

General Branch B Meeting Agenda

Meeting title:	General Meeting / Branch B Conference
Meeting time and date:	17-18 th January 2026
Meeting venue:	Merinda Hotell
Attendees:	W. Salmon, B. Nelson, K. Siely, M. Siely, F. Hall, M. Beard, D. Lamb, B. Hughes, I Leipanath, J. Hall, L. Mackie, B. Smith
Visitors:	c. Leipanath, R. Hughes, Ellis Burkner. P. Lamb. A. Smith
Apologies:	C. Finch
	Meeting Opened 12.00 noon 17 th January 2026
	Meeting Closed 2.00 pm 18 th January 2026

Regular Business & Rebate compliance

Every Meeting			
Risk Management Issues to Report - <i>Ken Henderson is the point of contact for all Risk Management reports and enquiries and any problems with OHS or RM should be promptly advised to Ken Email address is nco@bowhunters.org.au</i>		Risk Mgmt Officer	Nil
Previous Meeting Minutes sent to National		Secretary	Yes
Has the monthly transactions been entered and reconciled in Xero to ensure the National Treasurer can complete National's GST obligations		Treasurer	Yes
All scores have been forwarded to the National Score Recorder		Score Recorder	Yes
Have all Branch Officers read the association's constitution, bylaws, policies, and procedures		All	Yes
Clubs having completing yearly audit & risk management <ul style="list-style-type: none"> • Mackay • Collinville • Charters Towers • Townsville • Full Boar • Mt Isa • Hinchinbrook 		Audit Yes Yes • • Yes •	Risk Mgmt Yes • Yes Yes Yes • Yes

AGENDA ITEMS

2. MINUTES OF THE PREVIOUS MEETING – General Meeting 1st Oct 2025 minutes reviewed and accepted

- Read F.Hall
- Move to be Accepted - Moved F. Hall / Sec W. Salmon CWO

3. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING -

1. Carry Over
 - Hosting Club for State 3D Titles
 - No Club felt they were able to commit to hosting 3D at this Stage. It is therefore decided that Branch B would decline the opportunity to Host the State #D Titles in 2026
 - PayID as alternative to National re EftPos for Branches
 - Kyra has has set up PayID for the purpose of making payments such as nomination for Branch events etc.
 - PayID is “treasurer@abafnqbranchb.com”
 - Defibrillator purchase
 - Decision to be defer until Funding mechanisms for all items can be developed. To be discussed as part of General Business
 - New set 3 Target sets for each Club
 - This was a possibility of a rollout from National to all clubs across Australia, Wayne reported this will not be happening.
2. Calendar Change Tower to host Branch Safari Approval required for Targets and Trophies
 - Moved that Treasurer be authorised to purchase 1 set each of Set 1 and Set 2 from Action Graphics
 - Moved D. Lamb / Sec B Nelson CWO

4. CORRESPONDENCE
Correspondence In – 37 emails

- New Isa Calendar
- 2026 National Measurers Course - 9 Dec 2025
- ABA Constitution Change - Adopted 11th October 2025
- Remaining emails were in generally in Reference to Jan meeting

Inbox - Secretary@abafnqbranchb.com					
File Edit View Go Message Events and Tasks Tools Help		+ New Message		Attachment B - Floor Plan - 2026.pdf Attachment C - Exhibitor Parking N Attachment D - Exhibitor Parking N	
Inbox		37 Messages		Inbox 37 Messages	
From	Subject	To	Recipient	Date	
Beth Imberger	Re: Invoice #12505	Branch B Secretary	Branch B Secretary	1/12/2026, 3:05 PM	
Damien Smith	FW: 2026 Branch Shoot Calendar	Branch B Secretary	Branch B Secretary	1/9/2026, 9:48 AM	
Beth Imberger	Re: Invoice #12505	Branch B Secretary	Branch B Secretary	1/9/2026, 9:48 AM	
Mackay District Bowhunters ABA Rep	Automatic reply: Draft-Agenda and reference extracts	Branch B Secretary	Branch B Secretary	1/27/2025, 11:17 AM	
Damien Smith	Re: Prep for January branch meeting	Branch B Secretary	Branch B Secretary	1/29/2025, 10:27 AM	
National General Secretary	National Assistant Score Recorder Nomination Form	Branch B Secretary	Branch B Secretary	1/15/2025, 4:27 PM	
National General Secretary	Automatic reply: Draft-Agenda and reference extracts	Branch B Secretary	Branch B Secretary	1/15/2025, 12:04 PM	
Townsville District Bowhunters Rep	Re: January Meeting	Branch B Secretary	Branch B Secretary	1/2/2025, 11:55 AM	
James Turner	Re: Prep for January branch meeting	Branch B Secretary	Branch B Secretary	1/2/2025, 11:55 AM	
Jyni Iivonen	Re: Booking request:January Meeting 17 & 18 Jan 2026	Branch B Secretary	Branch B Secretary	1/11/2025, 6:53 AM	
Email Protection <no-reply@tech.ds.network>	Quarantine digest: 5 new messages	Branch B Secretary	Branch B Secretary	1/10/2025, 11:19 PM	
Jyni Iivonen	Re: January Meeting	Branch B Secretary	Branch B Secretary	1/10/2025, 3:02 PM	
Townsville District Bowhunters Rep	Re: January Meeting	Branch B Secretary	Branch B Secretary	12/9/2025, 3:40 PM	
Ralph Boden	Re: FW: January Meeting	National General Secretary, Branch B Secretary	National General Secretary, Branch B Secretary	12/8/2025, 11:47 AM	
Ian Lepinhant	Re: FW: January Meeting	Branch B Secretary	Branch B Secretary	12/8/2025, 1:48 PM	
Australia Post <no-reply@notifications.auspost.com.au>	Re: FW: January Meeting	Branch B Secretary	Branch B Secretary	12/8/2025, 2:49 PM	
Leanne Hart	Re: FW: January Meeting	Branch B Secretary	Branch B Secretary	12/4/2025, 4:08 PM	
Damien Smith	Re: FW: January Meeting	Branch B Secretary	Branch B Secretary	12/4/2025, 9:24 AM	
National General Secretary	Re: FW: January Meeting	Branch B Secretary	Branch B Secretary	12/4/2025, 8:46 AM	
Email Protection <no-reply@tech.ds.network>	Re: FW: January Meeting	Branch B Secretary	Branch B Secretary	12/3/2025, 11:10 PM	
James Turner	Re: FW: January Meeting	Damien Smith	Damien Smith	12/3/2025, 9:12 PM	
Damien Smith	Re: FW: January Meeting	Branch B Secretary	Branch B Secretary	12/3/2025, 10:30 AM	
Branch B Secretary	Re: FW: January Meeting	Branch B Controller, Branch B Treasurer, Branch B Score Recorde...	Branch B Controller, Branch B Treasurer, Branch B Score Recorde...	12/3/2025, 9:38 AM	
James Turner	Re: Booking request:January Meeting 17 & 18 Jan 2026	Branch B Secretary	Branch B Secretary	12/2/2025, 6:12 PM	
National General Secretary	Re: Prep for January branch meeting	Branch B Secretary	Branch B Secretary	12/1/2025, 2:14 PM	
Bookings@merindavillagehotel.com.au	Re: Booking request:January Meeting 17 & 18 Jan 2026	Branch B Secretary	Branch B Secretary	11/26/2025, 4:30 PM	
Cate Agale	Re: January Meeting	Branch B Secretary	Branch B Secretary	11/17/2025, 7:00 PM	
Mackay District Bowhunters ABA Rep	Re: January Meeting	Branch B Secretary	Branch B Secretary	11/17/2025, 4:42 PM	
Ian Lepinhant	Re: January Meeting	Branch B Secretary	Branch B Secretary	11/17/2025, 1:45 PM	
Townsville District Bowhunters Rep	Re: January Meeting	Branch B Secretary	Branch B Secretary	11/5/2025, 2:07 PM	
Ian Lepinhant	Re: January Meeting	Branch B Secretary	Branch B Secretary	11/5/2025, 12:31 PM	
Towers Bowhunters	Re: January Meeting	Branch B Secretary	Branch B Secretary	11/4/2025, 3:11 PM	
Full Boar Archers President	Re: January Meeting	Branch B Secretary	Branch B Secretary	10/15/2025, 3:32 PM	
Cate Agale	Re: January Meeting	Branch B Secretary	Branch B Secretary	10/14/2025, 7:12 AM	
Damien Smith	Re: January Meeting	Branch B Secretary	Branch B Secretary	10/7/2025, 6:11 PM	
				10/7/2025, 9:58 AM	

Summary of Issues for Groups.

Score Recorder Program to be identified and shared between Clubs	Standardization of Trophies between clubs and mechanisms to manage costs
Coaching/Training within the Branch	Shoot Fees, identify there a mechanism for reducing Fees especially for Families with particular regard to Juniors and Cubs
Funding Branch, identify long term solution of how monies can be raised other than via means other than by increase in nomination Fees	
To address the number of Division under ABA Rules leading to multiple divisions having on 1 Competitor requiring excessive medallion for number of Competitors and flagging interest due to lack of competition	Branch Fees/Shoot Fee review on current system of monthly "grading rounds" and fees paid by Clubs to branch and related issues with publishing of Gradings
Establishment of Mentoring for Club and Branch Roles	Shoot Formats to address the need to give people time to travel and reduce effort of completing 3 rounds in a day.
Improve Inter-club and Branch communication and general promotions	Strategies to reduce/reverse fall off in numbers attending Branch and Inter-Club shoots
Format for shoot within the Branch such as managing Dates and Financial structures	Failure of coordination and Approval of a Branch Calendar

•

1	<p>Detail duties of Branch Committees as per ABA structure and Identified Branch B issues operate</p> <ul style="list-style-type: none"> Duties and obligations of Branch <ul style="list-style-type: none"> Overview of how other Branches Issues currently affecting Branch B <ul style="list-style-type: none"> Crowding of invitationals and poor attendance Lack of support for smaller/struggling clubs Gradings and Branch B score Recorder's difficulties Process for rebates from National's <ul style="list-style-type: none"> Membership Rebate - <p>Present ABA Branch structure as per ABA Constitution and by laws</p> <p>Present how funds are raised and spent</p> <p>Present how Branch B and other Branches are run</p> <p>How we will deal with ideas and input to develop a future structure for Branch</p>	<p>Frank</p> <p>Beck</p> <p>Kyra</p> <p>Frank</p> <p>Frank</p>
2	<p>Submissions for Clubs for Consideration</p> <p>Things that could be considered for Branch Operations</p> <p>Hinchinbrook</p> <ul style="list-style-type: none"> Access to Branch B Software and training for it so everyone has current access to records <i>The Board with Plaques has been discussed several times since raised by Fish, he was going to do a costing to see what it will cost and how it would work.</i> <i>3D Targets - Buy-Store / Rent options for purpose of running State events only</i> Liquor Licence for club Invitationals/Safari/State events RSA Certification Money towards clubs running events ie \$500-\$1000 to help run event <p>Would reduce cost of Meal Deals - Increase participation.</p>	<p>Ian Lepinath</p>

	<ul style="list-style-type: none"> • Knife and Axe Insurance across all clubs • Training Days at club on decided date – Coach/BPC/Measurer 	
TDB	<ul style="list-style-type: none"> • Trophy Standards - ie due to the fact their are so many divisions (be good if these could be reduced) maybe their is a club standard for invitationals that only a trophy is given to 1st for each division as it is quite an expense if having to issue 1st, 2nd and 3rd for each division. • Score Recorder programme standardised across all clubs so potentially at invitationals and such other clubs could assist the score recording as everyone has same system. • Coaching - Allocation of Coaching and levels of Coaching provide to the coaches. Some clubs bigger than others so need more allocation of coaches, in particular to run Come and Try days or run 4 week courses etc to introduce more members. • ABA meetings advertised well in advance to branches so that representation of Clubs can attend. • Hunting Awards (ABA related) Why do members need to buy own patches, This should be paid for and issued by ABA. • In relation to invitationals Branch pays for cubs and juniors to attend and shoot, enticing more families to travel to these events maybe. 	Brett Hughes
Mackay	<ul style="list-style-type: none"> • Clarify the process of Branch collecting fees from the clubs, how it is being used and whether changes need to be made, a couple examples being more, money from the branch for clubs hosting branch and state events, maybe clubs helping with fundraising for the branch. • Better communication between the clubs and between clubs and the branch maybe promoting the web page, or having branch social media accounts. • Better support for people taking club and branch positions starting at a club level right through to better national support. • Coaching re-accreditation for club coaches, appointment of a branch coach, a coordinated approach to coaching for all clubs in the branch and more support from national with the coaching program. • Lack of promotion of the branch itself to the clubs and club members • A coordinated approach to new shooters across all clubs, come and try days, information about the ABA, types of Archery, coaching and hunting. • More support from the branch to promote hunting especially for new members that are interested, maybe have a list of people the can provide hunting opportunities and education for new hunters. 	Mick Beard
	<p>Groups discussion to work on Branch Issues and how to address them</p> <ul style="list-style-type: none"> • Form 2 groups with issues addressed to each group <ul style="list-style-type: none"> • One member from each club to each group • Groups will report back on outcomes, then issues swapped • Propose Beck to chair Group 1 - Frank to chair Group 2 • Remaining Branch members to <ul style="list-style-type: none"> • initially discuss duties roles and mechanism e.g. plan meeting dates, attendees, methods eg teleconference etc • Consider initial feedback and work with Groups as required to refine outcomes 	

Summary and outcomes of Group Discussions

The conference broke into 2 groups each taking a selection of topics for discussion, After group discussions the conference reconvened to make decisions determine policies and forward motions

Score Recorder Program to be identified and shared between Clubs

It is known that several clubs have developed Score Recorder Programs for Club use. By sharing and having a common program at all clubs it could strengthen the longevity of the system and allow for score recorders to help out between clubs as well as the possibility of continuous improvement.

It was also recognized that there is a varying levels of computer literacy between club as well as issues of resources such as PC ownership and availability of Printers

Final discussions recommended that the Score Recorder will identify any suitable and shareable existing score recorder programs that could be shared with all clubs

- A criteria was established to help Branch Score Recorder to select suitable programs to recommend to the Branch Committee.
 - Mechanisms must be in place to ensure longevity of program beyond current membership and have a suitable support format available
 - The cost of any system must be as minimal as possible for potential benefits achieved
 - has a mechanism that can ensure club data security in the case of loss of PC or departure of club current Score recorders
 - Is updatable with extract from Branch score recorders program that includes, ABA#, Name, ABA renewal Date, Individuals Division and Grades.
 - Is able to print competition reports that can also be used in mail-match documents
 - and if possible accept input from mobile apps to reduce data entry errors

Standardization of Trophies between clubs and mechanisms to manage costs

Discussion centered around standardization of Trophies for all Inter-Clubs and Branches competitions with a view of reducing costs. Everyone also agreed that on the importance of something "showy" or "tactile" for Juniors and Cubs. Some possibilities were raised such as 1st 2nd 3rd Ribbons or Buttons. Adult did not need similar but the use of Certificates has been sufficient in the past. Medallions have been used for J&C and has generally been well received in past years.

An alternate to Certificates has been discussed and was further developed, this is the use of system used in Branch D where a person is awarded a Board at their first podium event and subsequently plaques /name plates for further podium places to be attached to the board previously awarded. The idea is that the Plaques would be engraved with Club and place only to keep as generic as possible. Differentiation between clubs and Branch is via the color of the plaque/name plate with each Club and Branch having unique color for their plaques. It was also suggested that due to the environment in FNQ that boards be something that will not degrade in heat & humidity such as a metal style board.

The Plaques would be held and order replenishment would be done by the Branch Score recorder. A "special" plaque along with Medallions or similar may be required for State events. Further investigation is required to develop initial set up costs and ongoing expenses as well as mechanisms for clubs to pay for plaques and boards as required. General feel was both Plaque and Medallions could be handed out with the idea to use up the excess 'stock' some clubs have of the medallions.

Committee discussion - It was mentioned that TDB & Collinsville have already bulk medallions that maybe suitable for Branch to purchase from them and remove central stickers for sale out to other clubs, Lindsay Mackie and Brett Hughes to report back to Branch meeting in Towers whether this is of interest to the Clubs and if possible.

Actions

- Lindsay Mackie and Brett Hughes to report back to Branch meeting in Towers whether sale of Club held Medallions is of interest to the Clubs and if possible.
- All reps to discuss with Clubs what is the preference, whether their members would like to make their own board or purchase one along with rough numbers, and report at March Meeting
 - Certificates vs Plaques; what is best for J&Cs
 - Whether J&Cs receive Medallion and Plaques – Group discussion; general feel was both with the idea to use up the excess 'stock' some clubs have of the medallions.

	<p><i>Coaching/Training within the Branch</i></p>
Motion	<p>Discussion around Training held a great level of agreement between Clubs and attending Branch Trainers along with the concern that the Branch had failed to provide clear delivery of what would be provided and why certain courses were not available in the past.</p> <p>Move that the following Policy be adopted.</p> <p><u>Mover F Hall Sec 1 Leipanath - CWO</u></p>
	<p><i>Training Program Policy</i></p> <p>That persons holding or appointed to training roles shall select a spokesperson that with consultation with other members holding training roles will present a training calendar at the first Branch Meeting after the date of the AGM and program is to be included in Branch Calendar publications.</p>
	<p><i>Shoot Fees, identify there a mechanism for reducing Fees especially for Families with particular regard to Juniors and Cubs</i></p>
	<p>It was discussed that the cost of Inter-Club and Branch nominations is a possible barrier to attendance. Discussion centered around J&Cs specifically. It was suggested that National be approached to subsidise J&Cs nomination in the form of a rebate to the hosting club after attendance. Clubs would send in their attendance sheet for shoot and National would pay to Club \$15 per attending Junior or Cub ABA competitor.</p> <p>A Motion will be presented to next meeting to submit to National for inclusion on next National Meeting agenda.</p> <p>Another mechanism for minimising cost for attendance was that Clubs register as "Activity Providers" with the Qld Gov. and members apply for Play on vouchers for each child,. The Club would receive \$200 per voucher and could be used to pay for Competition Nomination and fortnightly Club nominations to the value of the \$200.</p>
Actions	<p>Brett Hughes to write and present 1 or 2 Motion(s) to be voted on at March Branch meeting to put to National to increase Membership rebate % and to Rebate to Clubs of \$15 per head for J&Cs attending Competitions.</p>
	<p><i>Funding Branch, identify long term solution of how monies can be raised other than via means other than by increase in nomination Fees</i></p>
	<p>It was identified that there is a desire amongst clubs to receive financial support from branch under 7.4.13 of the Bylaws and that under the to be able to support this need the Branch must operate on a profitable basis. There is also a requirement that the Branch holds sufficient funds to support normal operating expenses such as trophies and Targets for Branch events where outlay precedes income.</p> <p>Suggestion of mechanisms are</p> <ul style="list-style-type: none"> • Larger longer term Raffles that could be sold beyond the event or the clubs but rather club members would be encouraged to take tickets to work place to expand potential sales of tickets. • Branch Bulk purchases items such as Medallions and on sells to Clubs on as need basis with small markup. Both saving costs to the Clubs and raising money for the Branch. <p>The outcome of discussions recognized the benefit of the concepts but also acknowledge that this does not fit with any existing Committee position. It was therefore decided that a position of Funding Officer should be called and that on the appointment of a person to that position the above ideas and other could be implemented.</p> <p>Nominations for Funding officer will be called at next Branch Meeting.</p>
	<p><i>Branch Fees</i></p>
	<p>A Topic was identified to review current system of monthly "grading rounds" fees paid by Clubs to branch and Branch rebates for hosting Branch events. The Treasure pointed out the amount of work coordinating with Branch Score Recorder and issuing multiple invoices for small amounts especially when Clubs may miss sending in grading round scores in a regular time and format.</p> <p>In earlier presentation on how other Branches function in regard to when and how Branch collect funds for Branch operation. It was identified that this system was far simpler. To that end</p>

discussion would be held over to consider the outcome of the adoption of alternative formats for the Branch. (refer Attachment 2) Discussion were passed over to first see the decisions of the Committee and if they would adopt a different position.

To address the number of Competitors in Division and possible short term solutions.

The discussions expressed concerns about the smaller numbers attending shoots. This has a variety of issues such as many divisions having less than 3 and often only one archer in a division. This fails to offer actual competition and excessive medallion for number of Competitors and flagging interest due to lack of competition

It is recognised that Branch shoots must be run in adherence to ABA Rules and the Branch shoots hold the recognition of ABA, but, Clubs may vary rules to suit the format of an event they will hold.

Under Rule 2 of the National Field Round Rules for National Archery Games “*Where it is impracticable to provide full division of competition grades and shooting divisions, the Club, Branch, State or National organisers shall exercise such discretion as necessary, and adapt such grades and divisions in any combination or combinations, as is desirable and necessary.*“

A variety of mechanisms were discussed to achieve the combining of Divisions,

- Combining Grades based on style felt that this penalized the less skilled archer
- Combining of Styles base on skills of archers e.g. Combine A Grade BHC with BHU would be too complex as Score recorder is trying to organise Archers into groups and take nominations prior to event.
- The skill of an archer is measured by score and is the same regardless of gender, all styles have the same grouping to achieve a grade. The example of Mel McDonald was raised as an example of this combining of Gender Division, Mel in the past nominated into men's division and this not only increased competition in that style and grade but created an actual competition between all archers for a podium position. This was therefore considered the fairest format for combining archers and was supported by all ladies attending who compete at Inter-club and Branch shoots.

The following motions were put forward.

Branch

1. A motion was presented to the Committees

- Moved that After the 2026 Branch Safari that for all Branch shoots other than State Titles the male and female divisions will be combined for all adult divisions except where there are 5 or more competitors of the same grade and style in each gender division.

Moved B Nelson, Sec D Lamb Vote 9 For / 1 Against Motion Carried

Clubs

2. For Club invitationals the Branch provided the following suggestion to try and create a commonality between Clubs holding Inter Club events
 - Moved that Branch Committee supports/recommends club reduce divisions for adult archers to Sighted and Un-Sighted by combining Compound styles of BHU, BHL & FU and also combines Longbow, Recurve and Historic bows by archer grading and gender.

Moved B Hughes Sec K Seily CWO

Shoot Formats for Branch events

At Mackay State Titles event in October 2025, some individual express concern in regard Smoke and heat making the completion of the 3rd round on the first day extremely difficult. Under Rule 8 of the Rules for National Archery Games for Branch and State Titles the normal format is 2 rounds by 3 arrows and 2 rounds by 1 arrow but this maybe varied if “*the format of such other rounds as recommended to and approved by the Vice President, Field Division*“

The format used at Mackay State Titles was 1 rounds by 3 arrows and 1 rounds by 1 arrow followed by 1 round by 2 arrows, both arrows scoring first arrow scores.

Some concern was expressed in as there could be an excessive time where nothing will occur if start times remain similar to current event times.

Motion

Moved that Branch B recommend to Vice President, Field Division that after the completion of March Branch Titles shoot format for Branch B events shall be 1 rounds by 3 arrows and 1 rounds by 1 arrow followed by 1 round by 2 arrows, both arrows scoring first arrow scores and this would also be the suggested format for any Inter-Club events.

Moved B Nelson, Sec L Mackie CWO

1. **Copy of Text sent to National** 20/01/26 3:10pm

Attention - Vice President, Field Division

A motion was presented to and was passed by the Branch B Committee

Moved that Branch B recommend to Vice President, Field Division that after the completion of March Branch Titles shoot format for Branch B events shall be 1 round by 3 arrows and 1 round by 1 arrow followed by 1 round by 2 arrows, both arrows scoring first arrow scores. and this would also be the suggested format for any Branch B Inter-Club events.

Moved / B Nelson, Sec / L Mackie Carried without objection

Copy of Reply from National 20/01/26 5:20pm

Hi frank,

Thanks for your enquiry

It is fine for a 3 and 1 arrow grading round, followed by a 2 arrow round for Branch Interclub shoots- many branches already do this,

But for a Branch or State title it must be a 3 and 1 arrow round both days.

If you want to change the format of Branch or State Titles you need to put a proposal to the Branch Sub Committee for discussion of all Branches and then it goes to the Field division and then final approval from the Board.

We are using this process for all rule changes to so there input from all areas.(this process was passed at the 2023 AGM)

Please let me know if you require further info

Regards Brian

Brian Taylor

Field Archery Subcommittie Chair Person

Australian Bowhunters Association

Establishment of Mentoring for Club and Branch Roles

It is believed that a common problem with the willingness of members to undertake roles is that there is no help available. To address this it was decided that the Branch adopts a policy of holding a register of Mentors. The following Policy was agreed to:-

Motion

Move that the following Policy be adopted.

Moved F Hall Sec K Seily - CWO

Mentorship Policy

At each AGM, each Club will submit the name and contact details and experience and roles held (if any) to act as a mentor for their own or other clubs position holders for the following 12 months. It is noted that the Mentors does not need to be a member of the club or have held a position on an archery club committee by may have other knowledge and or experience they are willing to share, e.g. An accountant to help club treasurers or solicitor to help a club in regard to incorporation needs or similar.

Improve Inter-club and Branch communication and general promotions

Discussion was relative short as it was believed that many of the mechanisms existed, Branch and Club Facebooks pages. Also the as Branch has provided Emails for all positions for all clubs controlled centrally this simplifies the ability of inter Club communications as the email addresses are simple to know even if not directly provided and that all Branch email addresses are listed on Branch website.

In regard to Facebook, it was highlighted that the ranking of social media is closely linked to number/ frequency of post and shares. The Branch Facebook page has not been active other than for Event Flyers 50% of posts, Notices from National 25% and remainder predominantly from outside the Branch. The current administrators of the page were "placeholder" and have other duties within the Branch. It was felt that the Branch needed someone to take on the role of a Comms & Promotions Officer Position.

Strategies to reduce/reverse fall off in numbers attending Branch and Inter-Club shoots

Discussions for this topic was covered in 2 parts, Hunting activities and Branch/Club/Blub communications

Hunting

It was discussed that to promote hunting The Branch Website could list Outfitter organisations as approved by Branch Field rep. The organisation would provide logo and contact details on preferred format and size and commit to providing a link to Branch Website on their Website or Social Media content. Further, clubs are encouraged to promote BP training at their clubs to new members and to communicate to other clubs to invite people who may be wishing to get their BP Certificate. Lastly and audit is to be completed to identify all Clubs with BPC trainers and their contact details.

Branch/Club/Club

Discussion also covered Social media and that some clubs had very active Facebook pages while Branch was Facebook was mainly only posting event flyers. Better coordination was needed to promote via social media and possibly engage younger people to get involved and expand platforms, tiktok and instagram etc..

Role of Promotions Co-ordinator:

- to liaise with ABA to make use of existing promotional material and follow existing policies and procedures, including ordering and holding a stock of the ABA and Field Archery brochures and issue to clubs at their request for 'Come'n'Try' days, Expos, new member welcome kits etc
- To coordinate Admin users and settings allowing posts and comments etc, on the Branch Facebook page and any other Social Media as required.
- To create a 4 to 6 month plan for scheduling of social media posts, for approval by the Committee, and execute the posts.
- Develop Team of interested people amongst the Clubs to provide photos and stories and generate ideas for promotion of the sport and share what the clubs are doing.
- Assist IT support officer with files as required, to become downloadable reference or instructions for club committees. E.G. how to apply for and use Play-on Sports Vouchers.

Motion

Moved that the position of Promotion Officer be created and that J Hall be appointed to the position.

Moved B Nelson **Sec L Mackie** **- CWO**

Format for shoot within the Branch such as managing Dates and Financial structures

A presentation was made to the Committee outlining how Branch B functions in regard to raising of funds as compared to other Branches using Branch D as an example. (refer Attachment 2)

The Treasurer pointed out the amount of work coordinating with Branch Score Recorder and issuing multiple invoices for small amounts especially when Clubs may miss sending in grading round scores in a regular time and format.

It was understood that though the change would be difficult and would need to be monitored but the current system was complex and unwieldy. Some concerns were raised around ability of Archers to be graded and loss of income affecting the Branch financial viability. Grading will revert to normal operation as per Rule 10 of the Rules for National Archery Games. In regard to Loss of fees from monthly Grading shoots, the Branch has sufficient funds in the short term while any shortfall may occur but better effort by Club and Branch to submit documents on time will ensure full Membership rebates and the reduction in cost for hosting rebates is expected to maintain current breakeven operation of Branch.

Motion

Move that after the Branch Titles in March that Branch change to the following format for collecting Shoot fees.

- Inter-Club Shoot will be hosted by a Club inviting other Clubs to join the competition with club supplying all Trophies, Targets, Score recorder, Camping & Catering and other activities as decided by the Club and is advertised by Branch (No payment is made to the Branch).
- Branch Shoot is a shoot that is hosted by a Club with Branch inviting other Clubs to join the competition with club supplying Camping & Catering, Range master setting up Branch targets prior to shoot and other activities as decided by the Club.

The Branch will supply all Trophies and Targets and Score recorder and is advertised by Branch collects nominations (No payment is made to the hosting Club)

- Monthly grading Shoot will no longer be incur fee and no scores will be sent to Branch Score Recorder.

Moved K Seily **Sec F Hall** **- CWO**

Failure of coordination and approval of a Branch Calendar

Information shared in opening presentations identified that 15% of your Membership rebate to branch from National for Branch Calendar be submitted on time. Also there has been no coordination between Club leading and some clubs holding multiple Invitational event in against ABA Invitational Policy.

To ensure good coordination of events across the Branch the following procedure will be adopted by the Branch.

1. The Branch safari will rotate between clubs year on year base on the following order Towers Club, TDB (Townsville), Hinchinbrook Club, Mackay Club, Collinsville Club, Full Boar (Townsville). If it is a clubs turn to host the event then it will move to the next Club in the same order and the process will continue.
2. State Title ABA Target event will occur in October Kings birthday weekend and is open for any Club to apply for when it is Branch B turn to host.
3. State Title 3D event will be open for any Club to apply for when it is Branch B turn to host and will be held as part of their normal Invitational.
4. Secretary will circulate the template file for Clubs to submit the proposed dates for their invitational shoots, by the 31st March
5. Clubs will return the template file by the 30th April
6. Secretary will coordinate all invitational on to one template file and circulate by 31st May
7. Clubs will fill in all other club shoots and return by 30th June
8. Secretary will coordinate all information on to one template file and circulate by 31st July for review before presentation to Branch at August Annual General Meeting

In general discussions other issues were identified

1. With the increase integration of technology with in all aspects of life it is believed that there is a need for technical support, e.g. currently, Branch Score recorder program, Branch Website and Branch Emails and if a Club Score recorder program is taken up there will be a need for support. The uncertainty of the computer literacy of future position holders also places a need to provide support where required. It was proposed that a position of IT Support be created.
 - Role of IT Support,
 - To Maintain and update Branch Website and Emails as Required
 - Provide Support to Score Recorder in the management of the Branch Club Score Recorder Programs
 - Develop Team of interested people amongst the Clubs to support the integration of technology into the sport as requested.
 - The IT Support person will not be required to attend branch meetings
2. The Branch has failed to achieve its requirement under 8.3.1 of the ABA Constitution to hold Quarterly Meetings, *"not less frequently than quarterly each year"*. To address this General Meetings shall be held at least at the following times:-
 - January at least one week prior to the end of school term & will include Branch Conference
 - At the March Inter-Club Shoot
 - At the May Inter-Club Shoot
 - At the August Inter-Club Shoot & will include the AGM
3. Providing meals is the single biggest risk to the financial success of Invitational events, The Branch will prompt and support club to only be obligated to provide meals to people who pre nominate requirements for meals. It is suggested that Clubs take details of all club member wishing to attend and advise with single email at least 2 weeks prior to event.

Towers Bowhunter moves that therebate fee per archer for hosting Branch Safari be set at \$5 per Archer.

Moved B Smith Sec L Mackie - CWO

13. NEXT MEETING – 14th March Tower Bowhunters

14. MEETING CLOSE – 2.00pm 18th Jan

Attachment 1

Treasurer Report 17.01.2026

Balance as of 17.01.2026 - \$23,295.74

Incoming:

Interest since 01.07.25 – 17.01.26 - \$271.63

Payments from clubs - \$1131.82

Branch Shoots - \$3322.71

Outgoings:

Trophies ect - \$3358.12

2025 Audit fee - \$922.50

Targets - \$2087.73

Branch B Conference Accom & Meals - \$2759.09

Website & Email - \$1277.59

Rebate to clubs - \$518.64

Computer Expense - \$128.57

Outstanding fees:

NIL

Upcoming Bills:

Bill for this weekends meeting - \$3035 this has been paid as needed to be paid prior to today.

Profit and Loss

Australian Bowhunters Association Ltd - Branch B

For the year ended 31 May 2025

	2025	2024	2023	2022	2021
Trading Income					
Branch Shoot Fees	1,859.09	1,153.45	3,718.18	1,922.73	-
Club Shoot Fees	438.18	1,574.51	1,450.93	1,359.99	324.55
National Rebates Membership	539.68	1,585.89	2,266.53	2,300.83	1,169.71
National Rebates Travel	750.00	2,375.63	650.00	-	-
Total Trading Income	3,586.95	6,689.48	8,085.64	5,583.55	1,494.26
Gross Profit	3,586.95	6,689.48	8,085.64	5,583.55	1,494.26
Other Income					
Interest Income	745.48	702.42	348.92	-	-
Total Other Income	745.48	702.42	348.92	-	-
Operating Expenses					
Auditing Fees	-	450.00	380.00	650.00	600.00
Bank Fees	-	-	1.25	-	-
Freight and Postage	-	45.55	40.00	-	-
Misc	-	2.00	40.00	-	-
National Accommodation Fees	-	50.00	50.00	-	-
National Linen Pack Fees	-	32.00	35.00	-	-
Printing	-	-	102.50	64.70	-
Rebate Shoot Fees	229.09	197.27	747.27	-	-
Refunds to Branch Controller	40.00	-	-	-	-

Refunds to Branch Field Rep	421.70	-	-	-	-
Refunds to Branch Secretary	-	109.23	-	-	-
Stationery	-	-	-	50.26	-
Sundry Expenses	-	-	0.01	5.00	-
- Targets	1,028.18	952.73	1,369.09	-	-
	1,328.91				
Training Expenses	-	637.50	-	562.88	-
Training Manuals	-	127.50	-	985.30	-
- Travel & Accom. Expenses	837.55	1,861.74	437.19	-	-
Trophies and Engraving	1,035.42	646.14	1,051.64	736.01	-
Website and Email Hosting	-	1,067.04	75.92	638.78	-
Total Operating Expenses	4,441.03	6,294.68	4,440.27	3,692.93	1,928.91
Net Profit	(108.60)	1,097.22	3,994.29	1,890.62	(434.65)

Profit and Loss

Australian Bowhunters Association Ltd - Branch B
For the year ended 31 May 2026

2026

Trading Income

Branch Shoot Fees	3,322.71
Club Shoot Fees	1,131.82
National Rebates Membership	3,023.44
Total Trading Income	7,477.97

Gross Profit

7,477.97

Other Income

Interest Income	322.31
Total Other Income	322.31

Operating Expenses

Auditing Fees	922.50
Computer Expenses	128.57
Rebate Shoot Fees	518.64
Targets	2,087.73
Travel & Accom. Expenses	2,759.09
Trophies and Engraving	3,358.12
Website and Email Hosting	1,277.59
Total Operating Expenses	11,052.24

Net Profit

(3,251.96)

HOW WE OPERATE

- **Invitational** is a shoot that is hosted by a Club inviting other Clubs to join the competition with club supplying
 - Trophies and
 - Targets,
 - Camping & Catering and
 - Range master setting up Club supplied targets
 - Other, as decided by the Club andis advertised by Branch and a fee per archer is paid to the Branch
- **Safari** is a shoot that is hosted by a Club with Branch inviting other Clubs to join the competition with club supplying
 - Camping & Catering and
 - Range master setting up donated targets
 - other as decided by the Club and
 - Branch supplying
 - Trophies and
 - Targets,
 - Score recorderis advertised by Branch collects nominations and a fee per archer is paid to the Club
- **Grading Round** is a monthly shoot where Club provides a formal ABA round and a fee per archer is paid to the Branch

HOW Other Branches Operate

- **Inter-Club Shoot** is a shoot that is hosted by a Club inviting other Clubs to join the competition with club supplying
 - Trophies and
 - Targets,
 - Score recorder
 - Camping & Catering and
 - other as decided by the Club andis advertised by Branch (***No payment is made to the Branch***)
- **Branch Shoot** is a shoot that is hosted by a Club with Branch inviting other Clubs to join the competition with club supplying
 - Camping & Catering and
 - Range master setting up Branch targets prior to shoot
 - other as decided by the Club and
 - Branch supplying
 - Trophies and
 - Targets,
 - Score recorderis advertised by Branch collects nominations and
 - *a fee per archer is paid to the Club*
 - *Used targets donated to Clubs at Branch discretion*