

ROYAL ARMY MEDICAL CORPS ASSOCIATION

**REGIMENTAL HEADQUARTERS RAMC
Slim Road, Camberley, Surrey GU15 4NP**

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Assn/3

Mar 11

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**MINUTES OF THE RAMC ASSOCIATION MANAGEMENT COMMITTEE MEETING
HELD IN THE MEDALS ROOM AT THE REGIMENTAL HEADQUARTERS RAMC
AT 1030 HRS ON THURSDAY 17 MARCH 2011**

<p><u>Present</u></p> <p>Colonel CJ Dickinson Lieutenant Colonel T A Reeves Major MF McKenzie Major G Poole Captain RR Lincoln Captain TG Payne Mr C Ellice Lieutenant Colonel A DuBaree</p> <p><u>In Attendance</u></p> <p>Major MJT Ellis WO1 (Corps RSM) SR Harriss</p> <p><u>Apologies</u></p> <p>Major R Lawrence</p>	<p><u>Representing</u></p> <p>Chairman RAMC Association Member - South & South East England Member - NI & North West England Member - Midlands Member - North East England & Yorkshire Member - London & East Anglia Member - Scotland Secretary</p> <p>Regtl Sec RAMC Corps RSM RAMC</p> <p>Member – Wales & South West England</p>	
<p><u>Item 1 - Welcome and Introduction</u></p> <p>1. The Chairman expressed a warm welcome to his committee members present and thanked them for taking the time to attend his fourth meeting as Chairman of the Association.</p> <p>2. He extended a special welcome to Corps RSM Steve Harriss who was attending the meeting to gain a better understanding of the RAMC Association and to introduce himself to the Association Management Committee. Corps RSM Harriss proceeded by giving the Committee a brief resume of his career and experience to date</p> <p>3. The Chairman also expressed a warm welcome to Major Marie Ellis, Regtl Sec RAMC who would be attending at Item 4 to brief the Committee on the future of the RHQ following a review by HQ Land.</p> <p>4. There was one apology from Major Bob Lawrence.</p>		<p><u>Action</u></p>

<p>5. The Chairman stated that most returns had been received from Branches to confirm the number of active members. The figures collected to date showed a significant reduction in the expected numbers and was far below previous estimates. The figures also highlighted that there were some members who wished to remain in touch, but were unable to take part in Branch activities.</p> <p>6. The second draft of the Association Plan had been circulated and there were no comments from Branches. It was the Chairman's intention to discuss the Plan later on the agenda for his committee's approval, prior to presenting it to the AGM in May 11 for endorsement.</p>	All
<p><u>Item 2 – Minutes of Previous Meeting (22 Oct 10)</u></p>	
<p>7. The minutes of the Management Committee meeting of 22 Oct 10 had been circulated and no comments had been received from these minutes.</p> <p>8. It was proposed that the minutes were a true record of that meeting:</p> <p style="padding-left: 40px;">Proposer: Mr C Ellice</p> <p style="padding-left: 40px;">Seconder: Lt Col TA Reeves</p> <p>The Chairman signed an original copy of the minutes for the record.</p>	
<p><u>Item 3 – Matters Arising</u></p>	
<p>9. There were two matters arising from the previous minutes:</p> <p style="padding-left: 20px;">a. Item 5– National Recruiting Campaign. The Association Secretary and Major Bob Lawrence had conducted a study to consider ways of advertising the Association with a view to promoting recruiting. The East Midlands Branch had run a successful recruiting campaign in late 2010 when several new members were recruited.</p> <p>Attached is a list of areas that Branches may wish to consider for their own recruiting and they include:</p> <p>(1) Recruiting posters/flyers. An example of a flyer from the East Midlands Branch and a generic poster that can be centrally produced by the RHQ is attached and will be made available at the AGM for Branches to collect.</p> <p>(2) Advertising using local radio stations. Some Branches have used this option at no cost.</p> <p>(3) Asking local units to publish a notice in their Part One Orders. A generic notice will be produced by the Association Secretary for units to advertise the RAMC Association on their Part One Orders.</p>	All
<p>The committee agreed that it would be more appropriate for Chairmen of Branches to write to COs of affiliated AMS units, to request that a notice be published on Unit Part One Orders. The Secretary was tasked to produce a suggested text for all Branch Chairmen to use.</p>	All Sec

<p>(4) Local free ads newspapers could be considered for a small cost.</p> <p>(5) The Association website continues to receive in excess on 40,000 hits a month and Branches need to update their details to include an option for enquiries.</p> <p>The Chairman reiterated despite all the effort made by the Association and the Webmaster, a number of Branches had still not fully adopted their own websites. Chairman of those branches are to confirm with the Secretary by 30 Apr 11 that they are content with the published information on the website.</p> <p>(6) Advertising in local social clubs, such as the Royal British Legion, local fairs etc.</p> <p>b. Item 3 b - Annual Subscription for Association members. As agreed at the last Association AGM, an annual subscription of £1 is now collected from each active Branch members and £605 has been collected to date. Subscriptions from some Branches were still outstanding and reminders had been sent out by the Secretary. The subscription from the 2787 regular members of the RAMC who are on the Days Pay Scheme had been taken into account. These regular members are given automatic membership and belonged to the Central Branch based at the RHQ. Considering that the RAMC Association had an allocation of £29k to run its activities for the year, the committee remained mindful that the Association's expenditure does not become disproportionate.</p> <p>It was felt that there was a case for an increased voice of serving members which was discussed in a later item on the agenda.</p> <p><u>Item 4 – Developments in RHQ AMS</u></p> <p>10. The Chairman introduced this item by requesting Major Marie Ellis, Regimental Secretary RAMC to brief the Committee on the study of the 92 RHQs that had been conducted by HQ Land. One of the recommendations made by the study was to phase out the running of Regimental Associations by salaried Civil Servant based in RHQs.</p> <p>11. Regt Sec RAMC explained that the DGAMS met with the AMS Service Directors and had given direction on the manning of RHQ AMS. As a consequence, the present Deputy Regimental Secretary RAMC's post will be written out of AMD's establishment and the incumbent who is also the Secretary Association, would be moving to another position within RHQ AMS after the RAMC corps week.</p> <p>12. Regt Sec RAMC reassured the committee that the support to the RAMC Association would continue, although there may be some minor changes. The Corps RSM would act as a focal point for the Association until more permanent arrangements had been made.</p>	<p>All Sec</p> <p>All</p> <p>Sec</p>
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<p><u>Item 5 – Future of RAMC Association</u></p> <p>13. The future of the RAMC Association was discussed in line with the forthcoming changes within the RHQ. The Chairman emphasized the necessity to improve the relationship and improving communications with the regular serving members of the RAMC.</p> <p>14. The Committee agreed that the Chairman should approach the DGAMS through the President of the Association with a view to opening a Central Branch for the regular serving members, to be based at the RHQ in Camberley. There was general discussion about the continued administrative support by the RHQ. It was considered that this item should be discussed at the next management committee meeting.</p>	<p>All</p> <p>Chairman</p> <p>Sec</p>
<p><u>Item 6 – Financial Statement period Jan – Sep 10</u></p> <p>15. The RAMC Association Financial State for the Financial Year 2010 and the period January – March 2011 were presented and were accepted by the committee.</p> <p>Proposer: Maj MF Mckenzie</p> <p>Seconder: Capt R Lincoln</p> <p>16. Branches were reminded that their bank details were required to be held at the RHQ. The Secretary was to send a reminder to Branches that had not complied with this instruction and returns were required by 1 Jun 11.</p> <p>17. The prospect of internet banking was discussed and it was generally felt that Branches who wish to consider this option, would be at liberty to do so. Mr Ellice was tasked to maintain a watching brief on Internet Banking and inform the Committee if there should be any changes to the rules.</p>	<p>Sec</p> <p>All</p>
<p><u>Item 7 – Financial Approval for Secretaries Expenditure</u></p> <p>18. There were no business for endorsement by the Committee under this item.</p>	
<p><u>Item 8 – Amendment to Model Branch Rules</u></p> <p>19. In order to promote recruiting and ease the precondition for membership, it was proposed that memberships to the Association should be opened to anyone who has served in the DMS. Extensive work had been done by the Chairman and Secretary in dealing with a recent case regarding membership to the Association. The description of membership under Rule 4 of the Model Branch Rules was reviewed by the Committee. Legal advice had been sought and it was felt that the proposed changes would be acceptable.</p> <p>20. There is currently a number of ex-Royal Navy, ex-RAF and QARANC members in a number of Branches and it was felt that an amendment to the rules to accommodate such members was timely.</p>	<p>All</p> <p>All</p>

<p>21. Following discussion on the subject, it was proposed that the wording in Rule 4 of the Model Branch Rules be amended to read as follows:</p> <p>a. Full Membership. Full Branch Membership shall be open to all serving and retired members of the RAMC or the RAMC Volunteers or retired persons of another Corps whose Employment Group is now included in the RAMC upon application and upon payment to the Branch of the joining fee set by the Trustees and the Branch annual subscription set by the Branch Committee. Full Branch Members shall be entitled to attend and vote at general meetings of their Branch.</p> <p>b. Associate Membership. Associate Membership shall be open to friends or family of serving or retired members of the RAMC or the RAMC Volunteers or retired persons of another Corps whose Employment Group is now included in the RAMC or retired personnel of other Regiments or Corps of the Army or the Defence Medical Services who have had close links to the RAMC upon application and upon payment to the Branch of the joining fee set by the Trustees and the Branch annual subscription set by the Branch Committee. Associate Members shall be entitled to attend and vote at general meetings of their Branch.</p> <p>Proposer: Col CJ Dickinson</p> <p>Secunder: Capt T Payne</p> <p>All were in agreement and this item will now be taken to the AGM for endorsement.</p>	All
<p><u>Item 9 – Association Plan for 2012 – 2015</u></p>	
<p>23. The second draft of the RAMC Association Plan for 2012 – 2015 had been circulated to all Branches and no comments had been received. The Plan would be taken to the AGM in May 2011 for endorsement by members before it implementation.</p>	All
<p><u>Item 10 – Update from Regions</u></p>	
<p>24. South and South East Region</p> <p>a. All Branches reported the common problems of recruiting, ageing membership and the lack of volunteers to fill the posts of Brach Offices.</p> <p>b. The sad loss of the Chairman of the Maidstone Branch, Major Bill Wicken.</p>	
<p>25. North East England & Yorkshire</p> <p>a. A games night was held on Thu 19 Feb 11 between the Kingston Upon Hull and the Grimsby Branches. Owing to difficulties in access to the barracks in Hull, the Hull Branch funded a supper and visited Westward Ho Barracks Grimsby where a pleasant evening was enjoyed by both Branches.</p>	

b. The Annual Service at St Mary's Church, Sculcoates was held on Sunday 27 Feb 11, when deceased members were remembered and their names read from the Memorial Book which is held in a cabinet at the Church. On the same occasion, the Standard of the former Hull and Humberside Branch was formally laid up by the side of the Memorial Book Cabinet. The Service was conducted by the Reverend John Leeman and was attended by Branch Members and family members of some of those named in the Book. Also involved in the ceremony was a guard of honour of 8 Standards lead by the Kingston Upon Hull Standard Bearer Neil Karlson.

26. Wales & South West England.

- a. The sad loss of the Chairman of the Wessex Branch, Lt Col Tony Eslick who was an ex- regular general surgeon in the RAMC.
- b. Retirement of Regional Representative Major Bob Lawrence and the welcoming of their new Representative, Captain Chris Richards.

Item 11 - Arrangement for the Association AGM – Thu 19 May 11

27. The Association AGM will take place immediately after the Corps annual service at Alrewas on Thursday 19 May 11. A proposed agenda is attached to these minutes.

28. Instructions for the annual service at 1100 hrs were published in January 2011 and all Branches are to ensure that their attendance lists are forwarded to the RHQ by the closing date of 2 May.

29. Two trees will be dedicated this year; one for the late Lt Col Tony Harrison and the other for the RAMC Old Boys

Item 12 - RAMC Corps Weekend 25 – 26 Jun 11

30. The RAMC Corps weekend will begin with the soldiers and families fun day at Keogh barracks on Saturday 25 June. This event will start at 1000 hrs and end around 1600 hrs. The food and drink will be free and members are to collect their meal tickets from the Guardroom on arrival.

31. Every effort is being made to accommodate Association members in Keogh Officers and Sgts Messes on a first come first served basis.

32. Association members requiring transport from Keogh Barracks to the Garrison Church on Sunday 26 June and to the station after the Association Reunion Lunch must book with Heather by 3 June 11.

33. The Church Service on Sunday 26 June 11 will be at 1100 hrs and all attending must be seated by 1045 hrs. The Merseyside Branch new standard will be dedicated at this year's Corps Sunday.

34. The Corps RSM stated that Association members staying at Keogh Barracks over the weekend would be invited to a social evening on the Sat 25 Jun 11 in the WOs' & Sgts' Mess.

All

All

Item 13 – Election of Regional Representatives for 2011 - 2014

35. As agreed at the last Management Committee meeting, there would be a staggered change over of Regional Representatives over a period of 18 months to afford the Association management continuity. Of the 4 Regions that were selected for replacement or re-election, three were nominated for re-election by their regions, they are the North East/Yorkshire, London/East Anglia, and Scotland, whereas the present Regional Rep for the SW and Wales, Maj Bob Lawrence is relinquishing this role and the Region have nominated Capt Chris Richards as his replacement.

All

36. The Chairman requested that a vote of thanks be recorded for contribution by Maj Bob Lawrence to the Management Committee over the last 3 years, especially during the convergence phase.

37. The Committee endorsed the following nominations as Regional Representatives for a period of 3 years from May 2011:

All

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|------------------------------|-------------------|
| North East England/Yorkshire | - Capt R Lincoln |
| Scotland | - Mr C Ellice |
| London & East Anglia | - Capt T Payne |
| South West and Wales | - Capt C Richards |

These nominations will be announced at the Association AGM on 19 May 11.

Item 14 - RAMC Webmaster's Report

38. The RAMC Association website has had a recent overhaul following an MOD directive for all RHQ and Association websites to discontinue, unless they were run under the aegis of the main MOD UK website or are to be run without support of MOD Staff. As a consequence, the Association site is now run independently.

39. A number of Branches have still not taken full advantage of the website and it was stressed that every Branch must progress to using this facility to speed up information and reduce postal costs.

All

40. The Chairman expressed a gratitude on behalf of the RAMC Association to Mr Chris Ellice for the continued work and dedication as the Association's Webmaster.

Item 15 – Closing Address

41. The Chairman thanked his committee for their contribution in managing the Association business at this level.

Item 16 – Date of Next Meeting and Association Key Dates

42. The following are key dates for the Association calendar in 2011:

Ser	Event	Date	Names to RHQ	All
a	The RAMC Charity AGM	Fri 15 Apr 11	1 Apr 11	
b	Remaining Branches to adopt Website	30 Apr 11		
c	Association AGM	Thu 19 May 11	6 May 11	
d	Soldiers & families Day at Keogh Bks	Sat 25 Jun 11	N/A	
e	Corps Day & Assoc Reunion Lunch	Sun 26 Jun 11	3 Jun 11	
f	Management Ctte Meeting	Fri 21 Oct 11	N/A	
g	Field of Remembrance Westminster Abbey	Thu 10 Nov 11	1 Oct 11	
h	Remembrance Service Westminster Abbey	Sun 13 Nov 11	24 Oct 11	
i	Cenotaph Parade London	Sun 13 Nov 11	1 Jun 11	

A DuBAREE
Lt Col
Secretary

Enclosures:

1. Recruiting flyers
2. Returns for Branch bank accts
3. Proposed Agenda for AGM

Distribution:

All present
Rep Col Comdt RAMC
Regt Sec RAMC
Branch Chairmen and Secretaries
Corps RSM
RAMC Association Website
Senior Standard Bearer

Copy to:

Book keeper
Capt C Richards
Mrs Fairclough

RAMC ASSOCIATION
Proposed Agenda for AGM
At Alrewas
On Thu 19 May 11

1. Chairman's Introduction, welcome, apologies
2. Minutes of previous AGM (20 May 10)
3. Matters arising
4. Chairman's Report
5. Financial State
6. Amendment to Model Branch Rules (Rule 4 – Memberships)
7. Nomination of Regional Representatives for 2011 - 2014
8. Association Recruiting Campaign
9. Arrangements for RAMC Corps Weekend
 - a. Families Fun Day - Sat 25 Jun 11
 - b. Corps Sunday Service - Sun 26 Jun 11
 - c. Dedication of new standard
 - d. Association Reunion Luncheon.
 - e. Accommodation
 - f. Transport
10. Remembrance Sunday 13 Nov 11 (London Cenotaph)
11. Regional Reports
12. RAMC Assn Webmaster's Report:
13. Date for next meeting Thu 17 May 12 (Provisional).