

RAMS Committee Meeting Minutes

13th November, 2022



Location	The Hangar		
Start Time	9:30am	End Time	11:08am
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	RC/SA
	Newsletters and Bulletins as per website archive	Notation Only	
	Correspondence in / out:	None	
	Decision approved by committee via email prior to meeting;		
	<ol style="list-style-type: none"> 12/10/22 – Approval for Rodney Clarke to migrate website and emails from Crazy Domains to VentralP due to Crazy domains being offline for 7 days taking down RAMS website up to a maximum of \$400 30/10/22 – Approval for reimbursement \$144.14 		
Incident Reports			
	Peter Story – Receiver failure	No further action required	
Treasurer Report	Decisions made by email prior; <ol style="list-style-type: none"> 29/9/22 – Reimburse Cal Moss for Bollards \$43.90 12/10/22 – Approval to reimburse Rodney Clarke \$84 for website hosting to go to VentralP away from Crazy Domains 		SA/ MH
	Treasurers Report Tabled (Dashboard Attached)	None	SA/ MH
	Bank Balance \$3,043.72		

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President Report	<ol style="list-style-type: none"> 1. Buggy maintenance being looked after. 2. Peter Story had an incident – was handled well and reported. 3. New student coming on board may have some learning difficulties 4. No application has been made by high risk member thought to have been joining. No further action required. 5. Risk assessment is brilliant. Worthy of loading to website with notation of being a live document requiring constant review and updating. 6. Hangar Crew working exceptionally well. Hangar is in brilliant condition and now includes Golf Cart management. Operations folder for Golf Cart also updated. 7. Plane Slots received well. Only one person not paid at this point (Action: Sharne Andrews 😊) 		RC/ MH
Project Topics for Discussion / Agreement			
Committee Members Accepted	Committee Membership accepted as per list below;		SA/M H
Training Proposal and By-Law Amendments	<p>Mike Hyde guided the RAMS Committee through the Training, terms definition and By-Laws amendments document.</p> <p>Mike has done an outstanding job of refining and analysing RAMS requirements again MAAQ, MAAA and CASA regulation to come up with this very detailed package.</p>	<p>On the whole the document was accepted with only minor modifications.</p> <p>MH – Finalise document and send to Rodney RC – Incorporate into RAMS By-Laws and circulate to Committee for approval</p>	RC/SA
Risk Assessment		<p>MH – review Risk Assessment in line with the terms defined in the Proposal and By-Laws amendments</p> <p>MH – Send final copy to Rodney RC – Publish Risk Assessment on website</p>	
Email not being received from email list	RC realised Life members had not been re-added to email list.	RC – Add JJ to email list (Dropped off after being a life member and no form received)	RC
Area Approval	RAMS Area Approval is coming up for expiry in June 2023. RC advise MAAQ and MAAA and in a mess regarding the process and resourcing of Area Approvals	RC – send MH information on Area Approvals that are known to date in order to help bring something together.	
Training	Ensure terminology of “Basic Safety and Theory Course” is used on Cal’s training	RC – Change documentation names and reference in Secretary information and repost on website if necessary.	
Duty Officer Role	Add requirement to Duty Officer position description that they must have a MAAA Bronze Wings as a minimum	RC – to modify Duty Office position description RC – re-post on website	

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Age Restriction on Members	Does MAAA or MAAQ have a minimum age of membership?	RC – to raise the question with MAAQ and MAAA	
Items for Following meeting Agenda			
Actions from Previous Meeting(s)			

AusNo	SurName	GivenNames
87378	ANDREWS	SHARNE
88157	ANDREWS	JESSIE
86060	BAYLISS	STEVE
85963	BENNETT	BRENDAN
70713	BOTERHOEK	JOHN
69405	CHEESEMAN	RONALD LESLIE
83957	CLARKE	RODNEY
33532	DALY	LESLIE JOSEPH
70874	DALZIEL	STEPHEN
89125	EALSON	OLIVER
89126	EALSON	MAX
44253	GRANT	JAMES ROBERT
86921	GRIFFIOEN	CORNELIUS WILHELAMUS
89122	GRINPUKEL	JOHN
75290	HAWORTH	ROBERT CHARLES
73324	HIESSLEITNER	ERNST
87364	HYDE	MICHAEL JOHN
85919	KIDD	PAUL
87106	MANDERSON	NOEL
75085	MARTIN	STUART JOHN
77453	MCGOWAN	JOHN PATRICK
85920	MISSON	RAYMOND BRUCE
88144	MOORE	PETER
34852	MORLEY	JEREMY WILSON
29032	MOSS	CALAN
77372	MURRIE	GLEN ROBERT
16371	NEILSEN	PETER
85921	NISSEN	KEITH ARTHUR
81867	PORTEOUS	RUSSELL
88169	PRICHARD	JAMES
83048	ROBERTS	GEORGE EDWARD
56624	ROGERS	DAVID WILLIAM
85922	SMITH	PHILLIP DONALD
85923	SPARROW	MIKE
88444	STORY	PETER
84847	TAYLOR-AHLROOS	GREGORY

84848	TAYLOR-AHLROOS	MAXIMILIAN
51029	TRANTER	JOHN ANTHONY
87732	WALISINGHE	RAVI
75206	WATERS	GEOFFREY W H
87345	WHITE	GRAHAM BERNARD
70605	WORSLEY	STEPHEN MARK
	JUJNOVICH	JOHN
	ERICSON	BO

*** END DOCUMENT ***