



## Maritime Warfare School

Officers' Association  
HMS COLLINGWOOD  
Newgate Lane  
FAREHAM  
PO14 1AS

29 May 18

### **MINUTES OF A SPECIAL COMMITTEE MEETING OF HMS COLLINGWOOD OFFICERS' ASSOCIATION HELD AT HMS COLLINGWOOD ON 14 MAY 2018**

Present:

Cdre A. Whyntie	Chairman
Lt. Cdr. D. L. Howe	Vice Chairman
Lt Cdr T.C. James	
Lt Cdr J. R. D Rouse	A/Sec

#### **1. APOLOGIES**

Apologies were received from, Capt J. Palmer, Lt Cdr M Churchill Lt Cdr J. R Laurie

#### **2. MINUTES OF THE LAST MEETING HELD ON 5 APR 18**

With one change to paragraph 6, "refused" to be changed to "unable", the minutes were accepted; proposed by Lt Cdr James and seconded by Cdre Whyntie.

#### **3. MATTERS ARISING**

a. Cdre Whyntie/Lt Cdr Churchill to produce and send a targeted invitation letter to members who may be interested in joining the Committee.

Cdre Whyntie reported that he had written to 9 people and all had responded. Colin Brookes, Martin Carr, Derek Coombes, Nick Quine and David Rook all said that they would be keen to join at various intervals. Cdre Whyntie said that he would organise sponsors and seconders.

**Action Complete**

b. Lt Cdr James to send the booking form to HMS NELSON Volunteer Band for Fri 26 Oct 18.

Lt Cdr James reported that he was in contact with the band and the event was in their diary. Lt Cdr James said he would be the main sponsor for the event.

**Action Complete**

c. Cdre Whyntie/Lt Cdr James to produce and send a letter to the attendees of the Spring Ball apologising for the food.

There had been little feedback from the letters, except for a few saying 'thank you' for the letter.

**Action Complete**

d. An announcement to be sent out to members informing them of the cancellation of the OA Summer Ball.

**Action Complete**

e. Lt Cdr Churchill to cancel the booking for the band for the Summer Ball, also, to confirm cancellation of the OA Summer Ball with the WRMM and Mess Treasurer.

**Action Complete**

f. Lt Cdr Churchill to investigate and advise on the revamp of function flyers.

Cdre Whyntie said the style would remain unchanged but a photo of the band may possibly be added.

**Action Ongoing**

g. As well as using bank/building society addresses, Lt Cdr Churchill to investigate the possibility of using the Pensions Dept. at CENTURION to locate 'lost' members.

**Action Ongoing**

#### **4. SUCCESSION PLAN**

The Chairman had produced a table giving details of the Committee positions, current holders and dates of appointment. He tasked Lt Cdr Howe, as Vice Chairman, to have a look at all the roles to determine the individual responsibilities and the time spent on each duty.

**Action Lt Cdr Howe**

#### **5. GDPR**

Cdre Whyntie, Chairman, said he would make a statement on GDPR at the AGM. He asked for GDPR to be put on the agenda.

**Action A/Sec**

#### **6. AOB**

a. Cdre Whyntie, Chairman, asked the Committee to make sure all necessary AGM paperwork was produced and copied in advance of the meeting.

b. Lt Cdr James suggested that the OA events should be spaced out a little more than they had been in the past. The Chairman said he would ask the attendees at the AGM for their preference date for the Winter/Spring Ball. Annual Social Programme to be agenda item at the AGM.

**Action A/Sec**

c. Cdre Whyntie gave details of a potential project of interest. He would make further investigations and report back to the Committee idc.

**Action Chairman**

#### **10. DONM**

Sun 1 Jul 18 at 1030 before the AGM at 1130.

Wed 5 Sep 18 at 1230

Wed 5 Dec 18 at 1230

Wed 6 Mar 19 at 1230

Sun 9 Jun 19 at 1030 before AGM at 1130

Janice Rouse  
Lieutenant Commander,  
OA A/Sec

Distribution:

Committee Members  
Wardroom Mess Treasurer  
WRNB