

**WICEN (Vic) Inc. Committee of Management**  
**DRAFT Minutes of meeting – Thursday 13 October 2011**

**Meeting commenced** – 2000 hrs

**Venue** – Monash Street, Box Hill South

**Appointment of State Coordinator** – **Moved** VK3FGC, **Seconded** VK3ZR ‘That John Kerr VK3BAF be appointed State Coordinator’.

1. **Attendance** – VK3s BAF (in Chair), XDE, ZR, FGC, CVF, YYF. VK3FR (Minutes)
2. **Apologies** – Nil
3. **Minutes of previous meeting** – **Moved** VK3ZR, **Seconded** VK3FGC ‘That the minutes of the previous meeting be confirmed’.
4. **Business arising from minutes**
  - **Role of WIA in providing Emergency Communications** – Response to WICEN (Vic) submission received from WIA. Secretary to place copy of the response on the WICEN (Vic) website.
  - **Removal of equipment at Attwood Police Site** – VK3FGC has informed the Police State Emergency Response Coordinator of the termination of the HF capability from VPC. The UHF link antenna and cabling is still in-situ at VPC.
  - **Police/MERO Emergency Response contacts** - Following the formation of new Police regions, VK3FGC to obtain an updated list of the Police HQ locations. Coordinators will still need to contact individual MEROs regarding access to MEMP meetings. Secretary to provide the new WICEN (Vic) PO Box address and updated contact details for inclusion in the Emergency Management Manual update.
  - **ARV/WICEN (VIC) Rules Change Request** – Meeting held with ARV on 26 July 2011. Still waiting to receive information from ARV regarding progress on this matter.

5. **Correspondence**

**Inwards** –

- Membership Information updates
- Emergency Management Manual update forms
- Registration for RACV Trailer
- Email from John Weir/NERG re RACV Trailer and portable repeater antenna replacement

**Outwards** – AGM Notice of Meeting

**Moved** VK3ZR, **Seconded** VK3FGC ‘That the Inward correspondence be received and the Outward confirmed’.

6. **Business arising from correspondence** –

- **RACV Trailer** – State Coordinator to advise NERG that they may have the trailer at no cost on the basis that it will be available for use by WICEN (Vic) when required.
- **Portable Repeater Antenna replacement** – VK3XDE authorised to purchase a suitable replacement antenna for this portable WICEN (Vic) repeater.

7. **Reports**

- **Treasurer**

	<b>07/09/11-11/10/11</b>	<b>Year to 11/10/1</b>
Income	\$3.03	\$208.01
Expenditure	\$647.52	\$1583.25
Account Balance		\$27712.58

**Moved** VK3YYF, **Seconded** VK3XDE ‘That the Treasurers report be accepted.

- **Radio Officer**

**Closure of Attwood HF facility** – The Emergency Management Manual sets out the communication requirements expected from WICEN (Vic). It was agreed that re-establishment of WICEN (Vic) Y2K communications capability would best meet these requirements. To be discussed further at the next meeting.

- **Data**

**Data Capability** - As reported at the AGM, the Data Group have been testing various eMail and Chat applications over recent months. For WICEN (Vic) to be in a position to offer a Data Comms service, CoM agreed that the Data Group should now be requested to work towards a target of having 10 trained operators who have the required equipment and can send emails and 'chat' reliably via HF.

**TRAK Logging capability** – VK3YYF confirmed that Scoring and Chat logs are readily available for printing or electronic delivery as required

- **Publications** - Nil

- **Property** - Nil

- **Membership**

**Membership accreditation proposal** - Region Coordinators will be requested to consider /comment on a proposal that operators joining WICEN (Vic) not be issued with WICEN badges and ID cards until they have been accredited as Message Handlers.

**Membership Badges** – Membership Officer reported that only 9 round badges left in stock. VK3BAF given approval to order another 100.

- **Website**

**Data Section added** - information from the Data Group included in this new section.

- **Emergency Management Meetings** - Nil

## 8. **General Business**

- **Region Structure** - As discussed at the AGM, CoM confirmed that WICEN (Vic) will structure operations using the DHS Region Plan. Appointment of Region Coordinators still to be decided.

- **WICEN Event Commander Instructions** – VK3IFM to continue development

- **Event Donation Cost Calculations** - As a guideline, CoM will suggest that negotiations be based on \$20 per operator, per day.

- **BP Petrol Vouchers** – VK3FGC advised that BP often provide petrol vouchers to assist defray the costs incurred by volunteers participating in community events. Secretary to check eligibility for WICEN events with BP.

## 9. **Next Meeting** - 10 November 2011

**Meeting Closed** - 2155 hrs