



Minutes 10/11/21 Branch B Executive Meeting

Open 7.30pm

Present – Wayne Salmon, Jennifer Hall, Bec Nelson, Frank Hall, Graham McComskie
Apologies -

1. Previous Minutes –
 1. Moved Frank Hall, Seconded Wayne Salmon carried without objection.
 2. Business arising – Nil
2. Correspondence – IN
 - Email from National re - Grant Mastery Class (Cost \$1,800)
 - Email via National re Travel provider for Masters game in Perth
3. Correspondence – OUT
 - Email to National requesting Risk Management Officer Position Description
 - Request sent to Bruce Kellher to respond
 - Business Arising
 - NIL
 - Moved xxx, Seconded xxx carried without objection.

Reports & Actions

Treasurers - *Attached*

- Moved Jennifer Hall, Seconded xxx carried without objection.

Risk Management - *NIL*

- Moved xxx, Seconded xxx carried without objection.

Score Received / Shoot Fees Received – *Matching*

Previous Minutes Sent to National – *Yes*

Bank Req to end of month to date completed for GST - *Yes*

General Business

1. Business arising Treasurers Report

Move outstanding expenses to be paid as per report be Approved Website expenses and Stationary as per report

Moved – Jennifer Hall

Seconded – Bec Nelsen

Carried without objection

Move Upcoming Expenses Payable as per Report be Approved

NIL

Moved -

Seconded -

1. Request from Mackay as to fees payable for Invitationals
 1. Fees will be standard \$2 for each nominated shooter regardless of score or completion of round(S)
 2. Bank Signatories are now completed
 3. Audit and Auditor – I note that the cost of annual audit reported by other branches for the 2021 AGM varies from \$200 to \$650 (ours is the highest) I will ask various accountants for estimates

- Jennifer will continue to investigate options & costs in preparation for next AGM
4. Asset list: do we wish to collate the list and approximate ages of Branch equipment
 - Computer equipment as most are older than the 5 year usual life of the 'depreciated value' will be nil on the books.
 - Measurer's kit – Graham indicated that Skulls are donated when needed and otherwise the kits is only worth 30-50 dollars
 - Discussion around Lease of Branch Computers as against purchase, this would keep the machines current with software and operating systems
 5. Current Balance of Branch funds is in an account that has no interest and no fees, Jennifer to investigate option and cost of having an interest bearing account for bulk of Branch balance when not required as part of Branch Banking practices,
4. Letter calling for 2 motions to be considered in regard to voting structure in new Company Constitution.
 1. Letter was reviewed and content discussed. Letter is to be sent to ABA and followed up.
 5. Follow up on Sept meeting Bec was going to find out the Facebook page's login details from Lorraine
 - Bec now has Administrator details and will manage facebook
 - Link to be added to Face book Page to Website Shoot Calendar
 6. Investigation into Trophies for Branch & State titles,
 - Bec investigated the cost of having perpetuals but it becomes prohibitive with the number involved with the engraving.
 - Bec is continuing to investigate the option of Medallions
 - Frank has identified an option of Caps with Artwork and embroidery along with a certificate, spare caps could also be sold as event caps as branch fund raiser. Cost is \$20 per cap including artwork and embroidery.
 - Decision will be required by late February and orders placed
 7. Targets for Branch B Safari are thought to be in TDB Storage shed, Wayne will collect and deliver to Hinchinbrook on next trip.
 8. An idea was seen in other Branch reports for Branch to offer rebates to clubs based on criteria to be set by Branch to reward compliance and involvement in Branch activities. The current thinking is that Clubs that have submitted fees for shoots and completed a Club accreditation check with the Controller or Risk Management officer should receive a rebate, value is as yet undecided.
 9. Discussions on Invitational and member gradings being available online on Branch website should be up and running sometime in the new year.

Meeting Close 8:45pm

Treasurers Report

Treasurer's report for Branch Meeting: Townsville 10th November 2021

Bank balance as per last report dated: 14.10.21:	\$21,729.52
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Receipts since last report:

National ABA membership partial rebate rcd 22.10.21	\$1495.54
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Payments since last report:

NIL

Bank account balance 14.10.21	\$2,3225.06
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Cheques Written not yet presented: NIL

Cheques received not yet banked: NIL

Income this FY to date – mainly Safari & national rebate	\$3,676.89
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Expenses this FY to date:	\$1,028.72
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Therefore Profit to date:	\$2,648.17
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Accounts for Payment:

Reimbursement claim Frank Hall:

Details on reimbursement claim attached	\$682.20
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Accounts pending to be paid:

Reimbursement to Frank Hall

For Pacific Plan Printing scan historical branch minutes

and correspondence as per Executive minutes 2.9.21	\$TBA
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GST movement – net amount to be received for July/Aug/Sept \$62.00

Treasurer Correspondence:

1) IN:

- (a) From National Treasurer – GST reconciliation
 - (i) July \$4 payable
 - (ii) Aug \$67 claimable
 - (iii) Sep \$1 payable
 - (iv) NET result expect deposit from National of \$62.00 this week

2) Conversation strings in and out:

- i) Mackay District Bowmen – re how much per shooter fees for Oct Invitational to pay Branch. TBC after discussion at nov executive meeting.
- ii) Graham McComiskie - re measurer's kit I requested he list contents of Measurer's kit and approx. value and ages. He replied all tools are his own and he doubts the tusks, antlers etc are of value. I suggested he send a list and current replacement costs

3) OUT:

- a) To national Treasurer - Finalised Branch B 2022 Budget as approved at Mackay general meeting

Business arising:

Asset list: I will collate the list for ongoing records and reporting within the usual financial reports including approximate ages – as most are older than the 5 year usual life of Computer equipment the 'depreciated value 'will be nil on the books

Bank savings: it would be good to plan for anything which will need replacing and note the amount to be set aside for that purpose. A separate saving account could be opened to move money into for that purpose and any other large projects the branch may plan for the benefit of clubs in the future. Other benefit could be to attract interest on our branch funds.

Discussion topics ongoing:

- 1) Bank – signatories are now setup
- 2) Audit and Auditor – I note that the cost of annual audit reported by other branches for the 2021 AGM varies from \$200 to \$650 (ours is the highest)

Branch B Treasurer

Jennifer Hall

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