

Membership Administration Manual

Model Flying New Zealand

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MFNZ Membership Administration documents

All the documents referred to in this document (including this document) are available on the MFNZ website under the "Clubs" tile [MFNZ Membership Administration](#)

MFNZ Membership Affiliation Process

Affiliation Process Overview

MFNZ has been working to modernize its membership affiliation system. The intention is to convert the process to a computer based system.

For a pictorial overview of the club administration process there are two flow charts, one in Appendix A (MFNZ Club Administration process) and the other Appendix B (MFNZ Membership Affiliation process) at the end of this document. These can also be downloaded from the MFNZ website.

Electronic spreadsheets will be used as the primary method of membership communication between the clubs and MFNZ. An email will be sent to each club with a spreadsheet attached. The spreadsheet will list all club members and their relevant details. Starting at the top all current financial club members will be listed in alphabetical order by their surname. Following on, the list details club members that were financial in the previous year but aren't for the current year. These are also listed in alphabetical order by the surname.

Information that can be sent using the spreadsheet includes:

- Membership affiliation payments (set the Financial column to True for members that you wish to affiliate
- Change of address or contact details (email, phone & mobile)
- New member affiliation

Spreadsheet File Name

The spreadsheet will use the following file name format

XX-ClubList 2017-18.xlsx

Where XX is your club number and the latter part of the file name lists the financial year. When you affiliate members please use the spreadsheet with the appropriate financial year listed in the file name.

To ensure that previous changes are not "undone" make sure you send your affiliations in the latest spreadsheet. To check the version of the spreadsheet, the final column, titled "Office Use", contains the date that the spreadsheet was created.

When using other spreadsheet editors, such as Open Office you need to retain the spreadsheet format as the Excel format *.XLSX when saving the spreadsheet otherwise some of the data will be corrupted in the conversion process.

You're welcome to update the file name but please retain the club number and the financial year in the name.

Noting Spreadsheet Changes

To assist keeping track of your updates, a new column titled "Club Use" has been added next to the "Financial" column. You can make notes on changes that have been made i.e. put an X against everyone that you've affiliated in this column.

Current Member Re-affiliation

Below the current financial members is a list of members that have paid last year but have not paid for MFNZ membership for the current year. To affiliate one of these members simply set the "Financial" column from False to True and return the spreadsheet.

New Member Affiliation

The spreadsheet can be used for new member affiliations. To do this, select a new row at the bottom of the spreadsheet and type in the new member's details in the appropriate columns. Identify they are a new member by setting the MFNZ number to 0. You do not need to send the original affiliation form but clubs should retain the form as it contains the acknowledgement of the MFNZ Privacy Act agreement.

Please note that details such as birthday and occupation are required by the Companies Office for all members of an Incorporated Society.

For family memberships, list each member of the family separately in a new row.

The membership fees for the current financial year will be listed on the MFNZ website. Select the tile "Membership Info" for details.

New members affiliating after 1st November need only pay half fees.

New affiliations joining after January can be affiliated for the forthcoming financial year. They will be required to pay full fee. Note that the MFNZ insurance coverage allows for a three month grace period of coverage for new financial members. Please ensure that the affiliation is added to the appropriate financial period spreadsheet.

New Member Affiliation Form

New members joining MFNZ will need to fill out an affiliation form. The affiliation form can be downloaded from the MFNZ website.

[MFNZ New Member Affiliation Form](#)

The form works best when opened with either Word or Open Office application such as Libre. This allows graphical boxes to print correctly.

Note that your club application form could be modified to include the MFNZ affiliation form, requiring applicants to only fill a single form. The club application will need to be modified to include the MFNZ Privacy act clause.

Removing Unaffiliated Members

Previously affiliated club members, who have not paid for the previous year, will be automatically removed from your replacement club spreadsheet for the next new financial year. Note that they are not removed from the database!

Returning Member Affiliations

To add returning members back onto your club that have been removed from your list simply add them to a fresh row at the bottom of the spreadsheet. Note their MFNZ number, First Name & Surname and set the "Financial" column to True. The remainder of their details will still be on record but fill those out as well if you think they have changed.

Type of MFNZ membership

NZMAA bylaw 1.1 is worth reading. [NZMAA Bylaws](#)

They describe the different types of membership and the rules are surrounding the classification of each type of membership.

Notably, a Senior member shall be a person 18 years of age or over as at the 1st April each year. It's also worth noting that Junior members that live at home and remain full time students, can retain Family Included membership when they become a Senior member.

Temporary MFNZ membership

Temporary MFNZ membership is available for a period of 30 days. See [MFNZ Membership Information](#) for fees and the [NZMAA bylaws](#) detail the rights of Temporary members.

New Affiliation Year

The MFNZ financial year runs from 1st April until 31st March the following year. Affiliation fees for all returning club members needs to be paid by 1st April, before the beginning of the financial year. To facilitate this, spreadsheets for the new financial year will be emailed to all clubs in January. The spreadsheet file name will list the appropriate financial year and will have the "Financial" column set to False for all members.

MFNZ Payments

As much as the banks would like to think they would like to be rid of cheques, it seems like a lot of our clubs require double signatures on cheques and can therefore not use online banking. The best way to pay MFNZ, if double signatures are required on the cheques, is to bank the cheque directly to MFNZ at any ANZ branch.

The MFNZ bank account number is :

01 0242 0170053 00

Please note your club name and number as reference on the deposit.

Spreadsheet rules

The idea is that the spreadsheets are machine readable... To facilitate this, there are a few things that can't change in the spreadsheet

The column titles must remain unchanged... i.e. as far as the machine is concerned "MFNZNum" and "MFNZ Num" are two totally different data objects and the one with the space will be ignored!

The column titles must remain on the top row of the spreadsheet

The data-type must remain the same in each column. This requires:

- Columns with numbers can only contain numbers ...
- True/ False columns can only contain one of those two statements...
- Date columns must have a recognisable date. If you use the format.. dd/mm/yyyy (30/5/2017) it can't go wrong!

Don't add additional sheets to the spreadsheet. The import process will import ALL sheets. We could potentially end up with multiple copies of the member's records.

When using other spreadsheet editors, such as Open Office you need to retain the spreadsheet format as an Excel format (*.xlsx) when saving the spreadsheet.

If you stick to these rules then it'll all work hunky dory. You can add rows and columns, format with highlights, hide columns and rows, sort the order and the machine will still read it fine!

Spreadsheet Assistance!

To assist club administrators with the use of the spreadsheets, I've put a couple of articles on the MFNZ website under the "Clubs" tile.

[MFNZ spreadsheet tips and tricks](#)

The first is a “Tips and Tricks” document with a variety of ideas that will make the spreadsheets more manageable for your needs. It’s mostly simple editing and formatting techniques that could prove helpful.

[MFNZ Spreadsheet Legend](#)

I’ve documented the details of each the columns in the spreadsheet in a Legend. This describes the use of each column in the spreadsheet and the syntax that is used in that column.

Model Flying World only subscribers

There are some folks that have given up flying but want to stay in touch with MFNZ. For a minimal fee (See [MFNZ Membership Information](#))they can still have the Model Flying World magazine delivered. These guys will appear in your spreadsheet with the SubCat column set to Mag.

MFNZ Summary of Affiliations and Costs spreadsheet

This form provides the numbers of each membership category to be affiliated and the total number of members to be affiliated. These details can be checked against entries in the database and confirm that the membership information provided tallies. You can also include the number of name badges ordered. Attach this file to an email with the membership affiliation spreadsheet and send to the MFNZ Membership Administrator. Note that this spreadsheet contains formulas that will automatically calculate the costs according to the numbers entered in the “NO. OF MEMBERS OR BADGES” column.

Wings Qualification Application

Every application for a Wings Proficiency qualification presented to MFNZ must be accompanied with documentation from the examiner. The examiner must use the new documentation prescribed by the Wings Qualification scheme. The documentation is available on the MFNZ website [Wings Proficiency Documentation](#). Wings Proficiency qualifications will not be processed until the documentation is received. The documentation should be sent electronically. There is no requirement for the actual paperwork to be received by the Membership Administrator.

MFNZ Membership cards



Every financial member of MFNZ will receive a membership card, like the one in the diagram. The membership card is valid for the current financial year, with the expiry date of the card being displayed on the bottom right-hand corner. The cards for each financial year will be of a particular colour to allow folks to easily identify the year the card is valid.

When MFNZ receives payment and notification of a member's affiliation from a club, a new card will be supplied to the club administrator. When new wings qualifications or wings roles are attained by a member, a replacement card will be supplied with the new information.

The wings qualifications will be listed in a single row. Two letter short codes will be used to describe each wings qualification, with the exception of the supplemental wings qualifications. For a full list of the wings qualifications please refer to the MFNZ Membership Spreadsheet Legend document located on the MFNZ website.

Below the list of Wings Qualifications is a list of the members Wings Roles. Currently there are three Wings Roles,

- Examiner
- Instructor
- LMI (Large Model Inspector)

Previously instructors were divided into three disciplines. Fixed wing, helicopter and helicopter turbine. In the new scheme the instructor roles have all been combined. A member that has been granted the role of Instructor by a club can now instruct in any discipline that they hold a wings badge.

Name Badges

MFNZ can supply members with optional Name badges. The badges measures 75mm x 30mm with a pin on the back. The current cost is \$15 per badge.



This is an example of the "Life Member" Name Badge.

To apply for a name badge download the application spreadsheet "MFNZ Name Badge Order.xlsx" from the MFNZ website.

The column "Name Required on Badge" requires the exact name to be placed on the badge. You can put nicknames in here if the members require. You'll need to enter any capitalisation and spaces correctly as this is the exact text that will be placed on the name badge.

The column Type of Badge has a drop down list. Please select one of the four types of badge.

Normal	Includes Members name and an optional Club Name
Helicopter	Has a graphic of a helicopter included
MultiRotor	Has a graphic of a multirotor included
Life Member	Includes the text "LIFE MEMBER" at the base of the badge

The Club Name column is included to allow club members that regularly move location to not have the club name printed on the badge. Select "Yes" for the club name to be printed on the badge.

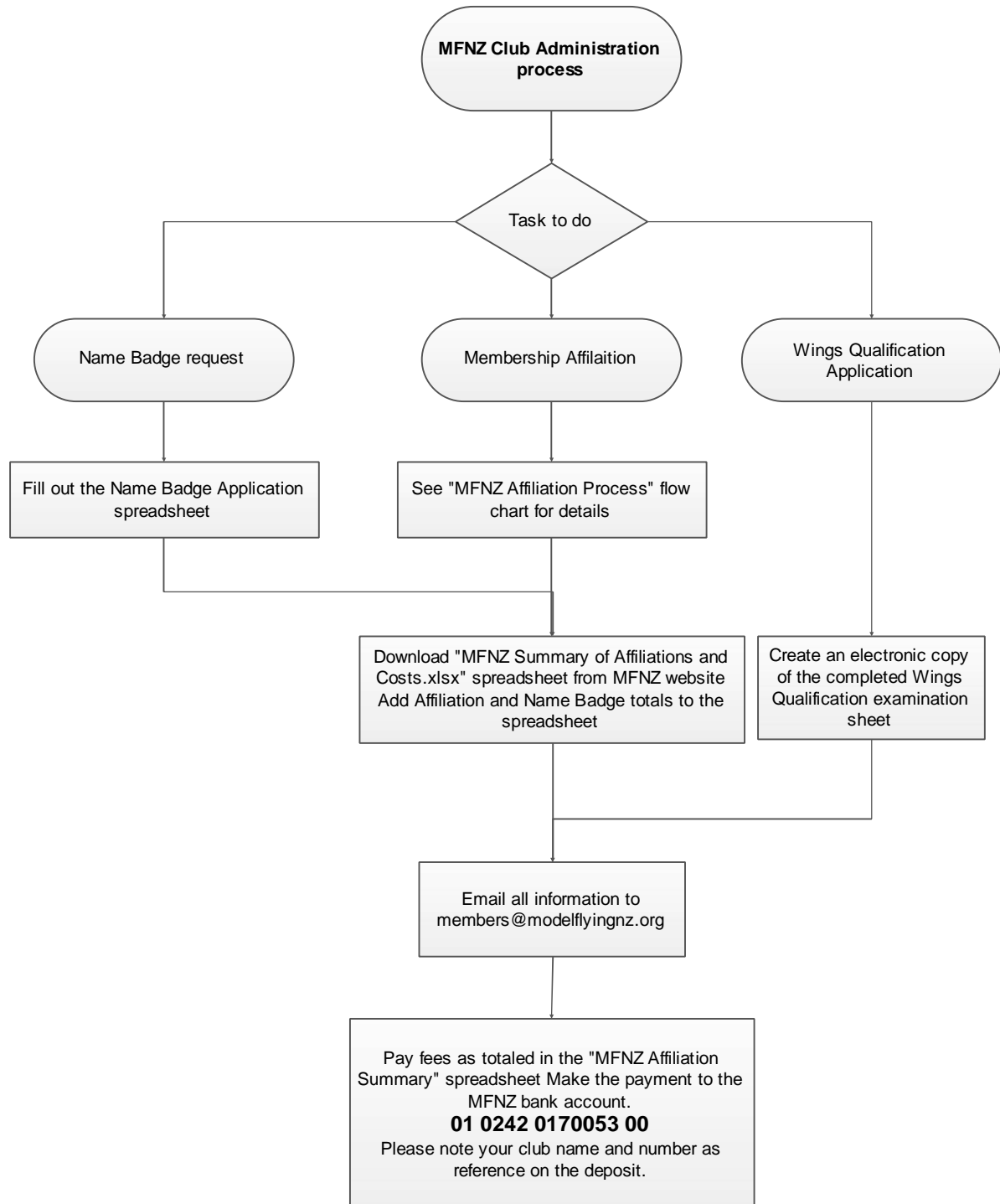
Please enter the number of Name Badges requested in your "MFNZ Summary of Affiliations and Costs spreadsheet" and send both spreadsheets to the Membership Administrator.

Model Flying World Magazine

All current members of MFNZ will receive a regular MFNZ magazine "Model Flying World". By default folks will be supplied with a paper edition of the magazine but on request (email me) the subscription to the magazine can be converted to a digital subscription. Members on the digital subscription will receive an email when the magazine is published that will include a link to an online copy of the magazine PDF.

If postal copies of the magazine have been returned with the address marked as undeliverable they will be noted in the database and will become part of the digital subscription until such time as the postal address is updated.

Appendix A – MFNZ Club Administration process



Appendix B – MFNZ Membership Affiliation process

