

Branch B Meeting Minutes

Meeting title:	General Meeting
Meeting time and date:	30/04/22 7:45pm
Meeting venue:	Townsville District Bowhunters
Attendees:	W, Salmon, J. Hall, F. Hall, Bec Nelson, A. Grosper, A. Irwin, I. Lepinath, M. Beard, J. McGuckin, D Smith
Apologies:	G. McComiskie, Mark Turnbull, Tracey Smith
	Meeting Opened – 7:45 pm
	Meeting Closed 9:00 pm

Regular Business & Rebate compliance

Every Meeting

Risk Management report

Draft documents available
for review

Previous Meeting Minutes sent to National

Yes

Bank Req to end of month to date complete for GST

Yes

Score sent to National Score Recorder

All scores to end of
March

Report Shoot Fees received since last meeting

All Clubs up to date

Annual

Branch Audit completed and accepted by the
members at their AGM and signed (by two
members)

Distributed AGM meeting minutes (noting
reports & budget are passed – auditor
appointed for 2022 etc)

Auditor be appointed by members for the
upcoming financial year

AGENDA ITEMS

2.	<p>MINUTES OF THE PREVIOUS MEETING – General Meeting 26/2/22 minutes reviewed and accepted</p> <ul style="list-style-type: none"> Moved J McGukin, Sec. B Nelsen – Carried without objection
-----------	---

3.	BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING - 1. Letter in regard to lack of action or response to letter requesting Motion to revise Branch representation ratio in New Constitution (item 7) has been drafted and reviewed by Controller, will be sent via Email as attachment.											
4.	CORRESPONDENCE <i>Correspondence In</i> <ul style="list-style-type: none">Email response to Nation minutes not published as stated in National Meeting Agenda – Stated that IT will notified (Checked still no action) 4th MarchEmail response – Requested contact details for Affiliation in Branch B lists can't be given out - 4th MarchNational Executive Meeting Minutes 13th FebruaryNational Executive Meeting Minutes 3rd AprilEmail - 2022 Coaching Re-Accreditation to be postponed for 12 monthsEmail Confirmation that Branch B 2022 Coaching Re-Accreditation can go ahead<i>Draft Branch B risk assessment statements 1st copy.docx</i> from Mark Turnbull <i>Correspondence Out</i> <ul style="list-style-type: none">Email request for clarification re: Query re National Minutes on member portal - 28th FebEmail Request for Affiliation list for Clubs in Branch B - 1st MarchNational Executive Meeting Minutes 13th February General BroadcastNational Executive Meeting Minutes 3rd April 2022 General Broadcast											
5.	BUSINESS ARISING FROM CORRESPONDENCE - Discussed with Clubs that as we are unable to get copies of Affiliation forms (showing club contact details) for Branch B from National. Could clubs please CC branch into information to keep Branch up to date with club contacts.											
6.	TREASURER’S MOTIONS <table><tr><td>Moved – J. Hall</td><td>\$7 GST Seconded - B Nelsen</td><td>Carried without objection</td></tr></table> <table><tr><td>Move Upcoming Expenses Payable as per Report be Approved</td><td>\$275 in payments</td><td></td></tr></table> <table><tr><td>Moved - J Hall</td><td>Seconded - J McGuckin</td><td>Carried without objection</td></tr></table> TREASURER’S REPORT Refer attached Motion That Treasurers Report be accepted Moved – J. Hall Seconded - B Nelsen Carried without objection. BUSINESS arising from Treasurers reported <ul style="list-style-type: none">The Estimate from Auditor voted on at last AGM has almost doubled to ~\$1200 and the previous Fee paid 2021 of ~\$650 (this was already one of the higher fees charged for Branches across the Country). In conversation with Amanda (National Treasurer) it Was agreed that due to the level of fee it would be reasonable to approach other providers for this years Audit and get it passed at a general meeting.Jennifer has received an estimate from Certis for \$418			Moved – J. Hall	\$7 GST Seconded - B Nelsen	Carried without objection	Move Upcoming Expenses Payable as per Report be Approved	\$275 in payments		Moved - J Hall	Seconded - J McGuckin	Carried without objection
Moved – J. Hall	\$7 GST Seconded - B Nelsen	Carried without objection										
Move Upcoming Expenses Payable as per Report be Approved	\$275 in payments											
Moved - J Hall	Seconded - J McGuckin	Carried without objection										

	<p>Motion Branch to change Auditor to Certis for 2022 audit Moved – J. Hall Seconded - I Lepinath Carried without objection.</p> <ul style="list-style-type: none"> Discussed Club payment of Fees for ABA shoots
7.	<p>SUBCOMMITTEE AND OTHER REPORTS <i>Attach reports. - Treasurers</i> <i>Risk Management - NIL</i></p>
8.	<p>ELECTION/APPOINTMENT OF OFFICE BEARERS <i>If applicable. - NIL</i></p>
9.	<p>MOTIONS ON NOTICE Discussion – Audit will be completed by end of June, next invitational is Mackay, Branch AGM to be held at Mackay Invitational Saturday 9th July Moved – F. Hall Seconded - M. Beard Carried without objection.</p>
10.	<p>GENERAL BUSINESS -</p> <ol style="list-style-type: none"> Risk Management <ul style="list-style-type: none"> Club are due to submit Risk mgmt reports Risk mgmt Officer has started a branch policy document A Safety report tool has be developed, Discussion is that report tool to be circulated to Clubs for review and discussion on policy and report tool to be finalised at next Meeting Branch Safari <ul style="list-style-type: none"> Website <ul style="list-style-type: none"> Nominations can now be done online recommend all Clubs use online registration. Bec to send flyer to treasurer for upload to Website Will not take payment at this stage but will look at transaction fees (and who pays fee) to add Credit Card and Paypal accounts to niominations If successful may roll out for Club invitationals next year if requested Facebook Page to be updated for Branch Safari Discussion on support for Clubs such as Mt Isa and others that require >10 hours drive to get to, to support Invitationals. Mt Isa township is having 100th Celebrations in 2023 and TDB is having 50th anniversary in 2023. Calendars <ol style="list-style-type: none"> Invitational Dates <ol style="list-style-type: none"> Clubs to nominate for Invitational dates they would like (see date list below) by 1st July <ul style="list-style-type: none"> 4 & 5 Feb. 23 18 & 19 Mar. 23 29 Apl – 1 May 23 10 & 11 Jun. 23 22 & 23 Jul. 23 26 & 27 Aug. 23 30 Sep. - 2 Oct. 23 11 & 12 Nov 23 Club Calendars <ul style="list-style-type: none"> To be submitted by 1st August Promotion of Sport & events – discussed engaging Media for major events such as Branch & state titles to promote sport & engage with community

12.	NOTICE OF MOTIONS - Nil
13.	NEXT MEETING – 11 June – Hinchbrook Archers
14.	MEETING CLOSE 9:00pm



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

DATE 30th April 2022

Treasurer's report for Branch Meeting: Townsville District Bowhunters Clubhouse

Bank balance as per last report 26.2.22 **\$22985.19**

Receipts since last report: **\$348.00**

Being Club ABA fees from

Charters Towers by Chq 26th Feb for 'fees to date'

Mackay for Mar & Apr

Hinchinbrook for Aug, Sep, Oct, Jan, Feb, Mar

Full Boar for Apr

Payments since last report:

ABA national for all training manuals Feb '22

(invs 1107 & 1110)

Paid Chq 316 26th Feb signed J Hall, W Salmon

(refer prev minutes who approved) **\$945.30**

Bank account balance 30.4.22 **\$ 22387.89**

Therefore income this FY to date (excl GST): **\$4405.54 (79% of budget)**

Expenses this FY to date (excl GST) **\$2682.04 (87% pf budget)**

Profit to date(excl of GST) **\$1714.40**

GST movement:

Feb & March Branch to send to National: **\$35.00**

Accounts for Payment:

- Still Expect Catering reimbursement will be requested by Townsville District Bowhunters Inc for Training weekend 26/27th Feb
- GST Feb cheque to ABA national \$7.00
- Expect March GST cheque to pay national will be \$28.00 – bill not yet issued

Cheques received not yet banked: Nil

Treasurer Correspondence:

6. Emails and posted cheques IN from clubs relating to Fees paid
7. Emails IN from several clubs but yet to send the fees to match.
8. Emails to and from Bec Nelson (Branch Score recorder)– trying to match up numbers of Scores and fees from clubs.
9. Emails IN from National – GST report & Invoices for GST Feb
10. Email IN 5th April from Crowe Horwath – our auditor – engagement letter for audit pencilled in for 20th June – Price quoted \$1200 though!
11. Emails out to about 6 townsville accountancy firms asking for Audit quote. 3 replied – only 1 offer Auditing services – Carey had further questions – awaiting reply from them.

After phoning the company National uses, Certus Group in Brisbane - Estimate received \$418.00

Discussion topics ongoing:

- Auditor - Still hoping National treasurer can get reduction of the quoted annual audit price by Crowe Horwath as she promised to speak to them this week after her leave. She said they are now outsourcing the Auditing service. She also advised that even though Crowe was appointed at last QGM, we can change auditors if the price is unreasonable. Crowe offered no explanation as to why the major increase from last year's \$715.00. Recommendation will be made at next branch AGM to appoint a new auditor after I follow up on Tuesday.

Branch Treasurer

Jennifer Hall

Email ababranbhtreasurer@gmail.com

Mob: 0414652889

Treasurer Correspondence:

12. IN:

1. From National Treasurer – GST reconciliation
 1. July \$4 payable
 2. Aug \$67 claimable
 3. Sep \$1 payable
 4. NET result expect deposit from National of \$62.00 this week

13. Conversation strings in and out:

1. Mackay District Bowmen – re how much per shooter fees for Oct Invitational to pay Branch. TBC after discussion at nov executive meeting.
2. 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

14. OUT:

1. 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:

2. Bank – signatories are now setup
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)

Branch B Treasurer

Jennifer Hall

Email treasurer@abafnqbranchb.com

Mob: 0414652889