

Branch B General Meeting Minutes

Meeting title:	General Meeting Mackay Invitational
Meeting time and date:	16/10/21
Meeting venue:	Mackay District Bowhunters Club Grounds
Attendees:	F. Hall (Secretary), Jennifer Hall (Treasurer), Bec Nelson (Score Recorder), Peter Ellis (Mackay Rep), Bryan Butson (Full Boar Rep) Glenville Drinkwater (proxy Collinsville Rep), Brell Collinson (proxy for Hinchinbrook), Mark Turnbull (proxy for Townsville District Bowhunters)
Apologies:	W. Salmon (President), Graham McComiskie (Field Rep), Juri Iivonen (Coach)
7.35 pm	Meeting Opened
9.15 pm	Meeting Closed

Regular Business & Rebate compliance

Every Meeting	Annual
X Risk Management report	X Branch Audit completed and accepted by the members at their AGM and signed (by two members)
X Previous Meeting Minutes sent to National	X Distributed AGM meeting minutes (noting reports & budget are passed – auditor appointed for 2022 etc)
X Bank Req to end of month to date complete for GST	X Auditor be appointed by members for the upcoming financial year
Report Score received since last meeting	
Report Shoot Fees received since last meeting	

AGENDA ITEMS

2.	MINUTES OF THE PREVIOUS MEETING – General Meeting 11/9/21 minutes reviewed and accepted <ul style="list-style-type: none"> Moved Frank Hall Seconded Peter Ellis carried without objection
3.	BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING - <ol style="list-style-type: none"> Signatories for account still out standing, Treasurer received forms this week from only current Signatory (Controller) to take to bank and coordinate with Bec Nelsen to be added to account. EOI for holding Training events, only one response from Full Boar Archers.

	<p>3. No EOI for Rendezvous were received, as per original minutes this proposal will not be pursued further unless requested by members.</p> <p>4. Discussion of Programming Calendar events continued. Mackay raised the issue that National stopped them from holding event on same day as State titles. This will be reviewed by Exec and reported back, general consensus is that scheduled weekends for invitationals and Branch shoots to be on May & October long weekends when programmed.</p>
4.	<p>CORRESPONDENCE <i>Correspondence In</i> Branch Reports for prep for national AGM Amendments to Motions in regard to name change National development plan Estimate for Scanning of Archive records</p> <p><i>Correspondence Out</i> Email club reps – Notice of download available in regard AGM matters Email club reps – Agenda for Mackay general meeting Branch Calendar to National Branch Report to National</p>
5.	<p>BUSINESS ARISING FROM CORRESPONDENCE - NIL</p>
6.	<p>TREASURER'S MOTIONS Move outstanding expenses to be paid as per NIL report be Approved Moved – Seconded -</p> <p>Move Upcoming Expenses Payable as per NIL Report be Approved Moved - Seconded -</p> <p>TREASURER'S REPORT Refer attached</p> <p>BUSINESS arising from Treasurers reported</p> <ul style="list-style-type: none"> There is a need to formalise the complete budget without conditions as per previous Report (e.g. number of books to be purchased for training was proposed as no numbers were sent prior to budget preparation for previous Meeting) <ul style="list-style-type: none"> <u>Motion</u> – That budget as presented at this meeting be accepted. <u>Moved</u> Jennifer Hall Seconded Bec Nelsen carried without objection Auditor was to be approved at AGM for 2022 audit. As this needs to be formalised, it was decided that Branch would remain with current Auditor at this time even though some reservations were expressed and that Treasurer would investigate in preparation for 2023 Audit options for the 2022 AGM <ul style="list-style-type: none"> <u>Motion</u> to approve Crowe Horwath Townsville as branch Auditor for 2021/2022 year. Moved Jennifer Hall Seconded Bec Nelsen Accepted without objection

7.	SUBCOMMITTEE AND OTHER REPORTS <i>Attach reports.- NIL</i>
8.	ELECTION/APPOINTMENT OF OFFICE BEARERS <i>If applicable.- NIL</i>
9.	MOTIONS ON NOTICE <i>Include the full wording of all motions on notice and attach relevant supporting documentation. - NIL</i>
10.	<p>GENERAL BUSINESS Report on AGM & Voting</p> <p>General report on tone and impressions of meeting were reported to Branch,</p> <ul style="list-style-type: none"> ● Review of each motion and how branch voted and result with overview of discussions that occurred in regard to each motion. ● Concern was expressed with regard to some no specific comments that suggested that Branch B was seen as “Unique”. This view of the Branch may be suggested to be banter but it was perceived that there was a poor opinion of Branch B and Branch input by some individuals. It was expressed at the branch meeting by AGM attendee that this poor opinion may have come from recent history. ● Frank Hall raised the point prior to voting on the new Constitution to be adopted that the change in representation in voting by branch be reduced voting ratio National to Branch from 25/78% (11votes to 30 vote) to 42/58%(7votes to 10votes). Discussion occurred and some National Members objected to the concept strongly. Various mechanisms were discussed on the “safeguards” with in the Constitution and the facilitator of the working Committee agreed that rather than maintaining 30 Branch Votes reducing National Votes to 2 to maintain the existing ratio would be a workable option whilst maintaining the reduced number of votes to be considered. The discussion started to deteriorate to an ‘us and them’ discussion so Frank Hall expressed that the Branch had aired their concern at this time but did not put a motion to amend the Proposed Constitution at this stage. <p><u>Motion</u> – Branch to continue to attempt to address the voting equity as detailed in the Proposed Constitution to change voting numbers to maintain original bottom up structure of the organisation by maintaining the voting ratio between National and Branches as is currently practiced in the Association</p> <p><u>Moved</u> Frank Hall Seconded Glen Drinkwater, Carried without Objection.</p> <p>Report from Treasurers Meeting (held 8/10/21)</p> <p>The meeting was attended by Jennifer Hall and various matters were discussed and clarified. For example; Branches are eligible for rebate of independent members based on postcode.</p> <p>Some issues with Branch B compliance were identified with reporting to date specifically in regard to Branch rebate compliance. Branch had not been compliant in all regards in the following areas</p> <ul style="list-style-type: none"> • Auditor appointment at AGM • No Risk Management • Minutes of meeting submitted to National within 14 day of meetings • AGM minutes did not include required reports and correct signatories <p>Other Matters</p> <p>1.) Discussion occurred in regard to Risk Management and how some other Branches handle the matter, specifically the position of Risk Management Officer.</p> <p>It was discussed that this role would not be a Safety Officer role as defined in WH&S legislation but</p>

	<p>rather a position to raise and maintain awareness of ABA requirements such as range and Club accreditation to be carried out and signed off by Controller, Incident reporting and mechanisms. As there is no official position if created, one of the responsibilities of the person would be to define their own role in conjunction with the Branch Controller and feedback at meetings and report for Branch AGM report.</p> <p><u>Motion</u> – Branch add to National Meeting agenda the need to define role of Risk Management Officer and provide online National training package for Risk Management within Branches.</p> <p><u>Moved</u> Mark Turnbull Seconded Jennifer Hall carried without objection</p> <p><u>Motion</u> – To create the position of Risk Management Officer for the Branch to be appointed by Branch</p> <p><u>Moved</u> Frank Hall Seconded Jennifer Hall carried with 1 objection.</p> <p>Mark Turnbull offered to fill the position at this time and meeting agreed.</p> <p>2.) Bryan Butson expressed concern with the running of previous Branch meeting, specifically the recent AGM, to that end he submitted a copy of BoardEffect Robert's Rules of Order Cheat Sheet for Nonprofits copy can be found at https://www.boardeffect.com/blog/roberts-rules-of-order-cheat-sheet/ and moved that they be adopted as rules be used for future meetings.</p> <p>It was discussed and decided not to go ahead with the motion at this time but to provide clubs sufficient time to review the document. The motion may be put forward at a future meeting for vote.</p> <p>3.) ABA offer a 10% discount to Pensioners as detailed on Membership form, the issue was raised that many people are now self funded retirees and therefore do not have Pensioner number or identity. Several people expressed surprise that Self funded retirees were not pensioners and therefore eligible for discount. There was strong support for for this and that it should be adopted by branch and support the concept to be offered by Clubs as well.</p> <p><u>Motion</u> – It is proposed that Branch adopt Self funded retirees in the same group as pensioners receiving the same rights and discounts as pensioners.</p> <p><u>Moved</u> - Frank Hall Seconded Bryan Butson carried without objection</p> <p><u>Motion</u> - Branch add to National Meeting agenda the inclusion of Self funded retirees in the same group as pensioners receiving the same rights and discounts as pensioners.</p> <p><u>Moved</u> - Frank Hall Seconded Bryan Butson carried without objection</p> <p>4.) Concern was expressed by most club reps at meeting with failure to date to lock down training for Clubs in Branch.</p> <p><u>Motion</u> – Branch to complete whatever works are required by the end of December 2021 to formalise a date(s) and location for training booked in and training completed by the last weekend in April</p> <p><u>Moved</u> Mark Turnbull Seconded Peter Ellis carried without objection.</p>
12.	NOTICE OF MOTIONS - Nil
13.	NEXT MEETING – To be Advised
14.	MEETING CLOSE 9.15 pm



Australian Bowhunters Association
Branch B
Treasurer
C/O 131 Framara Drive KELSO QLD 4815

Treasurer's report for Branch Meeting: Mackay 16th October 2021

Bank balance as per last report dated: Aug 10 th 2021:	\$22,466.30
Receipts since last report:	
ABA fees from Mt Isa Aug & Sept	\$34.50
ABA fees from Full Boar for Aug, Sep, Oct	\$34
Payments since last report:	
Auditor Crowe Horwath chq 312	\$715.00
ABA for 4 measurer's handbooks chq313	\$40.00
L Bruce reimb for stationery resented chq 310	\$50.28
Bank account balance 14.10.21	\$21,729.52
Accounts for Payment: NIL	
Cheques received not yet banked: NIL	
Income this FY to date – mainly from Safari	\$2181.35
Expenses this FY to date:	\$1028.72
Therefore Profit to date:	\$1152.63

Treasurer Correspondence:

IN: From National Treasurer – Comments on Audit documents and timeline achievements. Branch Meeting minutes weren't sent to national, no Risk management reports either.

Membership rebate for 537 members:– partial rebate from National will be pd by 31.10.21 \$1495.54

Emails finalising costs of Xero and Training manuals for budget so I could send to National.

OUT:

General email to all branch contacts to check for current details and how to pay ABA shoot fees.

Budget sent to National treasurer, but she noted that the meeting minutes (Charters Towers) didn't actually state it moved, seconded and accepted. She did however allow it as accepted, and we just need to minute this in our next meeting

Business arising:

- 1) Budget tabled for 2021-22 Financial year: to be accepted by members (was meant to be done at AGM and sent to National by 30.9.21
- 2) Appointment of Crowe Horwath as Branch B auditor for the 21-22 Financial year.

Discussion topics ongoing:

- 1) Assets list – Each year branches are required to List all assets when sending in their Financials and budgets. Research shows there are:
 - a) 3 laptops, one Dell was purchased approx 2017. No idea of the others. Assume older than the relevant 'life' so no value for the branch assets.
 - b) 3+? laptop bags
 - c) 1 printer – again no idea of date purchased.
 - d) Does anyone know of other assets which need to be listed
- 2) Bank – Branch Controller has been in to the Commonwealth bank to initiate the process of changing bank signatories. Treasurer and Score recorder will go in to add theirs. Outgoing treasurer and Secretary will be removed.
- 3) Audit and Auditor – each year 2 executive holders are meant to sign the Auditor's report/Financial Statements.

Branch Treasurer

Jennifer Hall

Email ababranbtreasurer@gmail.com

Mob: 0414652889

branch B Profit and Loss budget 2022		
INCOME	excl GST	notes about estimates
Branch B SAFARI 2021 shoot fees (June 2021)	\$ 1,461.36	based on last 2 safari averages (\$1788 IN 2018, \$1171 IN 2019,
State Titles 2021 Shoot Fees	\$ -	ANOTHER BRANCH IS HOSTING
Raffles	\$ -	AT SAFARI RAFFLE INCOME WENT TO HOST CLUB
Donations	\$ -	
Sale of Manuals at training courses	\$ -	in 2021 Branch will provide Training Manuals free to Club s for Field Archery and Coach courses, club Measurers handbooks and Bowhunting Proficiency trainers
club aba shoot fees	\$ 1,818.18	10 clubs average 10 shooters@\$2 per ABA shoot average 10 mths (\$1128 in 2017, \$1181 in 2018, \$340 in 2019, \$690 in 2020, \$357 in 2021)
national rebate membership	\$ 2,306.93	no GST for National pmt - based on 30% increase on last year-based on the 50% pmt in Oct20 of \$887.28. NEED to tick all compliance boxes (received \$2681 in 16-17 FY, \$1992 IN 18-19fy)
national rebate travel 1 person to AGM2018	\$ -	online meeting in 2021 so no travel
	\$ 5,586.47	
EXPENDITURE		
FOR SAFARI 2022 (Hinchinbrook) booked for June 2022		
targets	\$ -	already purchases in 2019 and Safari was cancelled
advertising	\$ 80.00	no GST for Archery Action for branch safari
trophies - both ABA and Hunting	\$ 909.09	was \$2169 in 2019 for Branch aand state titles held by Mackay
FOR 2021 AGM (via Online meeting, rather than travel required)		
flights x 1 person	\$ -	
acommodation	\$ -	
taxi	\$ -	
corporate instructor kits	\$ -	was in previous years but I don't know what these are
FOR BRANCH ACCREDITATION/REACREDITATION Courses		
Catering	\$ 450.00	based on 2019 courses all one weekend hosted by TDB
Club coach manuals 10@\$45	\$ 450.00	for new coaches? Estimate 10 trainees - will branch fund this training?
measurer books 10@\$10	\$ 100.00	for new measurers estimate 5 from the clubs who don't have a measurer training?? Will branch fund this training?
Bowhunting Proficiency Course manuals 10@\$19	\$ 190.00	for individuals doing Proficiency course - will branch fund this training or ask the individuals to pay for the manual?
Travel reimbursement to clubs for trainees	\$ -	not discussed
GENERAL		
stationery & postage (reimbursements to exec committee for their	\$ 136.36	
Software - Xero	\$ 121.44	will be deducted from next Yr's membership rebate calculated by 31.10.21
auditor fees	\$ 650.00	actual
PO Box rental		PO box cancelled
TOTAL EXPENSES	\$ 3,086.89	
profit (loss) budgeted	\$ 2,499.58	Profit