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**MINUTES OF AD HOC RAASC VIETNAM SUPPLY PLATOONS ASSOCIATION
EXECUTIVE AND PLAQUE LAYING COMMITTEE-4 MARCH 2010 AT CHRISTIN
LUFF'S HOME AT 27 NANCY CATO ST FRANKLIN**

Present: Russ Morison, Christina Luff, Dave Evans

Apologies: Bruce Manning, Ray Brown

Meeting opened at 1900

An informal meeting between two representatives of the Food Van of VVF Page resulted in a planned visit to RMC on Wed 10 Mar 10. Agreed to the following actions:

Timings:

0900-1200 Food Van setting up in the morning whilst the Church Service is on.

1230-1430 Lunch start

Menu the sit down prepaid \$15 meal will consist of salad, sausage, steak, onions, bacon and chips and a soft drink.

VVF to issue tokens to Christina to match monies received.

Additional drinks at members cost. Coffee and tea provided free of charge. Provision for children, if any will be a separate pricing.

Dave to arrange rubbish bags and disposable table cloths

This meeting was designed to address the outcomes of the AGM, and the Minutes of the Plaque Dedication Committee held during our Reunion weekend at Coolangatta recently and should be read in conjunction with those minutes.

EXECUTIVE OVERVIEW – PRIMARY ISSUES

- Budget – \$3.90/head coffee etc – we will cover from dinner surplus allowed
- Meet and Greet options include CSCC, Heritage and APH
- Escorts for VIPS – see Planner below
- Invitations to VIPS issued, Hosts advised
- National Flag, Corps Flag and QE11 picture for Loyal Toast – WV RSL to offer for collection thus prior
- Slide show, PA system, projectors and laptops – Treasurer to liaise with VVF Page and Russ
- Newsletter to go out to all attending with updated details
- Email/phone VSPA mbrs re arrival time to suit M&G APH
- Set up at CSCC dining room to be arranged Fri afternoon-RAASC Assn reps
- Agreed to a member Registration process – tickets or invitation cards etc for morning tea and dinner, tokens for BBQ – Chris to organise
- Reconnaissance of RMC for BBQ Wed 10 Mar 10

PLANNING**DIARY – RAASC VIETNAM PLAQUE DEDICATION**

Week Commencing	Task or Activity	Action By:
Tue 9 Mar 10	Contact CSCC: Floor plan, table stand and stationery requirements Cut off date for final numbers (22 Mar 10?)	Secretary (can we store our value effects on the day?)
Wed 10 Mar 10	Order of Service and Planning and running Sheet - confirmation by VSPA Publish “Special Dedication” newsletter Combined Recce RMC for BBQ location	Sec/Treas VSPA RMC rep VVF Page reps
Mon 15 Mar 10		
Tue 16 Mar 10	Plaque Dedication Planning Meeting	At Christina’s home 27 NANCYCATO ST FRANKLIN
Mon 22 Mar 10	Cut off dates for: Catering - morning tea – Hyatt Catering - Corps dinner-CSCC Woden Catering – Sunday BBQ Highlights Tour nomination Details of attendees Meet &Greet APH	Christina/Russ/Pat Davies APH
Tue 23 Mar 10	Test sound equipment, and slide show at CSCC	Treasurer
Wed 24 Mar 10	Collect national Flag and QE11 Portrait from Woden Valley RSL	Secretary VSPA/Peter Collis RSL WV
Thu 25 Mar 10	Meet and Greet Guard Post Parliament House (APH) Process through Guard Post Tour of APH Meet and Greet Level 2 APH	Members BYO drinks APH supply nibbles, plastic drinking glasses Host: Pat Davies APH Host: Bruce Manning Pres
Fri 26 Mar 10	Plaque Dedication at Australian War	

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Memorial

	MAJGEN and Mrs Mc Lachlan MAJGEN and Mrs Ferguson	Host Offr – Bruce Manning Host Offr - Russ Morison
ADF Mbrs-dress Svc Dress Ceremonial	HOC-RSM RACT - BRIG David Mulhall RSM RACT - WO1 Wayne Le Lievre	Host Offr - Lyn Guy
	HOC RAAOC - MAJGEN Grant Cavenagh RSM RAAOC - WO1 Don Waddington	Host Offr – David Belcher
	RASC/RCT Rep – COL Tim and Irena Winters MBE	Host Offr – Ray Brown
0945	Assemble for visitor Registration	Host: AWM/ Christina Luff
1000-1100	Free Highlights tour	Nos to be confirmed
1100-1200	Morning Tea West Courtyard Annex	Host: VSPA Caterer: Hyatt
1130-1200	Rehearsal – Principals (Order of Svc)	Host: AWM
1200-1240	RAASC Plaque Dedication Ceremony	GEN Gower
1400-1500	Preparation of Dining Room	Association Reps/VSPA Exec
1830	Assemble RAASC Corps Dinner	CSCC Woden
1900	Commence dinner	Host: President VSPA
Sat 27 Mar 10		
1000-1130	Supply Association AGM	Venue tbc
	All other members – FREE DAY	
Sun 28 Mar 10		
1100	Assemble RMC Anglican Chapel	
1115-1215	RAASC Vietnam Church Service	CHAP Ken Jarvis, HQ 1 ALSG
1230-1430	Sit down BBQ lunch/Farewells	VVF Page Food Van
Tue 31 Mar 10	Dedication weekend wash up meeting	Venue tbc

**UPDATED
BUSINESS (CHRONOLOGICAL ORDER TO SUIT PROGRAM)**

1. **Plaque** – the cheque has been issued to Arrow on 9 Jan 10. AWM to follow up.
2. **Publicity.**
 - a. We should contact the Canberra Times and get their involvement on the day. We would hope the regular Army HOCs might publicise this event also. Have they?
 - b. Do we want to invite any local politicians eg SEN Gary Humphries to our event?
Russ to contact Mannie
 - c. Exec needs to approve Order of Service and running Sheet (by 10 Mar 10)
 - d. We will publish a “Special Dedication” newsletter for those coming to bring them up to speed with latest arrangements.
 - e. **VSPA Banner** – Russ has arranged this and should be available this week.
 - f. **Order of Service** - photos have been included but the wording needs to be approved by us.
 - g. Next Edition of newsletter to go out before 16 Mar 10 and to include confirmation:
 1. that members check the weather and BYO umbrella to Canberra, also
 2. bids for one hour highlight tour of the AWM by the voluntary guides.
 - h. We may be able to involve our early arrival VSPA guys in the lead up to the event if needed.

DEDICATION ATTENDANCE REPORT – CHRISTINA

3. Chris will continue to put out attendance figures but we will stop taking any further names prior to 22 Mar 10 . With effect 4 Mar 10 there are (not including us):

169 attending Dedication,
161 Attending the morning tea
147 attending the Corps dinner, and
Church Service and BBQ – 122.

4. **VIP CONFIRMATION OF ATTENDANCE** - still awaiting confirmation of attendance for

HOC RAAOC.

RSM RAAOC – WO1 Don Waddington – not recd yet.

HOC RACT – HOC – dedication confirmed, but not yet about the dinner and whether accompanied.

RSM RACT – WO1 dedication only.

5. STAGE 1- VSPA AND NON AFFILIATED (NA) MEET AND GREET

- a. We have been offered the opportunity to meet at new Australian Parliament House (APH) for our Meet and Greet, but we have to be there before 1700 with our drinks in hand – APH will supply nibbles.
- b. Sec will email all NA members and our own VSPA guys to see when the majority are arriving in Canberra.

c. We will have our final planning meeting Tue 16 Mar to review any last minute matters needing attention. To date, all outstanding matters are included in the diary and explanatory details below.

6. STAGE 2 - PLAQUE DEDICATION AT THE AUSTRALIAN WAR MEMORIAL

a. Parking – no dedicated car parking, however the new AWM park may be available by then.

b. Our only fees are \$150 for the AWM to attach the plaque on the walkways. DVA Grant - No response to DVA grant yet.

c. **Registration** Chris has offered to set up a registration table to check off those who have paid for the morning tea. This ticket arrangement allows issue of tickets to attendees at registration at AWM.

d. Russ would like to suggest we issue a wallet of tickets for the three events to Representatives of each of the sub units, on the Thursday before the meet and greet or even by mail the week before! That way, the day is relatively free of encumbrances, other than ticket collection.

e. Need a rep to cover receipt of tickets from members prior to entry to the Western Courtyard Fly ins can pay separately to us on the day.

f. One hour **highlight tour** of the Galleries– needs to be included in the next newsletter – Russ

g. **Budget - Morning Tea.** The budget allows sufficient surplus to cover the additional dollars for the morning tea cost – we decided on the \$3.90 pp option and Anna Uerbergang from the Hyatt has been informed Fri 5 Mar 10. She will issue an order confirming arrangements next week.

h. The Hyatt will only undertake the catering, not any registration arrangements we may make.

i. Patron recm tone of his speech, the lighter the better – advised already.

j. Host Officers nominated as per Diary, other than RASC COL Winters.

8. STAGE 3 DINNER PREPARATION

Preparation of dining room for the corps dinner, to occur on Friday afternoon:

a. Russ to arrange to erect National flag, Corps Flag and Association Flag, and table plan – for collection on thurs 24 Mar from RSL Woden for use at the dinner. TBC

b. Chris to arrange Name Plates for VIPs attending

c. Russ to arrange sub unit table stand ID

d. Dave - Laptops, projectors, and PA system to be tested.

9. RAASC CORPS DINNER

Dinner seating – by 16 Mar 10 we will know numbers by unit and we will:

a. draw up a seating plan for the evening – actioned, send to Dave

- b. produce table name plates for our guests – action Dave,
- c. produce sub unit name plates, - Action Russ
- d. To confirm seating at this meeting.
- e. Preparation of the room including:
- f. Collection, security and installation of National Flag and Corps Flag (Russ/Sian)
- g. Security and installation of unit banners (Russ/Sian)
- h. Testing of PA and sound system, projectors and laptops for slide show (Dave/Sian)
- i. collection of table stand and cards - size for sub unit title plates (Russ/Sian).
- j. Menu selection already made – just need final numbers by 22 Mar 10.
- k. We have now been advised that **CSCC** will waive the Corinna 1 room hire! We will ask for the community room downstairs for the AGM.

10. SEATING ARRANGEMENTS GUESTS

No head table. Guests and wives to be seated as follows ideally with their sub unit (all to be confirmed) and their host:

- a. We have some missing information. Once we know who is coming, we can ask the attendees before the event BF 12 FEB 10 Exec meeting:
- b. HOC RACT – Brig D Mulhall and Mrs Mulhall – Lynton and Loraine Guy
- c. HOC RAAOC – MAJGEN Cavanaugh and Mrstbc
- d. RSM RAAOC – WO1 and Mrstbc
- e. MAJGEN David Ferguson AM CSC and Sara Ferguson.....Russ and Jan Morison
- f. MAJGEN David and Louise McLachlan..... David and Robyn Evans

11. DINNER FORMAT (still needs to confirm some activities:

Grace – David Evans
Entre

Main – dinner speaker MAJGEN David Ferguson (Ret) – the Vietnam era

Dessert : MAJGEN Cavanaugh (the modern logistic army?) tbc

Toast to the ladies (Ken Harman 1 Coy?)

Toast to Fallen Comrades (Ray Brown 21 Sup?)

Toast to the Queen – Percival (AFPO) tbc

Slide shows to be shown throughout on two screens - Dave to run

12. VSPA AGM

- a. Although Chris and Russ have visited the Heritage to confirm accn arrangements, we still do not know whether we will get the free use of a meeting room for the Saturday morning AGM on Mon 11 Jan 10 – yet?.
- b. Will be asking CSCC if we can have the use of their community room downstairs as it is relatively quiet on a Saturday morning.
- c. **Membership** - Not discussed at the meeting this time but we should issue a membership form and ask that it be returned with funds before the weekend for FY 10-11 membership year.
- d. **Membership Renewals.** We will offer a financial year membership prior to the Dedication, and promote in the next newsletter. Cards to be issued at the Meet and Greet.
- e. Secretary has recommend that wives be invited to participate in the AGM.
- f. Chris to contact Dave re getting membership cards prepared.
- g. **Reunion Proposals for AGM** - also not discussed but we are keen that this should be at member direction, not committee.
- h. **Webmaster** – Baz has issued a contract for initial work only. He has provided a work schedule for committee to approve – out of session as contractor needs early advice of retention or otherwise.
Action: Russ/Dave/Baz
- i. **VSPA Book Fundraising** – memorial boards AWM will provide a table for the 20 or so boards ordered and paid for. Some spares available for purchase.
- j. **Association Service Corps Tie and hat** – Mannie was unable to advance this proposal in Townsville. Should be referred to the AGM for decision.

13. CHURCH SERVICE AND BBQ

- a. timings – see planning diary.
- b. BBQ venue to be confirmed. Recce with VVF Page Food Van. We will need keys from the Duty Officer for toilets. Details above Executive summary.

14. Next Follow up meeting. Tue 16 Mar at Christinas home

We should not accept any more attendances after that, as we need to provide catering figures etc to our providers.

Closure of meeting

Approved: Russ Morison, Secretary Dave Evans Treasurer Date: