

RAMS Committee Meeting Minutes

27th August 2022



Location	The Hangar		
Start Time	10:37am	End Time	12:30pm
Attendees	Sharne Andrews (SA) Mike Hyde (MH) Rodney Clarke (RC) Calan Moss (CM)	Apologies	None

Topic	Decision / Note	Action	Proposed Seconded
Club Governance			
Minutes from Previous meeting	Accepted		SA / MH
Secretary Correspondence IN / OUT	Emails as per Secretary email account	Notation Only	
	Newsletters and Bulletins as per website archive	Notation Only	
	Correspondence in / out:	None	
	Decision approved by committee via email prior to meeting;		
	1. 13/8/22 – Provide George with Hangar key		
Incident Reports			
	None		
Treasurer Report	Decisions made by email prior; <ul style="list-style-type: none"> i. 10/7/22 – Approval to reimburse Rodney Clarke for whiteboard for trainer \$32.65 ii. 10/7/22 – Approval for MAAQ Membership transfer \$130 iii. 13/8/22 – Approval to spend \$300 on tools iv. 16/8/22 – Approval to spend \$70 on safety barrier screed v. 16/8/22 – Email approval MH 		
	RC forgot to bring a treasurers report to the meeting.	RC – Forward Treasurers report post meeting	
President Report	Would like to put together a Presidents column for the Newsletter.		
Project Topics for Discussion / Agreement			
Christmas Club Sub Committee	Agreed to get levels of interest from members	RC – include in the next newsletter. Include in end of September newsletter.	
Newsletter	Supported to include a Presidents Column in the newsletter.	SA – to write	
Incident Reporting	Need to identify and agree RAMS incident reporting criteria in the absence of clear direction from MAAQ.	RC – Document and agree with RAMS Committee incident reporting criteria	

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Tools Review	Tools being purchased for club. Waiting on delivery. Small screwdrivers required Deficit of tools to be assessed once all landed and accounted for.	No action at present	
Risk Assessment Template	RAMS Committee acknowledged the importance and accountability of the Risk Assessment process.	MH – put together RAMS risk assessment template for RAMS	
Battery Review	Health of Batteries under review in light of recent incidents.	CM – modify procedures to ensure all trainers are aware of batteries performing badly and how they are to alert for badly performing batteries. If bad, flagged to CFI, CFI tests, if bad CFI removes CM – CFI to ensure all batteries are tested both before and after flights ALL – Date batteries on purchase. Anyone responsible for purchasing batteries should write the dates on them when purchased.	
	Replacement of two 3000 mAh 4S batteries by committee	CM – get pricing and come back to committee (Initial pricing \$148.17 each from Hong Kong – Committee to review strategy in light of battery price)	
Chairs	Lot of space being taken up on the Hangar with old chairs	RC – include in next newsletter a ‘ collect or tag’ approach to chairs with a deadline of 30 th September to get it right.	
Plane Storage	Russel’s plane is hanging from the roof in the Hangar and has been approved for storage however it was noted that approval had not been sought by the RAMS Committee prior. It was agreed by committee he would need to pay the storage charge of \$104 per annum pro-rata if he was to continue to use storage space.	SA – contact Russel advising a requirement to pay	
Chairs in Hangar	Committee agreed valuable Hangar space is taken up by foldable chairs no longer in use.	RC – include in next newsletter foldable chairs need to be tagged or removed by 30 th September otherwise they will be dumped.	

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Capacitors in Apprentice	CM purchased and fitted capacitors in planes at \$49.13 cost. Once receipt provided reimbursement is approved.	CM – to provide RC with receipt RC – to provide reimbursement RC – Include in newsletter as good news story	MH / SA
Plane Slots for storage	5 slots available for club Slots to be names according to pilots 2 people required to assess and name each slot Agreed process of allocation and determination of slots has to be fair and equal at all times.	RC – coordinate 2 people to work out exactly which slots	
RAMS Induction	MH noted RAMS requires a formal induction. Agreed by all. Existing Theory training goes some of the way but an actual onboarding process should be developed. Include items such as toilets, parking, AED, First Aid, stuff we take for granted.	RC – Develop draft induction plan for review and improvement by committee. Once approved, circulate and save in RAMS Process registers	
Russels Plane	Committee noted Russel had mounted his plane from the ceiling in the hangar. Committee approval was not sought prior however if Russel was OK to pay for a rental slot (as tabled at AGM) then committee are OK to approve.	SA – Discuss outcome of meeting with Russel.	
Training Document	Decision Discussion around who is approved to fly ⁱ	RC – Record ‘Approved Club Flyer’ and publish on website.	
	Ground Training session.	RC – Newsletter: Schedule Ground training session in 2 weeks (confirm with Cal 11/9/22)	
	Convert existing RAMS Apprentice Training Aircraft Pre-Flight Actions document to standard RAMS process document and details Transmitter button assignments	RC – Convert document and save in RAMS Secretary document register	
Items for Following meeting Agenda			
Actions from Previous Meeting(s)			

ⁱ MH noted investigation into MOPS and RAMS Constitution identifies process where CFI to nominate ‘Approved Club Flyer’ and all will be resolved. Committee agreed that an ‘Approved Club Flyer’ is someone who has;

1. Completed CFI Training Course
2. Completed at least Bronze wings
3. They feel competent and willing to train
4. Approved (by discretion) by the RAMS Committee

