Minutes of Sub-committee (News Letter) Meeting held in the Staff Quarters. Loseworthy Agricultural College. on April 30. 1945 at 1 p.m.

Present. Chairman. Messrs. Schinckel, Jones & Bellon (Secretary). On the motion of Mr. Jones seconded by Mr. Bellon, Mr. Schinckel was appointed Chairman.

Terms of Reference. The terms of reference were read as set out in the Annual General Meeting minutes, March 2. 1945.

Finance. In view of the fact that the terms of reference were of a general nature & that no specific finance had been voted it was decided to submit estimates of cost of various forms of printing to the committee for approval before the first News Letter was put into print; but to have all data prepared in readiness for publication as soon as such approval had been given.

Allocation of Duties. It was decided that each member of the Sub-committee should attend to the following details:-
Mr. Schinckel to draft the first publication.
Mr. Jones to list names & address of all servicemen, R.O.C.A. members & potential members & prepare envelopes for the first despatch.

Br. Keller to formulate details of costs of printing in the various forms.

Form of Newsletter.

It was decided that the first issue should contain the following matter:-
Aims & objects of the Newsletter by the President.
Message to recipients from the Principal.
Summary of minutes of A.G.M.
Request for news or the want of news from recipients.
A feature of this first copy to be the bid to enrol new members or to re-enrol old members. In this respect a separate form of application for membership to accompany the first newsletter to all potential members.

Resolution.

On the motion of Br Jones seconded by Br. Schinckel it was resolved: 'That we bring to the notice of the Committee the fact that as a supplement to the Newsletter as a means of awakening interest in the Association it would be advisable to resume social gatherings, sporting fixtures etc. as soon as possible.

The meeting was then closed at 2.45 p.m.

D. Keller.
Hon. Sec.