

RAMS Committee Meeting Minutes

1st October, 2022



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|-------------------|---|------------------|-----------------|
| Location | The Hangar | | |
| Start Time | 10:31am | End Time | 12:05pm |
| Attendees | Sharne Andrews (SA) Mike Hyde (MH) Rodney Clarke (RC) | Apologies | Calan Moss (CM) |

| 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; <ol style="list-style-type: none"> 28/8/22 – Rodney Clarke Onion Safety Mesh \$64.95 31/8/22 – Mike Hyde reimburse for tools \$66.73 9/9/22 - \$92.14 for Cal Moss for batteries for trainers | | SA/ MH |
| | DECISION: Electricity (\$180) and Cleaning (\$225) for Quarter approved to pay | RC – Make payment to Cricket Club (Complete) | SA/ MH |
| | Treasurers Report Tabled (Dashboard Attached) Bank Balance \$3,360.67 | None | SA/ MH |
| President Report | RAMS is in a much better place now. People are happier and better engaged in the processes. Noted there have been some really good flying days recently | | RC/ MH |
| Project Topics for Discussion / Agreement | | | |
| XMAS Party | DECISION: Agreed party to be held on the 11 th December, 2022 at the Cricket Club, Budget agreed at \$1,200 (\$200 less than last year due to error with meat resulting in members having to buy back overrun) Same costs as last year for members; Members \$15 Spouse \$15 Juniors \$10 | RC – Include Xmas party content in newsletter RC – go back to John Tranter with outline of budget and member costs | |
| Risk Assessment | Status: Still in draft. Final version to come soon | MH – to organise review of risk assessment | |

| Topic | Decision / Note | Action | Proposed Seconded |
|------------------------------|--|--|-------------------|
| Duty Officer | Members are concerned with current wording of Duty Officer position and would like wording changed to an emphasis on adherence to rules rather than responsibility of Safety | RC – Make amendment to Duty Office position description and recirculate for approval RC – once approved print out and take to Hangar, Update website | RC |
| Creation of Hangar Crew | DECISION: Committee agreed for the appointment of a Hangar Crew to be nominated to be responsible to keep the Hangar in top shape DECISION: Hangar Crew to have a discretionary spend of \$100, normal reimbursement rules apply, ie. Tax invoice receipts must be provided. | MH – Advise RC list of things Hangar Crew would be responsible for. Agree description with committee. RC – Include in next newsletter, invitation for members to join. | MH |
| Minutes of Previous Meetings | Mike mentioned the members were not getting transparency about what was happening at the committee level. RC advised that all committee meeting minutes are (and have always been) loaded on the RAMS website under About Us, Our Committee, Meeting minutes. RC also advised all previous AGM minutes that could be found in historical Secretary records were also found and loaded up. | No action. https://www.rams.asn.au/meeting-minutes/ | |
| License to Occupy Land | Mike raised if we had a license to occupy the land. RC advised we had signed a contract with council but acknowledged it was not up on the website. | RC – Load license to website (Completed) | RC |
| Training Policy | It was suggested RAMS create a Training Policy which encompasses all aspect of training. Currently training information is contradictory and a clearer presentation of training is required | RC – Send MH a copy of RAMS Policy Template MH – Commence writing a RAMS Training policy for review and approval by committee MH – look at assembling a breakout group of training experts to have critical input into its development. RC – Include request for any interested party in developing training policy in Newsletter | |
| Ladder Policy | MH suggested RAMS requires a Ladder Policy | MH – Develop ladder policy | |
| Competition | DECISION: No longer refer to Combat Flying using the word combat as it has insurance and other implications. Instead all correspondence to have Competition Flying instead. | Noted | |
| CASA Ceiling Limit | RAMS 1,000ft AGL Ceiling Limit is up for renewal June, 2023. RC advised there are delay of at least 8 weeks to get this approved. Agreed we need to start working on this just after Christmas. Acknowledged previous documentation was substantial. | RC – Send CASA Ceiling Limit application through to Sharne for review. | |

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| Incident Report Criteria | The criteria as to when a formal incident report is required to be completed has been tabled and agreed by the committee (See EndNote: Incident Report Criteria) | DECISION: Format of words for Incident Criteria agreed RC – Setup page on website to host incident criteria (Done) https://www.rams.asn.au/incident-reporting/ RC – include in next Newsletter | |
| Plane Storage | It was identified there are five spots available in the Hangar to allow planes to be stored by members; It was acknowledged the following members already had planes stored at the Hangar and will be subject to storage costs if the wish to continue to have their planes stored there; <ul style="list-style-type: none"> • Sharne Andrews • Ernie Heissleitner • Russel Porteous • 2 spots remaining <p>This leaves a remaining two slots available.</p> | RC – print out and laminate each slot in the name of a famous pilot <ul style="list-style-type: none"> • Chuck Yeager • Amelia Earhart • Orville Wright • Wilbur Wright • Geoffrey de Havilland Jr RC – Include in Newsletter expressions of interest. Payment to commence from 1 st November (35 weeks @ \$2 per week = \$70) | |
| Give Back Initiative | With the intention of thanking those members who go above and beyond the call to help RAMS the committee have agreed to provide a mechanism of thanking those members using the following guidelines; CRITERIA: Works completed or donations made to the club by non-committee members that clearly benefit the club as a whole by improving its facilities/operation without intent for personal gain. Acknowledgements can be offered in the form gifts/tokens of appreciation not intended to be proportional to the task completed but as an expression of appreciation. Costs should not exceed \$30, adjusted for inflation given that the cost is set in 2022. | DECISION: All agreed RC – Document decision as club policy / circulate / approve RC – Create web page supporting policy (or load document to website for transparency) and retain in Secretary documentation RC – Include in Newsletter | |
| Items for Following meeting Agenda | | | |
| | Club Flyer | | |

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| | Induction Topics Training Module 1 Induction. <ol style="list-style-type: none"> 1. Who are we and what are we about 2. Tour of the facilities 3. Parking 4. Toilet 5. Hangar 6. Layout of the park and flying area 7. Tools 8. Charging station 9. Golf buggy 10. First aid kit 11. Defibrillator 12. Field setup 13. Safety 14. ...what else? | | |
| Actions from Previous Meeting(s) | | | |
| | Not attended to... Secretary forgot ! DOH! | | |

Incident Report Criteria

An MAAA Incident Form must be completed as a result of the following event;

1. Where a plane has come to ground outside of its approved flight zone (this includes being lost)
 - a. 'Come to ground' is defined as either a controlled or uncontrolled landing in an area not intended to be the landing area and is irrespective of the state of condition of the plane.
2. Where a person or property has been involved in an incident, regardless of whether the owner of the 3rd party property is aware of the incident or not;
 - a. "Involved" is defined as either a Direct Impact or Near Miss;
 - i. 'Direct Impact' (regardless of whether damage has occurred or not) is contact with a person or property or;
 - ii. 'Near Miss'. A near miss qualifies as;
 1. Flying, or crashing, within 30m of a person (regardless of being inside or outside of an approved flight zone)
 2. And, only when the person for whom the near miss involves, wishes to have the matter formally reported.

The RAMS Committee will review all incidents and may recommend a risk assessment be performed and corrective action taken.

*** END DOCUMENT ***