



WAHT Meeting 3 - Record of Decisions			
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)

T	Dick Forsythe	A	Richard Ashton
A	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

Dick Forsythe is away 25 May - 20 Jun sailing and in Muscat and will be in limited email contact throughout. WAHT is poised with the aircraft arriving 7th Jun and we need to resolve: their destination, 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. Much has happened in the week following the meeting. I have listed Open Actions from the meeting and in some instances in the follow up so that we have a central record of activity.

Item 2. Meeting 2 RoD

Decision against Agenda Item: Agreed.

Item 3. Review of Open Actions

Decision against Agenda Item: See Annex A.

Item 4. Statement of Accounts - 11.11.13 - 7.4.14

Decision against Agenda Item: Agreed

Item 5. Funding

Decision against Agenda Item 5a1: It was agreed that Michael Drayton would prosper two lots for Bonham's auction at the Goodwood Revival (Fri 12th Sep) on a pro bono basis:



One of the two Breitling packages - Watch/Jacket/Flight (free)

The 37 Sqn BE2e as a gift to our Trust as a "Presentation" aircraft (£350K reserve).

The decision was conditional on an invitation to Goodwood. (Sec Note: Goodwood Aero Club - Rob Wildeboer extended a verbal invitation (22 May 14) to WAHT for the Revival.

Timeline: By end Jun 14.

Decision against Agenda Item 5a2: A marketing strategy needs to be implemented starting with advertising the Breitling offer. Despite emails and phone calls. Martyn Bowden has not sent DF the Breitling logo and a picture of the Breitling Flying Jacket as requested. Ben Forsythe was going to take over Breitling liaison and confirm to Steve Parker that the text agreed below with Breitling can be posted once the pictures/links have been obtained.

Breitling have very generously offered two Breitling [Chronomats](#) (£7000 each) and a [Breitling pilot jacket](#) (details/picture?) as sponsorship for WAHT to assist in supporting our flying programme this year. We intend to package each watch and jacket with a visit to Stow Maries and a flight in a BE2e. The starting price for each package is £10000. With the money raised we will be able to secure a visit to UK for the summer by a Sopwith Tabloid in which the RNAS conducted the first strategic bombing raid against Zeppelin sheds in Dusseldorf in Nov 1914 and a Nieuport Bebe which was very popular with the RNAS pilots early in the War. If you are interested in bidding for this wonderful opportunity to experience WW1 aviation at first hand with a watch to commemorate the occasion, please contact our Chief Trustee dick.forsythe@ww1aviatioheritagetrust.co.uk . The offer will be open until 23 Jun 14.

Timeline: By end May 14

Decision against Agenda Item 5b: Dick Forsythe had submitted a £96K Project Enquiry -OH-14-00947 (16 May 14) under the Our Heritage Category of the Heritage Lottery Fund which is awaiting a response.

Timeline: By end May 14.

Decision against Agenda Item 5c1: At Gene DeMarco's suggestion a request has gone to Cyma Petroleum (UK) Ltd for 600 gals of AVGAS.

Timeline: By end May 14.

Decision against Agenda Item 5c2: RAF 100 (Wg Cdr Ian Sharrocks) has put Dick Forsythe in touch with Paul Beaver who amongst other things facilitates interaction with aviation and the City. He has been pressed to provide/identify a suitable fund-raising events to auction the other Breitling offering and potentially other "presentation" aircraft in the future.

Timeline: By end Jun14

Item 6. Insurance

Decision against Agenda Item: Notwithstanding TVAL's global Item C cover for their aircraft, it was essential that WAHT was covered for Trustee Indemnity, Public Liability, Hangar Keepers, and Free Flights associated with auction. It was agreed that Michael Drayton would meet with Simon Howell an aviation insurance specialist to establish the precise requirements and obtain a quote.



Timeline: By end May 14

Item 7. SMGWA

Decision against Agenda Item 7a: A record of the meeting with the SMGWA Trustees and a draft Membership policy was agreed and was sent to the Trustees after the meeting (20 May 14). The RoD stated that WAHT would not bring its aircraft to Stow Maries unless the temporary hangar was ready, Russell was re-instated to ensure flying operations were conducted safely and site activities were properly co-ordinated, and the SMGWA Trustees adopted a membership policy giving the volunteers voting rights iaw their articles of association so as not to preclude funding from institutional sources where volunteers operate. It was agreed that any greater cooperation with the SMGWA Trustees should await the outcome of the various meetings with the Maldon Council, EHL & NHMF during Jun 14.

Timeline: Review at WAHT Meeting 4 - 23 Jun.

Decision against Agenda Item 7b: Javier Arango has promised the Tabloid and possibly one other on the basis of the synergy created by basing WAHT aircraft at Stow Maries. With funding, other artefacts from NZ could be brought over to start the creation of diorama at Stow Maries. It was agreed that the line to take with these international stakeholders that the delay in arriving at Stow Maries was down to the hangar delays.

Timeline: Review at next meeting - 23 Jun 14.

Item 8. Documentary Funding

Decision against Agenda Item 8: WAHT's single object is to advance education in the evolution of military aviation and the courage of the aircrew. It was agreed that up to £500 would be authorised for a ~4 minute documentary subject to a proposal from Ben Drayton who was going to do most of the research and editing. The documentary was to demonstrate the key aviation events of the first year of WW1 - BEF Deployment, RNAS Bombing of the Zeppelin sheds and the Fokker Scourge - using primarily archive footage with a small WAHT promotional bias at the end. Dick Forsythe was to seek suitable links with TVAL video sources (Sec Note - Action now with Gene DeMarco)

Timeline: By end May 14.

Item 9. Business Planning

Decision against Agenda Item 9: The draft Business Plan and Budget is currently under review by Richard Ashton.

Timeline: It will be circulated for approval at Meeting 4 - 23 Jun.

Item 10. Management Structure and Responsibilities

Decision against Agenda Item 10: A Draft Management Structure and Responsibilities had been circulated.

Timeline: For approval at Meeting 4 - 23 Jun



Item 11. Governance

Decision against Agenda Item 11: Draft Governance Policies had been circulated (OneDrive\Trust\Draft Policies).

Timeline: For approval at Meeting 4 - 23 Jun

Item 12. Any Other Business

Decision against Agenda Item 12: With the increase in Trustees to 8, it was agreed the Quorum figure should be increased from 3 to 5. Dick Forsythe would ensure the changes were reflected in the Articles of Association held at the Charity Commission and Companies House.

Timeline: By end June 14.

Item 13. Next Meeting.

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

A handwritten signature in black ink, appearing to read "Dick Forsythe", is centered on a light-colored rectangular background.

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
3/1	Bonham's agreement to WAHT lots Breitling package and Gift aircraft at Revival auction	MD to liaise with Jamie Knight Bonhams	MD
3/2	Responsibility for Breitling liaison and advertising package	BF to orchestrate Blog post with Steve P	BF
3/3	HLF "Our Heritage" Project Enquiry	DF to submit full application when agreed	DF
3/4	Paul Beaver generated fundraising opportunities	DF to Lead	DF
3/4	WAHT Insurance requirements inc Trustee indemnity	MD to meet Simon Howell and progress proposal for approval at meeting 4	MD
3/6	SMGWA cooperation	All to await outcome of Jun meetings	All
3/6	External Line to Take - Delay in arrival at Stow Maries due to hangar delay exclusively	For review 23 Jun 14	All
3/7	Provisional agreement to £500 fee for ~4 min documentary on WW1 aviation Aug 14 - Jul 15 subject to proposal	DF to circulate Proposal on receipt	DF
3/8	Business Plan/Budget, Management Structure and Responsibilities and WAHT Operating Policies to be adopted	Agreement required at Meeting 4	All



3/9	Post meeting - Contracts with Flight Restorers, TVAL, Duxford to be agreed	JM to lead with assistance from GDM	JM
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