

**Second Sea Lord and
Naval Home Command**

Officers' Association
HMS COLLINGWOOD
Newgate Lane
FAREHAM
PO14 1AS

21 Jan 11

**MINUTES OF THE COMMITTEE MEETING OF HMS COLLINGWOOD OFFICERS'
ASSOCIATION HELD AT HMS COLLINGWOOD 19 JANUARY 2011**

Present: -

Cdr G Meekums, Chairman
Cmdre A Whyntie, Vice Chairman
Lt Cdr J R Laurie, Hon Treasurer
Lt Cdr W E Legg, Social Secretary
Lt Cdr M C Churchill, OA Sec
Lt Cdr J R D Rouse, A/Sec

In attendance:-

Cdr P Moore (Item 8)

1. APOLOGIES

Lt Cdr T C James
Lt Cdr Andy Christie, OA LO

2. MINUTES OF THE LAST MEETING

The minutes were accepted, proposed by Lt Cdr Churchill and seconded by Cmdre Whyntie.

3. MATTERS ARISING

Lt Cdr Churchill OA Sec said he had received the money for his computer software costs and he thanked the Committee for agreeing to the re-imbusement.

It was commented that the lack of the pa system for the Trafalgar/Collingwood Ladies' Night Dinner was a disadvantage. Some of the guests experienced difficulty in hearing Admiral Purvis's speech. It was agreed that, for the next time, it would be ensured that the pa system was provided.

Actions from the last meeting

- a. Chairman to pass sword to Vice Chairman for refurbishment and engraving (para 3b).

The sword was transferred.

Action: Complete

- b. Lt Cdr Legg to update Committee on his investigation on the availability and CV of a sword previously passed to an OA member (para 3e).

Lt Cdr Legg reported that he was now in possession of the sword and was awaiting confirmation that it could be used for the OA prize.

Action: Continuing

The Chairman said he would write to the donor to thank him and to ask for details of its CV.

Action: Chairman

Lt Cdr Christie OALO, was actioned to ensure that the donator of the sword was invited to the lunch and presentation of the sword at Summer Divisions.

Action: OALO

c. Contact Mr Gary Knowles, the 'point of contact' with SODEXO, to establish the current breakdown of costs and to negotiate a tailored package (para 7).

Lt Cdr Legg reported that a meeting had been held and the breakdown of SODEXO costs for functions were as follows:-

- i. Laying up.
- ii. One bar staff for every 50 people i.e. 5 for Winter Ball.
- iii. Cleaning up and polishing dining room floor the following Sunday.
- iv. Providing a pot-wash operator during the meal.

Lt Cdr Legg said that item iv had been re-negotiated.

Action: Complete

4. SOCIAL COMMITTEE REPORT

Lt Cdr Legg, Social Secretary, said the Trafalgar/Collingwood Ladies' Night Dinner had been very successful. It had been a popular event and he'd had to increase the planned maximum number to accommodate everyone who wanted to attend. The Social Secretary warned that the number of 'official' functions allowed for the Wardroom Mess was likely to be reduced and that the OA would not be included in the new contract. It would mean that staff costs would have to be met by the OA for future events of that type.

Lt Cdr Legg said that the Winter Ball had been costed for 250 people but only 246 had attended. The figures for the Ball were not yet finalised but he had heard that the OA were going to be charged £800 over and above the cost of the band and the caterer.

Arrangements for the Summer Ball on 23 Jul 11 was in hand. The Joe Loss band had been booked and the caterer was organised. Planned ticket prices were £35 and £30. The Social Secretary asked the OA Sec to include the flyer for the Summer Ball with the Spring Newsletter.

Lt Cdr Legg said he had booked the date of Friday 28 October for the OA Ladies' Guest Night. The band for the 2012 Winter Ball had yet to be booked.

5. FINANCIAL REPORT AND FINANCIAL PLANNING

The financial statement was presented by Lt Cdr Laurie, Hon Treas. The balance at the end of December stood at £4802.58. Lt Cdr Laurie stated that the November Collingwood/Trafalgar

Ladies' Night made a profit of £496.51. The figures for the Winter Ball were awaited. Also the £500 received from the publisher of the Greenie had not yet been credited. Lt Cdr Laurie reminded the Committee that OA members subs were also due.

The financial report was accepted, proposed by Lt Cdr Legg and seconded by Lt Cdr Churchill.

6. WAY AHEAD POST XO MEETING

The Committee discussed the charges made by the Wardroom Mess and it was agreed that the OA should try to recover some of the Full Mess Members' subscriptions of £10.58 a month, none of which, at the moment, goes across from the Mess to the OA. Lt Cdr Legg suggested that, for each Full Mess member, £20 a year could be passed to the OA, this would equate to the annual subs paid by the Active Members. With the imminent change of XO it was decided to pursue the idea once the new XO was settled in. The Chairman said he would develop the agreed line.

Action: Chairman

7. OA SEC/OALO's CORNER

Lt Cdr Churchill, OA Sec, made the following report.

a. The Security Department had produced a completely revised Amenity & Car Pass Application Form and it was to be used forthwith. However until it had been scanned and put on the website as a .pdf document along with the revised instructions, OA Sec said the current form could be used.

b. Membership update:

Full/Associate Members	37 (-2)	
Active	266 (+4)	
Country	171 (no change)	Total: 474

c. The OA Members' database had been completed for the 304 members who had confirmed their e-mail address in the last 2 years. Lt Cdr Churchill said he would e-mail the members (about 65) who had not updated or confirmed e-mail addresses. In addition there were approx 100 who had not declared internet/e-mail facility and would have to remain on the postal list.

d. The Spring Term 2011 Wardroom Social Programme was now available on the website.

e. OA Sec said he was proposing to put a short newsletter out, possibly in Feb (e-mail/post). He would include manuscript changes to the 2010 Membership Booklet: explanation of the new Amenity & Car Pass: Wardroom Spring Programme. In addition it was suggested that a short promotional piece about the Greenie could be included and the dates of the AGM, also, as agreed above, a flyer for the Summer Ball would go out with the newsletter. In response to a further request by Don Murdoch to advertise his book, the Committee agreed to keep to their original decision and not to get involved in the advertising of Members' products.

The Chairman gave a vote of thanks to Lt Cdr Churchill for the work he had carried out as OA Sec.

There was no report from OALO.

8. UPDATE ON THE PROGRESS OF “THE GREENIE”

Cdr Moore explained that because the publisher was very keen to publish the Greenie, they had sent a £500 ‘advance of sales’ to the OA. He reported that he was still waiting to hear from Admiral Purvis re the jacket notes. There had been a few queries on the quality of the images, some of which had to be re-done. Cdr Moore showed the Committee the publisher’s idea for the cover. It was agreed that the wording about profits should be changed to “Naval Charities”.

Lt Cdr Churchill asked if Cdr Moore could provide a short promotional piece for the Spring Newsletter. The OA was committed to buy 200 copies of the Greenie at £12.50 a copy and it was agreed these would be sold for £17.50 plus p&p on a ‘first come first served’ basis, subsequent copies would retail at £25. Publishing date would be June and it was hoped that copies would be available in time for the OA AGM. There was a discussion about where the first 200 copies could be stored. It was agreed that a separate ‘ring fenced’ account should be created for the sales of the Greenie. Lt Cdr Laurie, Hon Treas was actioned to arrange for the account to be set up and to arrange for the transfer of the £500 already received. Lt Cdr Legg raised the point that a decision would have to be made on whether Cdr Moore’s expenses should be taken from the new account or from the OA ordinary account.

Action: Hon Treasurer

9. AOB

- a. Lt Cdr Legg said he would be unavailable from 30 Jan to 2 Mar.
- b. Cmdre Whyntie, Vice Chairman asked for the date of the sword presentation. It was agreed input would be required by the beginning of June. It was agreed that the subject would be discussed with the OALO as an agenda item at the next Committee meeting.

Action A/Sec and OALO

10. DNM

Dates already agreed were:

1230 Tuesday 8 Mar 11

1230 Wednesday 4 May 11

1030 Sunday 26 Jun 11 followed by AGM and Lunch

JRD ROUSE
Lt Cdr
A/Sec