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| **WAHT Meeting 3 Agenda** | | | |
| Meeting Date: | Mon 19 May 14 | Time: | 2100 BST/0800 NZ |
| Chairman: Dick Forsythe | | | |
| Held at | | Online - Skype (video and audio) | |
| File reference: | | WAHT/Trust/10-Meetings | |

#### Distribution and Attendee List

(P indicates that the member was present; T indicates present via teleconference; A indicates absent; AT indicates in attendance; L indicates limited attendance; D indicates distribution only)

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| --- | --- | --- | --- |
| T | Dick Forsythe | A | Richard Ashton |
| T | Gene DeMarco | T | Anthony Demby |
| A | Michael Drayton | A | Phillip Clegg |
| T | Jonathan Martin | A | Russell Savory |
| T | Ben Forsythe | AT | Steve Parker |

#### Item 1. Introduction (DF)

I am away 25 May - 20 Jun sailing and in Muscat and will be in limited email contact throughout. We are poised with the aircraft arriving 7th Jun and need to resolve: their destination (I am at Duxford on Monday to see what they have to offer), funding on offer (auctions) and in work, insurance, improving communication with the SMGWA Trustees as we undertook at the meeting with them, funding for a 4-min documentary on WW1 Aviation Year 1, business planning, management structure and responsibilities, and governance. We need to move forward in my absence and I intend to call Meeting 4 on Jun 23 at 2100 as for next Monday to coincide with when Gene gets to work in NZ.

**Item 2. Meeting 2 RoD**

Attached

**Item 3. Review of Open Actions from Meeting 2**

See Annex A.

#### Item 4. Statement of Accounts

Attached

#### Item 5. Funding

Auction (Bonhams) -

Breitling - Watch/Jacket/Flight x2

Gift aircraft?

Heritage Lottery

Other sources

**Item 6. Insurance**

WAHT Cover - Trustee Indemnity, Public Liability, Hangar Keepers, Free Flights associated with auction. MD meeting with Insurance adviser (Simon Howell)

**Item 7. SMGWA**

Attendance at their meetings?

Line to take to aircraft providers

**Item 8. Documentary Funding**

£500 authorisation?

**Item 9. Business Planning**

Budget to Plan - to be circulated for approval by Meeting 4 - 23 Jun

#### Item 9. Management Structure and Responsibilities

Draft Structure and Responsibilities for approval by Meeting 4 - 23 Jun

#### Item 10. Governance

Draft Policies for approval by Meeting 4 - 23 Jun

#### Item 11. Any Other Business

Quorum - from 3 to 6?

Immediate location of aircraft - Duxford or Old Warden

#### Item 12. Next Meeting.

Date of next meeting Mon 23 Jun 2014 at 2100 BST/0800Z

DICK FORSYTHE

Chief Trustee

**Annex A - Meeting 2 - Open Actions**

| Serial | Item | Remark | Action by |
| --- | --- | --- | --- |
| 2/1 | Change to Banking Mandate - 2 signatures out of 3 signatories (DF, MD, JM) | Awaiting Docs from Barclays | DF |
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