs incurred.

A. Fraser

9. Special Interest Group Report

P. Attfield reported that a very successful meeting had been held with the SIG representatives on the 7th March. The ground rules and the intent and purpose of the SIG meetings were discussed and agreed by those present.

A mandate for the SIG Committee was issued. *Arising from this meeting was the agreement that the following team selections would be tabled for ratification at the management committee meeting these are:*

Scale:

Mr H. le Grice requested ratification of the scale team subject to the final round being flown on the 9th April. The urgency was that the scale team required the money by the end of the month.

The team which had fulfilled the selection process was:

Koos Pretorius

Johan Ehlers

Humphrey le Grice

Reserve: None

Team Manager: Simon Letsoalo

Simon Letsoalo is senior lecturer at the Tshwane University who has expressed an interest to serve as Team Manager in training for the 2006 Scale Team. A committee member questioned Mr. Letsoalo's motives and was assured of Mr Letsoalo's sincerity and commitment to modelling by Mr le Grice.

The team was ratified by the Committee and an additional grant from the transformation fund of R30 000,00 was made to the scale team. The chairman requested that the team ensure that medical insurance was in place.

(b) Gliding

Ilma Stockton requested that two glider teams be ratified by the Committee each of these teams had fulfilled the selection process required.

The Senior F3J team is:

Craig Goodrun

Mark Stockton

Chris Adrian

Michelle Goodrun (Manager)

The Junior team is:

Conrad Klintworth

Kurt Stockton

Simon Tladi

Ilma Stockton (Manager)

The acceptance was proposed by P. Attfield and seconded by D. Armitage. The senior and junior teams as set out were ratified by the management committee and an additional grant of R30 000.00 from the transformation fund was made to the junior team.

(c) Control Line

P. Attfield requested ratification of a two man control line team of :

Keith Renecele

Lauren Nell

The team acceptance was proposed by I. Stockton, Seconded J. Coetzer and ratified by the committee.

(d) Jets

P. Attfield noted that the jet SIG were presently looking at their selection process due to the shortage of suitable runways in the country.

10. Club Portfolio

J. Sieling reported as follows:

- (a) The Johan Roos insurance incident is still open pending the receipt of final accounts.
- (b) The proficiency progress was being delayed as a result of not having a accurate data base. A system is presently in progress to overcome this problem and shortly the proficiency problem should be resolved.
- (c) A plan to resolve the award of "Solo" qualifications through the clubs has been formulated this plan would allow club "solo" tests to be ratified.
- (d) Following the request that the helicopter proficiency testing process be accepted was tabled. Acceptance was proposed by D. Armitage and K. Nicolls and the decision was ratified by the committee.

(e) *Mr J. Sieling noted that significant progress can be expected on proficiency front within the next few months.*

Under this heading the chairman requested that:

- i. The GM to send a letter to Mr Lightfoot requesting that he in future first afford SAMAA an opportunity to comment prior to the publication of articles which reflected on SAMAA and also to rectify the clear misconception that all insurance claims had a R10 000.00 excess on them.
- ii. The Chairman welcomed the members of White Hills and PRF. Both clubs had expressed their intention of becoming SAMAA Clubs, ie all members would be required to also be SAMAA members.

11. Airspace Portfolio

D. Armitage reported that he had two problems to attend to:

- (a) The height clearance with the CAA which had been addressed under “matters arising”.
- (b) The meeting with ICASA at which both the technical aspects as well as the stopping and possible confiscating of illegal imports of radio equipment were to be addressed.

D. Armitage

12. IT Upgrade

No action has presently been taken place on IT. See Item 15.

13. Club Registrations

No Progress

14. Publications and Public Relations Portfolio

The profit and loss account for the newsletter has been produced and distributed. P. Joffe suggested that an increase in fees for advertising was necessary. A committee member suggested that rather than increase the advertising fees finding additional advertisers would be an alternate solution as would offering preferential rates for 12 months etc. The Chairman suggested that the newsletter sub-committee discuss the matter and requested that P. Joffe consult with his sub-committee more regularly.

P. Attfield reported that as requested he had investigated and researched the magazine proposal from Isikhova. A detailed report had been produced and the bottom line is that at best the members would be required to pay a annual subscription increase of R99.00 per member.

The proposal to use Isikhova was not accepted by the Committee and a vote of thanks was given to P. Attfield for his work on the report.

A suggestion was made that the editor of this magazine be invited to join the newsletter team and this was agreed to.

It was noted that the publisher of S.A. Modeller had offered to give SAMAA one free page of advertising. J. Sieling was requested to coordinate a one page advertisement using transformation ideas etc..

P. Joffe
(Newsletter-
Subcommittee)

J. Sieling

15. Report on HR

D. Meyer stated that we now needed to step up a gear and that we needed an integrated office policy with the Central Coordination of Portfolio's. He further requested that those present forwarded to him by the end of April their expectations of the services required from the General Manager, so that the G.M's workload could be assessed. He also requested that information requiring discussion at the meeting be distributed as pack at least 3 days before the meeting. The IT upgrade must also be addressed.

All

16. Report on the Manual of Operations

K. Nicolls reported that his progress was dependant on other portfolio holders and presently nothing had been finalized by others. Nevertheless he had pre-empted a number of Items, and has written a number of operational procedures which will be issued to portfolio holders for comments to help expedite the manual. Further targets have been set in particular, those related to the abridged safety code and to policies already existing within SAMAA, both of these documents will be circulated and issued for comment prior to the next meeting.

K. Nicolls

17. Objectives and targets for the next period

See Portfolio reports.

18. General

A number of general comments were made and briefly recorded below:

- i) A request was made that reports and items for discussion be received before the management meetings to allow circulation to the Committee Members prior to the meeting.
- ii) Portfolio holders were requested to find additional persons for their sub-committees.
- iii) The question of SAMAA'S input in assisting clubs under threat was raised but not addressed.
- iv) The threat to membership as a result of electric models was raised and it was suggested that dealer assistance to create awareness, policing and possibly radio licenses need to be looked at.
- v) D. Meyer closed the meeting by saying that it is now becoming obvious that things are beginning to come together, largely due to the Chairman's input.
It is now necessary to carry this progress forward to the membership of SAMAA.

The meeting closed at 21h15, the next meeting is scheduled for Thursday the 1 June at 17h15