

Officers' Association  
HMS COLLINGWOOD  
Newgate Lane  
Fareham  
Hants  
PO14 1AS

8 September 2011

**MINUTES OF THE COMMITTEE MEETING OF HMS COLLINGWOOD  
OFFICERS' ASSOCIATION HELD ON 7 SEPTEMBER 2011**

Present:

Cdr G Meekums, Vice Chairman  
Lt Cdr W E Legg, Social Secretary  
Lt Cdr M C Churchill, OA Secretary  
Lt Cdr J R Laurie, Hon Treasurer  
Lt Cdr T C James, Acting Secretary

**1.APOLOGIES**

Cdre A Whyntie, Chairman  
Lt Cdr J R D Rouse, A/Sec

**2. MINUTES OF THE LAST MEETING HELD ON 26 JUNE 2011**

The Minutes were accepted as a true record of the meeting.

**3. MATTERS ARISING**

Actions from the last meeting

- a. Chairman to arrange via OALO that donator of the sword be invited to the presentation at Summer Divisions.

**Action Complete**

- b. Chairman to contact Cdre's office to ascertain nomination process for sword recipient

**Action Complete**

- c. Chairman to identify a guest speaker for the 2011 Ladies Night Dinner

**Action Complete**

- d. Chairman to send a letter of commiseration to Lady Watson to accompany a signed copy of 'The Greenie'. See also Item 7g

**Action:Ongoing**

- e. Chairman and Lt Cdr James to arrange a meeting with the XO, the main priority will be to identify a new OALO, this action has been OBE see Item 7a

#### **4. SOCIAL COMMITTEE REPORT**

- a. Lt Cdr Legg reported that arrangements for the Trafalgar Ladies Night Dinner on 28 October are progressing well. The WRMM will book the Collingwood Band, the Sea Cadets will be in attendance at the entrance to the Wardroom and to parade the Baron of Beef. The cost will be £25 per head for OA members and their guest and £30 for non OA members. Now that the advertising has gone out via e.mail, bids are coming in rapidly. It is hoped that at least 150 people will attend.
- b. The Ian James Band has been booked for the Ball on 7 January 2012.
- c. The Joe Loss Band has been booked for the Summer Ball 2012
- d. Lt Cdr Legg stated that he had recently listened to another band to check its suitability for future functions which was still under consideration.

#### **5. FINANCIAL REPORT**

Lt Cdr Laurie reported that he was disappointed to make such a loss on the Summer Ball and hopes to make up on the "labour free" Trafalgar Night". Otherwise, he is reasonably happy with the way things are going. He pointed out that whilst not comparable because of The Greenie factor of which there are currently 79 unsold copies, this time last year there was £5773.78 in the OA fund. The full Treasure's Report is at Annex A.

#### **6. OA SEC'S CORNER**

Lt Cdr Churchill provided the following report:

- a. Membership Update:

Full/Associate – 31	
Active – 274	
Country – 167	<u>Total – 472</u>
- b. Trafalgar Ladies Night: 392 e-flyers have been sent. Hard copies await distribution with my OA Summer/Autumn Newsletter (awaiting inputs form the Chairman ref 2011 Sword Presentation and XO supporting the OA) and hopes to get it out in the next fortnight.
- c. Sword Donation: The sword kindly donated by Cdr Richard Covington will be collected by me on Friday 16 Sep. A letter of thanks has been sent from the Chairman.
- d. OA Absence: I will be on leave from 22 – 29 Sep inclusive but foresee no need to action OA Sec correspondence during this short period.

It was further decided that hard copy flyers for the Trafalgar Night Dinner will be sent early to known supporters of functions as identified by Lt Cdr Legg.

**Action: Lt Cdr's Churchill/Legg**

## **7. CHAIRMANS MEMO DATED 4 SEP 11**

- a. As the XO/Mess President was unable to make the meeting, the Chairman will arrange a new date to meet him.  
**Action: Chairman**
- b. The recipient of the sword Lt Cdr Miller met members of the Committee prior to the meeting. He said how proud he was to be selected as the recipient and thanked the Committee for their support. The sword and requested inscription is now held by Lt Cdr James who will arrange delivery to the Chairman for engraving. Lt Cdr Miller stated, that he did not expect to be EA to the Cdre much longer. The subject of OALO was not mentioned.  
**Action: Chairman/Lt Cdr James**
- c. The Committee agreed that there should be a page on the OA website to note the winner of the sword. In due course this should include all previous recipients when identified and contacted for permission.
- d. It was decided to await the return of Lt Cdr Rouse who may be able to identify all recipients of OA swords from previous minutes of meetings. When the complete list is available, it may be possible to trace citations/photographs of previous recipients. Lt Cdr Rouse to provide a list of previous sword recipients.  
**Action: Lt Cdr Rouse**
- e. The Chairman requested that the OA Sec draft invitation letters to the Trafalgar Ladies Night Dinner for Vice Admiral Peter Wilkinson and his wife and Cdre Tim Lowe and his wife.  
**Action: Lt Cdr Churchill**
- f. It was discussed and agreed that the XO/Mess President should also be invited to the Trafalgar Ladies Night Dinner.  
**Action: Chairman**
- g. To progress delivery of a signed copy of The Greenie with a letter of commiseration to Lady Watson, the Chairman requested that the OA Sec ascertain the address.  
**Action: Lt Cdr's Churchill/Laurie**

**PMN:** Lt Cdr Churchill has supplied the Chairman with Lady Watson's address

- h. After discussion on promotion of The Greenie sales, it was agreed that a list of the likely supporters ie those who attend functions will be

compiled by Lt Cdr's Legg/James, this will be modified by Lt Cdr Laurie who will identify those who have already purchased a copy. The final list will then be used to target further sales. The Committee members at the meeting were unanimous that they would not telephone members on the list but that the route of e.mail or letter should be used.

**Action: Lt Cdr's Legg/James/Laurie**

- i. The Chairman requested that a photographer be arranged for the arrival of the Guest of Honour at the Ladies Trafalgar Night Dinner. Lt Cdr Legg agreed to investigate.

**Action: Lt Cdr Legg**

- j. A request will be made that the WRMM has the sound system available for the Ladies Trafalgar Night speeches.

**Action: Lt Cdr Legg**

- k. It was agreed that comfort breaks during the Ladies Trafalgar Night Dinner should follow the same routine as that followed by the Mess during their Ladies Night Dinners.

- l. There was no feedback for discussion from last year's dinner.

- m. It was agreed that Vice Admiral Wilkinson will be presented with a signed copy of The Greenie

**Action: Lt Cdr Laurie**

## **8. AOB**

The Committee agreed in principle, that Life Membership of the OA should be granted to all original donors of swords.

## **9. DATES OF FUTURE MEETINGS**

1230 Thursday 15 December 2011

1230 Wednesday 7 March 2012

1030 Sunday 24 June 2012 followed by the AGM at 1130

1030 Wednesday 12 September 2012

T C JAMES

Lt Cdr