

**MINUTES OF THE SAMAA MANAGEMENT COMMITTEE MEETING**  
**HELD IN THE AEROCLUB BOARDROOM AT GRAND CENTRAL AIRPORT ON THE 1 JUNE 2006 AT 19h15**

**Present:** J. Coetzer (Chairman)  
D. Meyer (Vice Chairman) L. Steyn (Part)  
P. Attfield I. Stockton  
D. Meyer G. Ngoepe  
M. Skinner A. Fraser  
B. Skinner P. Joffe  
D. Armitage K. Nicolls

**Apologies:** D. Sieling  
B. Schwartz

1. Welcome

The chairman opened the meeting and welcomed those present.

2. Minutes of the Previous Meeting

The minutes of the previous meeting were adopted subject to the corrections to item 6(c) lottery fund of the minutes of meeting dated 5<sup>th</sup> April.

*The item 6(c) would now read:*

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

A budget for the grant of R250, 000-00 had been compiled. Following finalization, this budget together with the main budget would be published in the newsletter.

Due to the time limitations to set up a structure to implement a national program, it was decided that transformation would be initially focused in four Provinces and that managers would be appointed for each area. The function of these managers would be to set up a structure in their province/region and to proceed with actively driving the transformation process.

It was also agreed that in the interim, until the grant had been paid out, the SAMAA current account funds, as well as previously invested 32-day call funds would be utilized as bridging finance for the transformation program.

*The persons appointed as managers were:*

Western Cape – L. Steyn

Gauteng - G. Ngoepe

North West - Chris Adrian

Natal - D. Meyer (temporary)

It was agreed that the appointment of the regional managers for transformation program would initially be for a one-year period only, where after the positions including that of the national manager, would be advertised and filled upon conclusion of the interviews with applicants.”

2. Matters Arising from Minutes

The meeting agreed that the matters arising from the minutes of the 5 April would be addressed under specific sections or portfolio headings so as to make the minutes more concise and logical.

3. Report on Finances

(a) Audited Accounts

B. Skinner reported that last year accounts and books had been given to the auditors on 2 May 2006. It was usual for the auditors to take two to three months to produce their final statements and report.

(b) Current Budget

*The committee following minor adjustments and wording changes had approved the current budget for 2006:*

This budget, together with the transformation budget would be circulated to the members via the SAMAA newsletter.

It was noted that a provision for actual expenditure incurred by committee members in performance of the business for SAMAA had been allowed for in this budget. An increase in fees for ordinary members of R10 per annum was required and this increase would be applicable from 1 May 2006. The membership forms with the new fee have been printed and were now available for issue to members and clubs. The Treasurer was requested to design a spreadsheet giving the monthly budget figures versus actual expenditure.

(c) Financial Statements

No financial statements or balance sheets were available for April and May.

A copy of the expenses up to the 15 May had been prepared and issued to the committee members by M. Skinner. M. Skinner stated that the balance of information required to do the financial statements still had to be captured.

The SAMAA bank balance at present was R71 000,00 and the 32 call A/c at R56 000,00. It was agreed that the fixed deposit of just over R104 000,00, which was due on the 15 June would be re-invested in the best product for a further year. Signatories of J. Coetzer, D. Meyer and B. Skinner were to be registered and past signatories would be cancelled. The overdraft facility on this money was to be re-activated.

D. Meyer and K. Nicolls to meet with B. Schwartz to discuss operational matters and queries raised by him.

(d) Lottery Funds

The lottery funds had not been received to date.

*The status and actions taken and to be taken were as follows:*

- (i) To date a letter from the lottery trust fund confirming that the funds have been made available to SAMAA had been received.
- (ii) The required actions and the signed agreement have been returned to the lottery board.
- (iii) A letter stating that the distribution of funds was subject to the appointment of an agent being appointed by the Lotteries Board to handle all grants made had been received.
- (iv) A phone call to the lottery fund has confirmed that the funds are being processed.
- (v) The company (BATHO BAGORO) who had submitted the application to the lottery fund on behalf of SAMAA had been contacted and requested to expedite the grant.
- (vi) A letter would be given to G. Ngoepe by SAMAA to allow him to discuss with and if possible expedite the release of the money from the lottery trust fund.

In the meanwhile costs to the tune of R90 000,00 have been committed by the transformation committee with a forecast of an additional R19 000,00 being spent on staff costs during the next two months.

4(a) Transformation

(i) Carried over from previous meeting

I. Stockton was to produce a copy of transformation vision. This document should set achievable and measurable targets for transformation and give suggestions as to how the SIG'S, dealers and clubs could fit into the transformation scheme.

(ii) Report

Teams - I. Stockton reported that two members of the teams going overseas to represent R.S.A were having their costs covered by the lottery money they were:

- Simon Letsoalo who had been appointed manager of the scale team
- Simon Tladi – who was a pilot in the junior gliding team

Brits Gliding

Two potential pilots for this section of the transformation plan have been identified. One has failed the eye test and might not be eligible as a pilot, and if so would be used in an administrative position. Training was to start with the remaining pilot, Joseph as soon as the weather improved and finances became available.

Awareness

Due to a re-shuffle on the air force side, I. Stockton's contact had been lost and this program had faltered. G. Ngoepe had a contact in the air force and would try and have the program reinstated. An awareness program had been arranged at the Technicon in Atteridgeville for the July school holidays, some 120 children were expected, an electric model flying demonstration and paper dart building would form part of the program. Funds were needed for glue, knives and a banner, A. Fraser and P. Joffe have been approached to assist with the obtaining of sponsors.

D. Armitage noted that he had been given three non-working radios. He was willing to fix these and donate them to the transformation program; the radios were without batteries or servos. He had also been give a model, complete with motor for the transformation program, the conditions attached to this donation was that feedback be given to the original owner on the use that the model would be put to I. Stockton to arrange photos of the handover etc. The possibility of forming an Atteridgeville Model R/c club, with the assistance of Rosslyn Flying Club was suggested.

4(b) Dealer Representative

A. Fraser tabled a copy of the letter sent to 85 dealers in the R.S.A, to date 20 replies have been received, the closing date for replies was the 15 June 2006.

*A. Fraser further noted that:*

- No nominations have been received for the position of dealer representative on the SAMAA committee.
- That e-mail reminders would be sent to all dealers who have not responded to date.

- That the dealers who have responded by the 15<sup>th</sup> June would become the SAMAA dealer organization.
  - That the members of the above organization would vote for a dealer representative before the next management meeting.
  - That many dealers did not have a SAMAA member on their staff.
- A. Fraser's goal was to have at least 50% of the dealers interested in joining the organization on board by the time a representative had to be nominated.

#### General

*Two proposals were put forward and AGREED to by the committee members:*

- (i) That the request for sponsorships to dealers be held back until the dealer organization was formed.
- (ii) That dealers be sent a free copy of the SAMAA newsletter.

#### 4(c) SIG'S

P. Attfeld reported that the SIG meeting held on 9 May 2006 went well. Many questions on the Insurance policy were raised and these have been referred to J. Sieling for action, to date many of the queries had been dealt with.

The chairman suggested that the insurance issue as well as the use of the 2.4GHz frequency band should be again be published in the newsletter.

*It was also suggested that matters such as:*

- Sig direction
- Judges
- Operational positions, such as CD's and Officials and the appointment thereto
- Growth of Sig's and the joining/membership process/fee

Should be raised at the next SIG meeting

#### 4(d) Clubs and Proficiency

In J. Sieling's absence D. Armitage presented J. Sieling's report, which set out a proposal for setting up, a national register of pilot proficiency. This register would be held in the SAMAA GM's office. The report also contained a request to all SAMAA club committee's to send the GM's a list of pilots flying at their field who held "Solo" status and at the same time to include the criteria which was used to establish the pilots ability.

The above report is to be published in the next issue of the SAMAA newsletter.

The advantages of having membership cards that contained the pilot's proficiency level were discussed. D. Armitage handed over a list of PRF member's proficiency rating to the GM for inclusion in the national register. The subject of the proficiency level required to fly at a display was

discussed and it was agreed that in future permission for a display or air show was to be given by SAMAA in writing. A procedure and form for this application and approval should be available within the next three weeks. The General Manager to ACTION.

L. Steyn left the meeting due to illness at 20h50.

4(e) Newsletter

P. Joffe reported that he had bettered his target allowable of R6/member/issue for the SAMAA newsletter, his average cost over the last issues was R4.31. P. Joffe also advised that due to the added demand for advertising his Committee was considering increasing the number of pages in the newsletter.

This would however, result in an increase of R6 400,00 in postage but an eventual saving (due to extra advertising) to SAMAA of R17 450,00. He also noted that he had received complaints that submissions to the newsletter had not been published. A committee member suggested that the Publication sub-committee discuss the above issues and this was AGREED to.

4(f) H.R.

D. Meyer stated that the contract with the general manager had been finalized and signed. The contract with the treasurer would be finalized soon. A few requests for the GM's assistance have been received.

L. Steyn has visited the office earlier in the day and his report and findings would be obtained from him and circulated.

*The security aspect of the SAMAA files was discussed and it was suggested that:*

- (i) There should be an offsite duplicate system.
- (ii) That the current work should be backed up on a weekly basis.

This was AGREED to, GM to ACTION.

4(g) Manual of Operations

K. Nicolls reported that the preparation of the manual was proceeding satisfactorily and that a contents list along with a number of sections (1<sup>st</sup> draft) would be issued to committee members for their comment. The first issue of the safety rules (general and field) have been sent to Webmaster for posting on the website inviting members to comment thereon.

4(h) Membership and Club Registration

*B. Skinner on behalf of M. Skinner reported as follows:*

Present membership was 3800 members expected growth by end of year to say 3900 members was expected. White Hills and PRF and members were joining slowly.

L. Steyn to speak to Tygerberg Flying Club about their outstanding block payment to SAMAA.

The updated membership forms were presently being sent out to clubs. The design of a simple counter display unit for membership forms had been produced and was available to clubs and dealers.

Aero club had been given the membership figures as at 31 March 2006. From the formula agreed to previously, the fee to be paid came to R91 266,00. This would be paid in monthly installments.

The requirements for a “leader member” was briefly discussed and the chairman proposed that to receive this title the member would have to be responsible and accountable, show visible evidence of his capability, interest and achievements in any field of aeromodelling. It was further suggested that the sub groups, i.e. Clubs, Sig’s or Regional Groups, should perhaps make proposals. Marietjie was requested to form a sub committee to investigate and report further.

The forms and procedure for SAMAA club and field registrations were almost complete and would be issued once the height limitation had been resolved.

#### 4(i) Frequency and Airspace Height Request

D. Armitage stated that the letter to Nascom had been written and was ok subject to one or two minor changes. This letter would be sent to Aero club shortly and he and K. Nicolls would present the SAMAA case to Nascom on the 27<sup>th</sup> July. The request was for a height limit approval for models of 1000ft.

D. Armitage requested that model aircraft fields be re-inspected and re-registered as many fields presently in use are borderline in position and layout. It was noted that this was the responsibility of M. Skinner and her sub-committee (to be formed).

It was also noted that one shop selling 40MHZ radio equipment had been identified and had been warned that this frequency was illegal.

The incidence (accident) report procedure was almost complete. This system would be given to clubs to record frequency/interference problems.

D. Armitage raised the question as to why the International World Scale hosting for 2008 had been turned down.

Following discussion it was AGREED that P.Attfield would check at the next SIG Chairpersons meeting on the reasons for action taken with regard to this cancellation, and clarify to the SIG’s lines of communication.

It was also noted that the CIAM representative should be appointed before October 2006.

4(j) General Manager's Report

(i) Queries carried over from previous meeting.

Department of Sport

B. Skinner would contact the Aero club for a contact name and for clearance prior to contacting the department of sport.

Airspace

Two A3 maps, one showing model power sites and the model glider sites have to be produced. GM to ACTION.

Signing Powers

Arrangements were being made for additional signatories for the SAMAA accounts as per 3(c).

Membership Fees

It was suggested that the new fee structure be posted on sarfly, mgasa and also published in the next SAMAA newsletter. Forms to be sent to clubs with the latest fee structure. This was AGREED to.

Transformation

B. Skinner to send "thank you" letter to Dr Peter v.d. Spuy, who did the eye tests on the two pilots who had been chosen for the full size glider scheme, at no cost.

Tax Exemption Forms

New signatories were required.

*(ii) New points raised and discussed at this meeting:*

**Accidents and Insurance Claims**

B. Skinner reported as follows on the accidents:

- (i) The Johan Roos accident at Brits was still open as final costs were being awaited.
- (ii) A brief mention was made of the accident in Hungary where two spectators were killed and four others injured by a large scale model.
- (iii) A late claim from a member was with the Insurance Brokers.

It was AGREED that J. Sieling would be in charge of the Insurance Portfolio, but that B. Skinner would handle and forward the paperwork and claims forms to the Insurance Broker. The Insurance Broker would be responsible to communicate the Insurance Company's decision to the member involved and to copy the GM.

5. Control of Electric Aircraft

Following discussion on the necessity of controlling electric model aircraft it was agreed that this section of the hobby/sport was out of control in most countries in the world.

*The decisions taken were:*

- (i) A. Fraser/K. Nicolls to agree on the wording of a leaflet to be included in electric ARF boxes.
- (ii) D. Armitage to obtain as much information as possible on the present thoughts on the controlling of electric models from international sources.
- (iii) A task team would thereafter be formed to address ways to organize and control these models.

6. General

- (a) A request was made by the chairman that reports from portfolio holders be submitted and circulated at least two weeks before the management meeting to give committee members time to read and prepare questions.  
This would also mean that the report back from portfolio holders at the meeting could be more concise.
- (b) D. Meyer tabled a request from a member who requested that the management committee communicate more effectively with the members. It was agreed that B. Skinner would include more information on the committee activities in the SAMAA newsletter and that the chairman's contribution would be focused of his vision for SAMAA.
- (c) It was noted that the proficiency certificate had been sent by registered post to Mark Wolff.
- (d) M. Skinner requested a directive on the rate to be used for traveling. The Treasurer would be requested to comment at the next meeting.
- (e) J. Coetzer's new e-mail address was [Johanncoetzer@telkomsa.net](mailto:Johanncoetzer@telkomsa.net)
- (f) During discussion the newsletter editor was requested to investigate with his sub committee whether the newsletter should not be more structured, ie. By having, for instance, standard bi-monthly sections.
- (g) The newsletter editor confirmed that he would ensure that the newsletter issue dates were met.
- (h) D. Meyer noted that, as with all new committees, the earlier part of their existence was stormy and that after a period a group norm was reached. He hoped that as a committee had reached this milestone and that from now on we would work together, support each other and address and resolve issues as they arose.

*The meeting closed at 22h40.*

*The next meeting was scheduled for Wednesday, 2 August 2006.*