

2284 (DUNBLANE) SQUADRON

AIR TRAINING CORPS

CIVILIAN COMMITTEE MEETING

Held on 9th of October 2013 @ 19.30 hrs

Hosted at 2284 (Dunblane) Squadron

Standing Agenda:

1. Present
2. Welcome
3. Apologies
4. Approval of Previous Minutes
5. Review of Actions from Previous Minutes
6. Health, Safety & Welfare
7. O.C. Report
8. Activities of Previous Months
9. Future Events
10. Treasurers Report
11. Fundraising
12. Correspondence
13. A.O.C.B.

Minutes

Ref:	Minute:	Action:
1.0	<u>Present:</u> Brian MacDonald (Chairman), Karen Gibson, Jo Mace & Peter Mulkerinns (O.C.)	
2.0	<u>Chairman's Welcome:</u> Chairman welcomed those present.	
3.0	<u>Apologies:</u>	

4.0	<p><u>Approval of Previous Minutes:</u></p> <p>Minutes of approved re previous meeting held on 19th June 2013.</p>	ALL
5.0	<p><u>Review of Actions from Previous Minutes:</u></p> <p>Website has been updated re Minutes. OSCR Form submitted no later than 31st of December 2013, along with:-</p> <ul style="list-style-type: none"> • 2012-2013 Audited Annual Accounts • Annual Report from OC • Wing Fund signature list <p>AGM to be scheduled and paperwork prepared for re-election of Office Bearers Parents Evening – Presentation from OC, Committee to present accounts 2014 – Qtr 1 (<i>*End of Feb</i>) Dining Night – 3 recognition awards, possible venues Old Station Hotel, Café Continental, Westlands – (<i>*excellent</i>) Quarterly Events Programme Spreadsheet Revised Contact re Bag Packing – (<i>previous correspondence from PN</i>) Follow up contact with Braes of Doune Wind Farm re funding. (<i>previous correspondence from PN</i>)</p>	BC BM/JM KG OC OC ALL ALL ALL KG JM KG
6.0	<p><u>Health, Safety and Welfare:</u></p> <p>Close side gate at the end of October re darker nights & weather conditions, instruct cadets re official route Investigate options for external lights to the rear 51 Brigade contracted Babcock International re Stirling maintenance</p> <ul style="list-style-type: none"> • Work request to fit new radiator awaiting Babcock sign off o/s • Soil pipe thro roof leaking into Boys toilets, access to access repair 	
7.0	<p><u>O.C. Report:</u></p> <p>Squadron Nos.</p> <ul style="list-style-type: none"> • 32 enrolled cadets • No probationer cadets • No cadets waiting to join <p>Staffing</p> <ul style="list-style-type: none"> • 3 Uniformed members of Staff • 5 Civilian Instructors awaiting PVGs • 2 New Civilian Instructors – (3 months probation) <p>Squadron Chaplain</p> <ul style="list-style-type: none"> • Duncan Strathdee <p>Demonstration to new Committee members of the BADER database, updated @ Cranwell. Regional Reports, emails via Sharepoint to OC, Adjutant & Training Officer. Wing Signature List, Civilian Committee & Staff, also DoE updates.</p>	

	<p>Auto Learn:</p> <ul style="list-style-type: none"> • 8 cadets passed • 6 Staff cadets passed method & instruction exam, invigilated by Wing Staff Officer <p>OC took part in a presentation from youth groups @ Dunblane High School</p>	
8.0	<p><u>Activities in Previous Months:</u></p> <p>Stirling Military Show – 22nd of June Open Evening scheduled - 24th of June Braco Show – 27th of July BBQ Social Event RAF Museum / HMS Belfast Visit – 1st of August Duke of Edinburgh Expedition – 17th & 18 of August, 23rd to 25th of August Leuchars Airshow - 7th of September St Phillips Windemere Camp – 1 cadet attended Army Signal Course – 2 cadets attended 1 Gliding slot – 2nd cancelled</p>	
9.0	<p><u>Future Events:</u></p> <p>1 Flying slot by end of 2013 - 6 new aircraft delivered in July, problems with aircraft Long Range shooting monthly @ Barry Buden – 6 cadets qualified Battle of Britain Memorial Service – 15th of September Marshalling @ Glen Nevis Marathon in association with Wild Fox Method of Instruction – 19th & 20th of October Wing Church Service – 20th of October Blue Eagle Camp – 25th to 27th of October Halloween Party Remembrance Parades in Dunblane & Bridge of Allan – 10th November Presentation Evening (Mon/Wed) fro Wing Commander / Lord Lieutenant / Police Investigate WIRE publication re recruitment drive</p>	
10.0	<p><u>Treasurer's Report:</u></p> <p>Balance as at 1st of October £1,767.02 Bi-Annual Wing Subscriptions - £954.60 paid Majority of cadets pay monthly subscriptions via D/D Uniform Deposits of £235 - Boots for sale Payment due to Perth Squadron re Fleeces – (only £6 each, £20 from Cadet Direct) Purchase Squadron t/Shirts after summer Bespoke 2284 badges to be sourced from local co. Logo Express – (send .pdf) Coffee Morning & Teddy raffle fund raising income of £625 Received £200 for logistic services @ BRACO show Wing Funds of £4k, distributed as follows:-</p> <ul style="list-style-type: none"> • 50% pro-rata allocated to old Wing squadrons • 50% allocated to new South East Scotland Wing <p>Enrolment On-Line Gift Aid – (Following publication of Accounts) New accounting procedures implemented for 2013-2014 financial year</p>	<p>JM KG/JM</p>

11.0	<u>Fundraising:</u> Possible Race Night @ Victoria Hall contact Duncan Strathdee Bag Packing scheduled @ Morrisons, joint venture with Stirling Squadron Bag Packing /Can Collection opportunities – M&S Dunblane (% donated to Nominated Charity)	 KG JM
12.0	<u>Correspondence:</u> Contact Sainsbury/Waitrose joint venture re Bag Packing opportunities	 OC/KG
13.0	<u>Any Other Business:</u> <ul style="list-style-type: none"> • Wing Committee meeting to be held on 2nd November 2013, attended by Brian MacDonald. • Development opportunity confirmed for rotation of SNCO to sit in on the full Civilian Committee meetings and to deliver Squadron Activities Report. • Date of next meeting confirmed as 13th November 2013, moving forward where possible to be held on the last Wednesday of each month. <p>The Civilian Committee is an essential part of the ATC and our squadron cannot operate without a fully functioning Committee, after 5 dedicated years as Chairman Brian MacDonald is looking to retire from his post and we would welcome interest from any parents or friends of the squadron. If you are in the position to help the Committee please contact either the OC or Secretary. For further information re getting involved please see the link below to the ATC website:</p> <p>http://www.raf.mod.uk/aircadets/wanttojoin/gettinginvolvedyourself.cfm</p>	