**MINUTES - MHSA Inc. Federal Council Meeting- Monday 4 December 2023**

**Present**: Nigel Webster (Chair), Justin Chadwick, Ian Curtis, Terry Dinneen, Ian Foster, John Howard (observer), Katrina Kittel, Russell Paten, Leigh Ryan, Ian Stagoll, Russell Linwood (Secretary)

**Apologies**: Steve Daniher

**Welcome by chair**: ***Nigel Webster*** opened the meeting at 7.35 pm AEDST.

**Previous Minutes**:

The minutes of the previous Federal Council (FC) meeting held on Monday 4 Sep 23 were accepted as a true and accurate record.

Moved: ***Russell Linwood*** Seconded***: Leigh Ryan*** CARRIED

**Business Arising.** Correspondence: Following a question from ***Katrina Kittel*** regarding how the FC operates on matters of giving expert opinion on a matter of military history enquiry, and some debate ensued.

The President explained how the FC reaches a collective view in such circumstances. ***Nigel Webster*** was delegated by FC to address the Kokoda Track or Trail issue.

He undertook to publish the Daryl Binning letter of reply dated 07 October 2023 on the subject some of the content was read out by him at the meeting. ***Russell Linwood*** reminded the FC that its official minutes provided a detailed audit trail of such matters, including the Kokoda Track or Trail issue. Access to the FC Minutes is readily available on the MHSA Inc, Website and the Federal Secretary can also supply these documents if required..

**Fellowship.** A nomination of ***Graham McKenzie-Smith***, AM for elevation to Fellow MHSA was proposed.

Moved: ***Nigel Webster*** Seconded: ***Ian Stagoll*** CARRIED

The President to inform the Western Australian Branch President and coordinate the award presentation.

**General Business.** Several matters were addressed as recorded in following paragraphs.

**Sabretache Editor’s Report**. A pre-circulated report from the Editor, ***Justin Chadwick***, was considered and accepted. This report is at *Attachment 1*. He cited the cost of printed copies which was also raised by him at the AGM. He noted the ongoing popularity of book reviews. The Sabretache Editor’s Report was duly accepted.

**Webmaster’s Report. *Duncan McConnell*** spoke to hispre-circulated report. See *Attachment 2.* An issue apparently faced by at least one new institutional member(The Department of Veteran’s Affairs) in accessing copies of *Sabretache* from the MHSA Inc. website was discussed.

***Duncan McConnell*** advised that he had managed to re-save the links to all copies up to 2010, and at his current work rate, he expected to have the remainder in place by the end of 2023. The current full website upgrade project was also briefly addressed .

There is no change to ***Russell Paten*** overseeing this project, with content input welcome from any member. ***Russell Linwood*** and ***Katrina Kittel*** were thanked for their ongoing role as content/structure reviewers by ***Nigel Webster,*** who also stressed the importance of this means of communicating with a potentially global audience. The Webmaster’s Report was duly accepted.

**Membership Report.** A report was pre-circulated by the Membership Officer ***Ian Curtis***, who graciously participated in this FC to complete his duties with this report. See *Attachment 3*. He thanked branches for improved reporting and pointed out the vital requirement for accuracy and timeliness. ***Russell Linwood*** requested that the practice of providing the Secretary a copy of current membership records be resumed.

This is a sensible contingency to reduce the potential/accidental loss of such records and is an administrative practice that has been in place for some time. ***Nigel Webster*** thanked the outgoing Membership Officer for his service in that role on the occasion of standing down as a Federal Councillor and the Membership Officer, ***Ian Curtis*** needs to be replaced, and all FC were invited to identify and nominate a replacement Membership Officer without delay. The Membership Report was duly accepted.

**Funding support to the Website project**. ***Russell Paten*** provided an overview of the project and sought that funding of $2,000 to be allocated to it, under his project management to enable development costs to be met.

Moved: ***Russell Patten*** Seconded: ***Nigel Webster*** CARRIED

**Membership benefits/Survey.** A range of pre-meeting email consultations, initiated by Katrina Kittel on what might best constitute what members might really want by way of membership benefits has occurred since the last FC meeting. Suggested methods of identifying such needs included a survey.

These consultations informed the full FC’s consideration of the matter during the 4 Dec 23 meeting. Discussion ensued on the core content to be used in a survey aimed at identifying limited demographic data, and what benefits members might most value.

It was resolved that a brief range of questions be drafted for inclusion by the President in an MHSA-wide generic greeting email. Action officers were agreed to be ***Katrina Kittel, Russell Linwood*** and ***Justin Chadwick*** who would combine their efforts to supply this ‘product’ to the President asap.

There being no further business, the meeting concluded at 8.14 pm (AEDST).

**Date and Time of Next Meeting:**  Monday 4 Mar 24.

Minutes drafted by Secretary ***Russell Linwood*** on 6 Dec 23 and cleared by President ***Nigel Webster*** on 06 Dec 23.