

# RSL Newman Sub-Branch



## Member meeting

Discuss and finalise arrangements for Vietnam Veterans Day Service

When 30 Jul 2021 at 03:06

Location: William Lynas Club, William Lynas Club

Chairperson Ian Thompson

Minute taker Ian Thompson

Present WO2 Dean Caple , Robert Deans , Ian Thompson (Committee member, Treasurer, Secretary), Mark Jonathan Ward

Apologies Selena Casey , Allen Ronald Cooper , Barry Middleton

## Minutes

### 1. Welcome

Welcome to those in attendance

### 2. Vietnam Veterans Day Service

Copies of last year's service were distributed.

The Service will be held at 17:00 on 18th August 2021 at the RSL Memorial, Shire Gardens

## 2.1. Conduct of service

The members present were happy with last year's format and decided to keep the same for simplicity.

Selena has arranged the paperwork and application for Permit with the Shire.

We have the Covid QR code sheet for the event.

Mark will conduct the service with Ian preparing as back-up (Mark needs to be away depending on outcome of partner's illness).

Selena has ordered the wreath. Mark requested we order another to be laid for the Indigenous soldiers.

Mark has requested the flags be flown at half mast from the morning of the Service.

 [2020\\_Address\\_-\\_Long\\_Tan.docx](#)

 [2020-Long\\_Tan\\_service.pdf](#)

 [SafeWApack\\_rslMemori\\_6101547f29f96920e2a5....pdf](#)

### Tasks

- Second wreath to be ordered for service.  
Assignee: Selena Casey  
Due date: 03 Aug 2021
- Install and set flags at half mast at the Memorial  
Assignee: Mark Jonathan Ward  
Due date: 18 Aug 2021
- Order of Service to be finalised and distributed to members  
Assignee: Ian Thompson  
Due date: 11 Aug 2021
- PA and CD to be checked and tested  
Assignee: Ian Thompson  
Due date: 08 Aug 2021

## 2.2. Checks at Memorial

Flag pole halyard cords to be checked for deterioration.

Shire to be asked to have the lawns mowed prior to the Service.

Riffles to be prepped - new securing bolt needed.

Prep Service flags for the Rosemary Garden.

### Tasks

- Flag pole halyard cords to be checked  
Assignee: Robert Deans  
Due date: 09 Aug 2021
- Request Shire to mow lawns at the Shire Gardens, prior to service..  
Assignee: Ian Thompson  
Due date: 06 Aug 2021
- Source & prep new bolt to secure crossed riffles on Memorial  
Assignee: Ian Thompson  
Due date: 11 Aug 2021
- Check and install Service flags at the Rosemary Garden  
Assignee: Ian Thompson  
Due date: 18 Aug 2021

### 3. Fundraising

Selena was unable to attend the meeting.

Selena is holding fundraising stalls at the Boulevard Shopping Centre over the few weekends, leading up to Vietnam Veterans Day.

### 4. Date for AGM

Dates for the 2021 AGM were discussed and 26th August was decided

#### Decision

AGM to be held 26th August 2021

#### Tasks

- Notice of meeting to be distributed and advertised  
Assignee: Ian Thompson  
Due date: 09 Aug 2021
- Notice of meeting to be distributed and advertised m(with Ian)  
Assignee: Selena Casey  
Due date: 09 Aug 2021

### 5. Close

Recital of Ode

Thanks to members who attended.

No date set for next meeting

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*End of minutes.  
Summary of matters arising are tabled on the following page.*

# Minutes of Member meeting on 30 Jul 2021

## Summary of Matters Arising

### Decisions

Item Decision

4. AGM to be held 26th August 2021

### Tasks

Item	Task	Assigned to	Due date
2.1	Second wreath to be ordered for service.	Selena Casey	03 Aug 2021
2.1	Install and set flags at half mast at the Memorial	Mark Jonathan Ward	18 Aug 2021
2.1	Order of Service to be finalised and distributed to members	Ian Thompson	11 Aug 2021
2.1	PA and CD to be checked and tested	Ian Thompson	08 Aug 2021
2.2	Flag pole halyard cords to be checked	Robert Deans	09 Aug 2021
2.2	Request Shire to mow lawns at the Shire Gardens, prior to service..	Ian Thompson	06 Aug 2021
2.2	Source & prep new bolt to secure crossed riffles on Memorial	Ian Thompson	11 Aug 2021
2.2	Check and install Service flags at the Roemary Garden	Ian Thompson	18 Aug 2021
4.	Notice of meeting to be distributed and advertised	Ian Thompson	09 Aug 2021
4.	Notice of meeting to be distributed and advertised m(with Ian)	Selena Casey	09 Aug 2021

## Summary of Attachments

### Attachments

Item File Name

- 2.1. [2020\\_Address\\_-\\_Long\\_Tan.docx](#)  
[2020-Long\\_Tan\\_service.pdf](#)  
[SafeWApack\\_rslMemori\\_6101547f29f96920e2a5....pdf](#)

Attachments can be found under your TidyHQ admin account at:  
Storage > Meetings > [Member meeting](#)