

## FAQ

### Introduction of Collection of Fees Direct from Individual Members

#### ***FAQ 1 What is the QLHF?***

The Queensland Living History Federation (QLHF) was formed well over a decade ago to provide a peak body for living history and re-enactment in Queensland. Initially only living history and re-enactment groups were able to join the QLHF however this was changed in 2005 to automatically include any individual who was a member of a group that is a member of the QLHF.

The QLHF performs a number of key activities including: providing insurance for its members, working closely with government (including Police and Customs) to ensure we are able to pursue our hobby, assist show/event organisers as requested and it conducts History Alive at Fort Lytton. With the commencement of a paid administrator we are looking to enhance the range of member services including the negotiation of discounts for our members.

#### ***FAQ 2 What is the relationship between QLHF and ALHF***

Several years ago we voted to join the ALHF. The ALHF is the Australasian living History Federation and only QLHF joined. QLHF members (Groups or Individuals) **do not need** to pay any money to ALHF.

#### ***FAQ 3 Why do I need to join QLHF?***

If you have re-enacted in Queensland, then it is most likely that you have been a member of the QLHF. In the past member groups have collected the annual administration and insurance contribution on behalf of individuals and forwarded this to the QLHF. This fee has been a part of your group membership fee. The collection process changed in 2009 to direct individual membership. To participate in the activities of member groups of the ALHF and QLHF you need to be a member of the QLHF. Participation in events such as Abbey, Armidale, History Alive and your group shows and performance requires everyone to have public liability and other insurances. Membership of the QLHF provides this.

Individual membership will minimise the issues associated with making sure people are covered by insurance and is no different to joining a trades union, professional association or SSAA.

#### ***FAQ 4 Why Change the way money is collected?***

When the QLHF started over a decade ago there were only a handful of member groups and it was easy to administer. Since then the Federation has grown in excess of 45 groups and well over 750 individual members.

Approximately 3 years ago, the date we paid insurance fees moved from November to June. When this happened the QLHF paid the fee and waited until November to collect the money. **So this was 5 months AFTER the insurance was paid.** Insurance ran from 1st July-30th June each year and was collected from groups 5 months later. What has happened is that groups are not paying on time and failing to provide accurate membership lists. Last year QLHF lost \$3,000 by overpaying insurance as groups did not update membership lists. Some groups only paid fees due in November 08 in late February 09 and early March 09. Some Groups ended up non financial and membership terminated.

This creates a very real problem for individuals: their groups did not update the QLHF on joining, didn't pay fees and often paid late annually. This resulted in individuals believing they had cover when in reality their actions were not covered by insurance. All of this was addressed at the AGM and the change in fee collection will benefit individuals as they are responsible for their fee payment and will know when they are covered!

## ***FAQ 5 What is the term covered by fees?***

Membership and insurance will run 1 July to 30 June.

In the past few years membership has been collected 5 months after the insurance fee was paid to the broker through ALHF.

## ***FAQ 6 How do I join?***

There are two ways of joining/renewing your membership.

Option 1: Complete the attached form and mail it to the QLHF along with your membership fee.

Option 2: Complete an online registration and pay your fees online. Release date to be advised.

## ***FAQ 7 What is this new database thing?***

A new tailor made online application is currently under construction. It is being developed by a professional who designs and builds web based applications. It is a secure encrypted application that will:

- Allow an individual to apply and pay their fees and for dependents.
- Allow a group to apply for QLHF membership
- Allow an individual to look at their details only
- Allow ONLY 2 committee members of a group look at their Groups members information
- Allows for tiered or restricted access to the QLHF Committee. The security matrix generally only allows those with a need to know have access ie Membership Secretary can access records on individuals but the Vice Chairman cannot.
- The end product will contain a QLHF forum as well as forums set up for each group for its members to use if they want to.

## ***FAQ 8 What information will be collected and why?***

Only basic information such as legal name (no not your persona name or any other alias), address, contact details, what Groups you belong to and what weapons licences you possess will be collected.

We need this information for either statutory or administrative reasons. QLHF is an Approved Weapons Club for Crossbows and thus has a statutory obligation to record this data. It makes good sense to collect this information for all weapons licences and make it available only to the management of those groups individuals are a member of. Of course it is also to ensure that we, as an event manager at HA, and our members are compliant with the law.

## ***FAQ 9 Where will this application be and when can I use it?***

The application will be located on the QLHF website.

The initial release is in the final stages of development. It was last reviewed 31st May 09 and the Committee Team answered some protocol/procedural questions from the developer and asked a number of other questions. Beta testing should occur this month.

The application has had over 200 development hours to date and will be a world class membership management application. The security protocols and code is similar to what is used in the aerospace and air traffic control industries.

## ***FAQ 10 Methods of payment***

Once the application is live there will be two means of payment:

- Paypal through the web application
- Manual submission of the membership form with a cheque or Money Order (yes you can still get money orders from Australia Post) made payable to 'Queensland Living History Federation'. If the membership form is not received with payment or vice versa membership will not be processed.

Direct deposit is not being accepted due to, shall we say, interesting identifications being put in the 'Payment From' area when people submit payment. In other words we have trouble working out who paid us because people don't correctly identify their payment.

Groups will not be able to make bulk payments. Only individuals can make a payment for themselves and those registered as dependents, regardless of whether registering online or manually.

## ***FAQ 11 Membership of a Group***

To be eligible to join the QLHF and retain membership you must be a member of a living history, re-enactment or historical society / group that is a member of QLHF. Member groups are listed on the website at [www.qlhf.org.au](http://www.qlhf.org.au).

When a person registers on the web application for the first time they will be asked to nominate which member groups of the QLHF they belong to. The application will then send an email to the nominated Group contact eg Secretary and ask for confirmation of this. Once confirmation is received then the new application for membership will be approved.

## ***FAQ 12 What are the membership classes?***

The constitution has 5 classes of membership:

- Ordinary: only groups can be an ordinary member and vote.
- Probationary: only groups can be in this class of membership
- Affiliated: only groups can be in this class of membership
- Individual
- Honorary

There has been NO CHANGE to the classes of memberships. The Rules are posted on the website and can be found at [www.qlhf.org.au](http://www.qlhf.org.au) website.

## ***FAQ 13 Do Children need to be members?***

Yes! Children in the care of a parent or guardian need to be recorded as members for the purpose of public liability insurance. This means new borns as well! If a Minor (someone under the age of 18) is not a member of QLHF and attends an event and causes an incident eg a member of the public trips over the toddler, then the incident will not be covered. IF the minor is a member then of course the insurance will be extended and no problems.

The law says anyone under the age of 18 is a minor and thus parental permission is required.

## FAQ 14 Membership Fees

Membership fees, inclusive of public liability insurance, are contained in the table below.

Class of Membership	Who?	Comments	Fee
	Groups	Director and Office Bearers Insurance (optional) for Groups only – ie Ordinary and Probationary.	\$75.00
Ordinary	Groups		\$45.00
Probationary	Groups		\$45.00
Affiliate	Groups		\$45.00
Individual	New Adult	A first time registration / application to join the QLHF by an adult who is over 18. Over 18 means someone whose age is greater than 18 eg if they were born at 3:05 am 15 Jun 1991 and the time now is 3:06 am 15 Jun 2009 then they are 18 years and 1 minute old, that makes them OVER 18.	\$40.00
Individual	Renewing Adult	Existing Adult member who renews membership whilst still a financial member of the QLHF (refer to Rules)	\$30.00
Individual	New Junior	A first time registration / application to join the QLHF by a minor Over 12 years of age and under age.  Over 12 means someone whose age is greater than 12 eg if they were born at 3:05 am 15 Jun 1997 and the time now is 3:06 am 15 Jun 2009 then they are 12 years and 1 minute old, that makes them OVER 12.  Same principle applies for what we mean by Under 18 ie if they are 17 years, 11 months, 23 hours old at the time of processing the application then they are under 18	\$25.00
Individual	Renewing Junior	Existing Junior who renews membership whilst still a financial member of the QLHF (refer to Rules)	\$15.00
Individual	Child	Anyone under the age of 12. Same principle as articulated above applies.	\$0.00
Honorary			\$0.00

## FAQ 15 Why are these fees what they are?

The proposed estimate of fees for 2009 \$25-30 was presented to the AGM earlier this year and includes the cost of a paid administrator. We all voted for radical reform or wind up the QLHF.

The committee has elected to introduce a joining fee for NEW members of \$10 under Rule 7(1). It has also elected to break up the fee for the Individual Class of Membership into different categories based on age. The other alternative is to charge a flat rate regardless of whether the member is 2 months old or make Methuselah look young.

## Responses to Specific Questions Raised by Members

Question #	Who Asked	Question	Response	Related FAQ
1	Jack Ford	<p><b>Qld re-enactment clubs paid a \$45 club membership to the QLHF (the QLD Branch of the Australasian Living History Federation last November &amp; this fee covered a full year until November 2009. So is this ALHF annual fee meant to replace the QLHF club membership fee that is due in six months time (i.e. November 2009)?</b></p>	<p>Queensland Clubs do not pay an ALHF fee. QLHF does collect insurance monies and forwards them to the policy holder (ALHF) for insurance. The ALHF insurance policy period runs from <b>1<sup>st</sup> July 2008</b> till <b>30<sup>th</sup> June 2009</b>. The payment in November was in fact collected 5 months after the due date. An estimate was put in of the member groups and individuals numbers and paid on the groups behalf. This way of payment is not workable and increases the workload of reconciliation. Member lists were sent in, missing large amounts of data, late and then miscalculated. Therefore to improve the registration and payment process, the QLHF membership for individuals and groups now aligns with the insurance policy expiry date.</p>	<p><a href="#">FAQ2</a> <a href="#">FAQ4</a> <a href="#">FAQ5</a></p>
2	Jack Ford	<p><b>If this is to be the case, are the QLD clubs to be reimbursed half the fee (\$20) that they paid last November now that it has been replaced by this ALHF fee?</b></p>	<p>There will not be any reimbursement because we have in fact be been paying fees on a financial year. In essence we have paid on the behalf of the groups when the fees due (1<sup>st</sup> July) and then collected the money in November from the member groups. So, there is no pro rata due back to the groups.</p>	<p><a href="#">FAQ4</a></p>
3	Jack Ford	<p><b>The QLHF charges a club membership fee of \$40 plus a \$20 individual insurance coverage charge for the re-enactors in the QLHF member clubs. The notice below, makes no mention of a club fee but only an individual re-enactor fee for being in the ALHF.</b></p>	<p>The QLHF collects insurance premium of behalf of all Queensland based re-enactors.</p> <p>There are no fees payable to ALHF. The QLHF does apportion some of the individual member fee to be paid to our insurance provider (the ALHF). <b>The group membership fee will remain at \$45.00.</b></p> <p>The \$30.00 continuing individual member fee will cover the following:</p> <ul style="list-style-type: none"> <li>• Insurance premium due to Insurance Provider.</li> <li>• Implementation of a member database and interface</li> <li>• A part time administrator working 400 hours per annum.</li> <li>• Sundry expenses regarding running of History Alive and day-to-day administration.</li> </ul>	<p><a href="#">FAQ14</a></p>

Question #	Who Asked	Question	Response	Related FAQ
4	Jack Ford	<b>Will the individual insurance coverage charge still be due next November or does this ALHF fee include an insurance renewal tha now covers the period 1 July 2009 to 30 June 2010?</b>	All we are doing is aligning the data that we collect fees to the date to we have to pay Insurance. We reiterate that for the past 2 years we have collected the monies due 5 months after they were paid. In essence the QLHF covered their members 5 months prior to seeking reimbursement.	<a href="#">FAQ2</a>
5	Jack Ford	<b>Re-enactors who are renewing their membership (i.e. the majority of us) are being asked to pay \$30 a year to the ALHF plus \$20 a year for insurance, a total of \$50 pa. Thus for the 3 members of my family who are re-enactors, the total annual cost is \$150 which is expensive and possibly a prohibitive cost. As re-enacting is promoted as a 'family activity', is there to be a family membership fee rate offered by the ALHF.</b>	This is not correct. The most a continuing member will be asked to pay is \$30.00.. This covers the amounts mentioned in Q3. You will note that there are different rate for children, therefore in effect a family will pay less.	<a href="#">FAQ2</a> <a href="#">FAQ14</a>
6	Rob Lakie	<b>Who is going to have access to these details?</b>	QLHF takes the matter of Privacy very seriously. The membership form states the privacy policy. Please refer to FAQ	<a href="#">FAQ7</a> <a href="#">FAQ8</a>
7	Rob Lakie	<b>How is it proposed to store this information such that it's privacy and security is guaranteed? I've presumed that in the past the licensing details were held by group to which the living historian belonged and went no further.</b>	The information will be entered in an encrypted database. All forms are kept in a locked filing cabinet.  The weapons licensing information will be used only for QLHF events for verification for that the participants have current licence for the use of the firearm at the event and for purposes detailed in the Weapons Act and Regulations for an Approved Weapons Club (which we are for Crossbows)	<a href="#">FAQ7</a> <a href="#">FAQ8</a>

Question #	Who Asked	Question	Response	Related FAQ
8	Dorothy Walsh	<b>The insurance was paid by the groups for their members from November to November. Now we are paying in June-which is not a major issue .However we are in effect losing 5 months of coverage that we have paid for. Is this correct?</b>	Refer to <b>FAQ</b> .	<a href="#">FAQ4</a> <a href="#">FAQ5</a>
9	Dorothy Walsh	<b>Whilst I believe that the qlhf committee does have the right to change the fee structure without reference to the membership I cannot see how it can change the classes of membership without a decision voted on by the membership in a GM.</b>	<p>There NO new membership classes. Committee has elected to charge Individuals at differing rates according to whether adult or a minor.</p> <p>The constitution at section 6(1) sets out that the members may change membership fees from time to time. Since the QLHF started the committee has set the fee structure.</p> <p>If precedence is to be followed the committee can set the new rate, obviously we are asking the membership to pay these fees in the up coming week. This presents a dilemma. As by the letter of the constitution we would need to call an AGM to vote on the new rate. As a practical matter, we need to collect monies to pay insurance, order cards, postage and envelopes, hire an administrator and ensure that our automated system is in place sooner, rather than later.</p> <p>Therefore can we suggest that unless the secretary receives a notice requesting that an AGM be called to vote on this view immediate that we proceed with the fees as we have always done and hold an AGM at HA to verify this. Remember that \$30.00 is the cost of one CD and we ask that the members maintain perspective on this. This figure was discussed at the AGM earlier this year.</p> <p>There are however, different fees for different ages of Individual members. The alternative is one flat fee regardless of whether 1 month old or 200 years old</p>	<a href="#">FAQ12</a> <a href="#">FAQ13</a>

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10	Dorothy Walsh	<b>I know I am also not the only person who is wondering why the need for the jump in fees. Has the price of our policy gone up so much? Could someone on the qlhf exec please explain this to us as we have to explain this to our members</b>	The fact the insurance has come down over the past 2 years. This fee increase relates purely the need for an external administrator to handle the ever increasing legal and membership issues arising from such as large organisation. The \$10.00 increase in fee allows us to provide a “best practice” service to our members. These matters were discussed in detail at the AGM.	
11	Dorothy Walsh	<b>could you please answer all of the questions on the web group and not in private emails as I would like to see the answers to all of the questions raised</b>	Always our intention.	
12	Dorothy Walsh	<b>all of our current members that we paid insurance for in November did not receive a membership card for ALHF. How will this be resolved with the new fee structure.</b>	It is proposed that members will receive a QLHF card via post as part of the new system. The responsibility of membership and Insurance of our members resides with the QLHF and as such it is appropriate that the member receive a QLHF card. A paid administrator will result in a timely and direct issue of cards to members.	
13	Dorothy Walsh	<b>As secretary I cannot access yahoo group so cannot see the new forms help?</b>	Form is available on QLHF website not YAHOO. <a href="http://www.qlhf.org.au/docs/qlhf_membership_form_v2.pdf">http://www.qlhf.org.au/docs/qlhf_membership_form_v2.pdf</a>	<a href="#">FAQ10</a> <a href="#">FAQ6</a> <a href="#">FAQ13</a> <a href="#">FAQ14</a>
14	Dorothy Walsh	<b>Family groups will have to pay more under this insurance proposition Why?</b>	QLHF as required the full fee from children over 12 years of age. This proposed amounts represent a reduction. Groups formerly collected fees and passed these on to QLHF. Now that the group no longer has to send this money it is up to the Groups to decide whether they will adjust their fees.  There are significant discounts for children. Please note however that children at events are as likely to create a public liability issues as the adult members. The proposed fee structure is in line with most similar associations.	

Question #	Who Asked	Question	Response	Related FAQ
15	Dorothy Walsh	<b>What privacy is assured when members are asked to provide private details about gun licenses and personal address details etc.?</b>	Refer FAQ	<a href="#">FAQ7</a> <a href="#">FAQ8</a>
16	Kevin Ufer	<b>Can groups still submit an updated membership list in the spreadsheet format sent out late last year and one payment for Group members listed? (DTL Group preference and important as some of our members will be out of the country for all of June).</b>	No. All members are required to complete the new form and declaration as per the new form. The appropriate fees must accompany the forms.	<a href="#">FAQ4</a>
17	Kevin Ufer	<b>Do groups still need to pay a yearly QLHF membership or is this reflected in the increased fees?</b>	The Member groups fee is also due on the <b>15<sup>th</sup> June 2009</b> . The amount remains at \$45.00.  The form detailing the Office Bearers names needs to accompany the Member Group Fee.  The form is located on <a href="http://www.qlhf.org.au/docs/qlhf_ordinary_member_form.pdf">http://www.qlhf.org.au/docs/qlhf_ordinary_member_form.pdf</a>	<a href="#">FAQ14</a>
18	Kevin Ufer	<b>Where is the online registration page and how do you access it?</b>	The database has not been finalised. Once it has been finalised, details will be put on the list.	<a href="#">FAQ9</a>
19	Kevin Ufer	<b>A4 - Please confirm the individual form is that listed on this web page <a href="http://www.qlhf.org.au/join.html">http://www.qlhf.org.au/join.html</a></b>	<a href="http://www.qlhf.org.au/docs/qlhf_individual_membership_form_v2_2009.pdf">http://www.qlhf.org.au/docs/qlhf_individual_membership_form_v2_2009.pdf</a>	<a href="#">FAQ6</a>

Question #	Who Asked	Question	Response	Related FAQ
20	Chris Harrison	<b>The paper form for membership requires payment via cheque. What do I do if I don't have a cheque book? Are there any direct debit or Bpay facilities. The membership form says "under 12", "under 18 &amp; over 12" &amp; "over 18", into which category do 18 year olds and 12 year fit (I think you just need to change the wording).</b>	An 18 year old has legal competency is over 18. We were only 18 for 1 second of our life.  For clarity original working should have read 18 years and older and the form has been amended etc	<a href="#">FAQ10</a> <a href="#">FAQ14</a>
21	Jason Skiathitis	<b>Does the now \$30.00 individual insurance fee include a QLHF individual membership fee?</b>	Yes	
22	Jason Skiathitis	<b>Do groups still need to pay a yearly QLHF membership?</b>	Yes, the amount remains at \$45.00 and is due on the <b>15<sup>th</sup> June 2009</b> .	<a href="#">FAQ14</a>
23	Jason Skiathitis	<b>How does this now compare with the rest of the ALHF/Non QLHF groups/members (i) fees and (ii) fee structure?</b>	The fee differs significantly from fees that other re enactors pay in other states. That is because the ALHF does not run any events. The ALHF cannot because of it's voluntary structure, cannot responses and it s groups needs as and when required, however the same can be said of the current way the QLHF is managed. We voted in February to move to a more professional management structure. One that is instantly responsive to the members' needs and one that does not unfairly expected hundreds of man hours to be volunteered by QLHF officers. The proposed membership fee structure reflects the cost (and only the cost) of providing insurance and a professional level of service to it's members.	<a href="#">FAQ1</a> <a href="#">FAQ2</a>
24	Jason Skiathitis	<b>Is the online registration page working as yet?</b>	Refer FAQ	<a href="#">FAQ9</a>

Question #	Who Asked	Question	Response	Related FAQ
25	Mim Carrington	<b>Do we get a pro-rata rebate for paying a year's membership that will, in fact, do us just three months? i'd have appreciated someone telling me this was in the pipeline two months ago</b>	New groups recently admitted do ie yours	
26	Mim Carrington	<b>there is no mention of group membership in the pdf form we're to fill out, do we still pay group as well as the individual membership? As the forms can only be filled out by people who are members of QLHF member groups, I'm guessing so... Do we need to cough up more pennies to pay ALHF membership?</b>	See above. There is no ALHF membership fee.	<a href="#">FAQ2</a> <a href="#">FAQ14</a>
27	Mim Carrington	<b>- If we changed the way our insurance was done because the new way was cheaper, how come it's gone up from \$20 a head to \$30?</b>	The changes were not done for insurance costs. Harsh reality was the administration burden and the system of collection failed to the tune of \$3,000 last year and a similar amount the year prior	<a href="#">FAQ4</a>