



## National Defence Academy Alumni Association (Australia Chapter)

### Quarterly Meeting Minutes

17 Nov 2018

### Meeting Number: IV/2018

Venue: The Nayyar residence (22 Wheatland Crescent, Dingley Village, VIC 3172)

Attendance: AS; SSa; AN; RS; SSr; RK; SP

Apologies: Nil

Item	Topic	Points for Noting/Action	Remarks
1	Confirm Minutes Meeting III/2018	Minutes confirmed by RK; Seconded by AN	
2	Incorporating NDAAA(AC)	<ul style="list-style-type: none"><li>Agreed to incorporate in Victoria. Secretary to submit application preferably before 31 Dec. Action: SSr</li><li>Modified Rules (i.e., constitution) based on relevant legislation to be amended as discussed. Action: SSr</li><li>New Exec Committee to comprise of President (AS); VP (RS); Treasurer (RK); Secy (SSr).</li><li>Membership fee changed to \$100 per year. Those who have overpaid to be re-imbursed or their fee rolled over for subsequent years (this does not apply to Founder members). Action: RK</li></ul>	
3	Policy on hosting dignitaries and gifts	To be decided on a case-by-case basis.	
4	Progress on merchandising	<ul style="list-style-type: none"><li>Get designed approved by circulation. Action: RK</li><li>Neck tie to be sent to all members (payment from membership fee).</li></ul>	
5.	Official letterhead logo and stationery	SSr to get design approved by circulation for e-stationery	
6	Membership recruitment -- members to report	AS pursuing payment from four members. SSr pursuing one potential member from Adelaide and one from Perth.	
7	Feedback on Website	Draft site approved. Site expected to go live by 24 Nov. Action: SSr.	
8.	Treasurer's report	Balance on date: \$2,661.	
9.	Chairperson's report	Covered in the Incorporation discussion (Agenda point 2 above)	
10.	Other matters	Nil	
11.	Next Meeting	<ul style="list-style-type: none"><li>Venue: SP's residence</li><li>Date: 02 Mar</li><li>Agenda: to be confirmed</li></ul>	

AS: Arvind Sinha; SSa: Sudhir Sakhua, AN: Anil Nayyar; RS: Rajiv Seth; SSr: Samir Shrivastava; RK: Rakesh Keswan; SP: Suresh Panghal





## National Defence Academy Alumni Association (Australia Chapter)

### Quarterly Meeting Minutes

4 Aug 18

### Meeting Number: III/2018

Venue: The Kaswan residence (28 Dash Dr, Cranbourne East, VIC 3977)

Attendance: AS; SSa; AN; RS; SSr; RK; SP

Apologies: Nil

Item	Topic	Points for Noting/Action	Remarks
1	Minutes Meeting II/2018	<ul style="list-style-type: none"> <li>Confirmed (Proposed: SSa; Seconded: RS)</li> </ul>	
2	Joining & Membership Fees	<ul style="list-style-type: none"> <li>FY 17-18-19: Membership fees of founder members to apply for 2018-19.</li> <li>All membership fees to be applicable for the financial year (01 Jul to 30 Jun).</li> <li>Membership fees to be prorated on a monthly basis for new members in their first year</li> <li>No one-off \$100 application/joining fee; annual membership fee to be \$200 (motion passed 4-3).</li> <li>No fees from members above 75 years of age.</li> <li>Lifetime membership: Age/Retired: To be decided later</li> <li>Honorary membership: Criteria to be decided later</li> <li>Membership: Welcome Note : draft to be prepared and circulated by SSr</li> </ul>	Welcome letters to be sent to those who have paid their fees.
3	Membership Status	<ul style="list-style-type: none"> <li>Granted: Numbers &amp; Welcome Note: 11 (welcome note to be sent)               <ul style="list-style-type: none"> <li>In Process: Numbers: One plus several located inter-state; AS is liaising                   <ul style="list-style-type: none"> <li>One-on-One: Initiatives: Founder members are urged to contact ex-NDAs                       <ul style="list-style-type: none"> <li>Database: RS and SSr to respectively maintain National and Victoria membership databases</li> </ul> </li> </ul> </li> </ul> </li> </ul>	
4	Funds Status	<ul style="list-style-type: none"> <li>Balance: \$3,100</li> <li>In Process: \$200</li> </ul>	
5	National/ State yearly	<ul style="list-style-type: none"> <li>Program</li> </ul>	



	meeting	<ul style="list-style-type: none"> <li>• Venue</li> <li>• Methodology</li> </ul> <p>To be confirmed later. The first meeting will be held in 2019.</p>	
6	Website	<ul style="list-style-type: none"> <li>• Contents: Additions/Deletions</li> <li>• Launch</li> </ul> <p>Draft design approved. Members complimented SSr. SP to share details of a service provider in India who can cost-effectively design and host the website. RS and SSr to liaise with each other and launch the website after taking approval of expenses, etc.</p>	
7	Charter	<ul style="list-style-type: none"> <li>• Appendices: Completion</li> </ul> <p>AS to action as necessary.</p>	
8	Merchandise	<ul style="list-style-type: none"> <li>• Formal</li> <li>• Informal</li> </ul> <p>RK to finalise designs and obtain quotes including for an item (NDA tie?) to be sent to all new members.</p>	
9	NDA Central Membership	<ul style="list-style-type: none"> <li>• Applications: Submissions</li> <li>• Despatch: Method</li> </ul> <p>RS to liaise and organise this.</p>	
9	Visitors Book & Archive Register	<ul style="list-style-type: none"> <li>• Launch</li> <li>• Contents</li> </ul> <p>Approved. Founding members signed the Visitor book. Members complimented RK for taking the initiative.</p>	
10	News Letter Status	<ul style="list-style-type: none"> <li>• Structure &amp; Contents</li> </ul> <p>To be actioned by Sanu Kainikara (ACT)</p>	
11	Meetings: Food & Beverages	<ul style="list-style-type: none"> <li>• Standardisation of practice</li> </ul> <p>For all future meetings hosts will not cater for any main dishes, dessert, and liquor. They will only provide rice/chapatis/salads/soft drinks. Secretary Ladies will liaise and make decisions.</p>	
12	Excursion status	<ul style="list-style-type: none"> <li>• Arrangements: Finalisation</li> </ul> <p>SP confirmed all the details. Two day excursion with families to go ahead as planned. Members thanked SP for organising this.</p>	
13	Ladies	<ul style="list-style-type: none"> <li>• Points for consideration:</li> </ul> <p>NIL</p>	
14	New Points	<ul style="list-style-type: none"> <li>• Discussions:</li> </ul> <p>Nil</p>	
15	Next Meeting	<ul style="list-style-type: none"> <li>• Venue: The Nayyar Niwas (22 Wheatland Crescent, Dingley Village</li> <li>• Date: 17 Nov</li> <li>• Agenda: to be confirmed</li> <li>• Activities: to be confirmed</li> </ul>	



AS: Arvind Sinha; SSa: Sudhir Sakhuja, AN: Anil Nayyar; RS: Rajiv Seth; SSr: Samir Shrivastava; RK: Rakesh Keswan; SP: Suresh Panghal

