



Minutes 2/9/21 Branch B Executive Planning Meeting
Present – Wayne Salmon, Jennifer Hall, Bec Nelson, Frank Hall
Apologies - Graham McComskie

Open 7.00pm

1. Previous Minutes – accepted
 1. Business arising – Nil
2. Correspondence – IN
 - Request from National or stories for Archery Action (circulated)
 - Revised information on Come & Try Dates (circulated)
 - Reminder of Company transition presentation (circulated)
 - Response to request for record keeping
3. Correspondence – OUT
 - Request for information on record keeping
 - Business Arising
 - Response suggested all records should be kept for 7 years.
 - Discussion on how records would be maintained as current Secretary boxes were mainly junk or irrelevant and had holes in records. It was proposed that old records be scanned and archived on Website storage platform and be available for Branch. It was discussed that financial record are managed through Xero online and only operational records are required to be managed.
 - Moved Frank Hall, Seconded Bec Nelson carried without objection.
4. Risk Management
 1. No Incidents were reported.
 2. Discussions on what this topic means, Club accreditation and Branch awareness promotion. It was identified that other Branches have a specific Risk/Hazard Officer as non exec role in branch. Wayne said he had done some re-accreditations with clubs over the years.
 3. It was decided to hold off on any specific action at this time to see what the new Constitution, Rue & bylaws require after transition so as not needing to back track on any action but to raise it with clubs in regard to re-accreditations in the interim.
5. Treasurers Report
 1. Treasurer has sorted access and sign on to Branch Xero and reconciled August Bank Reconciliations for GST.
 2. Investigations are still continuing in regard to Electronic banking and signatories.
 3. Treasure raised matter of signatories for Branch account and need for Wayne to visit Commonwealth Bank and start the process.
 4. Discussion on GST payment; Branch does not pay GST on anything purchased from National, as it is internal and therefore GST free, (e.g. targets for Branch safaris). Things Branch does pay GST on, is external income such as shoot fees paid to Branch by Clubs, this is a service fee and therefore applicable to GST. National correlates all branch GST liabilities and pays as single transaction to ATO.

If National did not undertake this work Branches would need pay and deal with the ATO directly.

6. ABA Rep reported

- Game claims coming in steadily 40 now good quality 9RC and 9 TC some more from Isa today.
- 2020 Best of Specifies finally sorted with Toby Galls B/Species Pig & Stingray recognised, updated in Archery Action and award shields received.
- Measures course to do, have drafted rough email to send out to clubs, the idea is being to get as many of our full measurers there for reaccreditation and make it fully interactive with the new measurers come club game recorders. Branch will still need to sort venues and dates. need

7. Branch Facebook Page

1. Question was raised on who was (going to) managing the Branch Face book, It was assumed that Lorraine Bruce is still administrator. Bec Nelson will investigate and manage transition to alternative and report to Branch on progress.

8. Website and Emails

1. Frank reported that he had discussions with a couple of clubs secretaries at Charters Towers in regard to Emails. In those discussions it was suggested by Frank that as we are running a branch website we could set up Club emails for each club, these could then be forwarded to other email address if required but as people changed in clubs history would be there for the next person. Also if the club person so choose they could access the Branch/Club email directly and not end up mixing up personal/work and club emails. This was well received and asked to keep them informed if it got off the ground
2. To achieve this the Branch website which is currently a Free hosted site would need to move to a hosted plan to handle the volume of data. Estimated budget was \$350. This would easily be covered by current branch income streams.
 - Moved by Frank Hall to investigate and establish system, Seconded by Wayne Salmon carried without objection.

9. Secretary records still bit received for 2019-2021. Frank to contact John Smithson.

10. Discussions on how fees and shoot results are to be handled. Score recorder will speak to Clubs to firm up procedure. Communication between Score Recorder & Treasure will happen to match Score & payments and hopefully achieve continuous improvement in process.

11. Calendar Review

- At Charter Towers shoot Lindsay Mackie expressed concern in regard to invitational being too close together meaning some shoot were not as well attended and could Branch do something to address this.
- In submission from Clubs for 2022 there were two incidents of this, Mackay and Hinchinbrook(Branch Safari) only had 2 weekends between them, similarly Collinsville and Towers. Branch to approach Mackay to delay their shoot for one

week and Collinsville to move their shoot 1 to two weeks. Once confirmed calendar to be submitted.

- For 2023 Frank suggested we return to Branch nominated dates that clubs would apply for this will lock in long weekends for major tournaments such as State (if we host) and Branch Titles and set Club shoots roughly every 5 weeks apart. This will start in late March and end end of October to avoid the worst of weather and heat. It is suggested that everyone talks to clubs and promote discussion in regard to solution moving forward.

Meeting Close 9:00pm