Branch B Annual General Meeting

Saturday 13 June 6.30pm

Attendees.

Apologies.

Meeting opened: 13 June 2020.

1. Confirmation of minutes from last AGM.

Branch B AGM 8 June 2019.pdf

2. Business arising from previous general meeting.
3. Branch Report – Branch Controller.
4. Correspondence in.
5. Correspondence out.
6. Treasurers report.
7. Accounts for payment and funds received.
    a. Accounts for Payment
    b. Funds submitted to treasurer for deposit.
8. Hunting report.
9. Score Recorder report.
10. ABA report.
11. New Business.
    a. All clubs to submit 2021 shoot calendars by 03 August 2020.
12. Meeting closed:

Please notify John Smithson of apologies – john.smithson@jcu.edu.au.

Branch B Field Reps Report for 4th/ March/2020 Meeting.
Graham McComiskie

Hi Gang hope everyones well. Apologies was going to attend but got ambushed .

I have outlined topics in items listed below , you can ring me on Ruths phone 0448797898 for clarification on any points if you like.

1 Business from last meet. TBA Event item 12D. Still to discuss details with proposer before going forward.

2 Branch B Safari June 13 & 14. Most game claims should be in by now so have compiled a list of award recipients and organised for trophys and engraving. Quoted about $500 which should include repairs and bringing up to date. If that's ok can we approve to go ahead please.Have contacted a few award recipients to come along and accept at the shoot hope to get a few more. Have to get a contact from Hinchinbrook to see about tables and maybe bit of display area .

3 Have made listing of award criteria and attached to Game Claimed Recording book for future reference.

4 While going back through historicaly it posed the question how the hunter of the year was done, I think it was the old ABA system, most points under the master bowhunter system which was replaced many years ago and updated again maybe 10 years ago to the current TBA Bowhunter of the year system of most measurable species which is a much fairer and rewarding system as well as aligning with TBA. I would like to propose we adopt this system also. If in favour can we get a mover and a seconder to go with this.

Thanks Graham

02 Feb 2020 - ABA assets handed over.

Sunday, 2 February 2020 2:19 PM

Two boxes received from Lorraine Bruce sent from ABA national office. Thank you to Lorraine for storing up until now.

Branch B Secretary
Bula
BEACH
AUSTRALIA

Contents included:

1. Dell Vostro 1510 laptop. No password. When turned on, the system warned the battery is no longer supported. Can only run off 240v power adaptor. I believe it is a 2008 model computer. Has some damage to the right hand side of the case.
2. Old briefcase - empty.
3. Pink bag - had some documentation from previous secretary. Documentation retained.
4. Various folders.
5. Various stationary.
6. 2 stamps (one date stamp latest date 2019, one Branch B postal address stamp)
7. Old laptop bag.
8. Minutes from previous Branch B meetings and various correspondence and documentation.

Consolidated all documentation into one box. Discarded the following:

1. Dell Vostro 1510 laptop.
2. Old briefcase.
3. Pink bag . Documentation retained.
4. Various unused folders.
5. Various stationary.
6. Date stamp that is no longer useful.

7. Old laptop bag.
8. Old damaged box.

Recommend writing off:

1. Dell Vostro 1510 laptop. Will take this proposal to the next Branch B committee meeting.

2.

3.

Branch B Field Reps Report for 4th/ March/2020 Meeting.
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Thanks Graham

Smithson, John

From: Smithson, John
Sent: Sunday, 2 February 2020 2:44 PM
To: branchbexecutive
Subject: Branch B assets
Attachments: Branch B Assets.pdf

Hi all,
Please find attached a record of the Branch B assets handed over to me today from Lorraine Bruce. I have proposed some of the bits and pieces be destroyed as follows as they are no longer useful:

Propose discarding the following:

1. Dell Vostro 1510 laptop.
2. Old briefcase.
3. Pink bag . Documentation retained.
4. Various unused folders.
5. Various stationary.
6. Date stamp that is no longer useful.
7. Old laptop bag.
8. Old damaged box.

If you have any objections, can you let me know. I will propose at the next executive meeting we write off the laptop. I don't think it is worth keeping. I don't think it needs to be replaced at this point. If I don't hear anything about the list above in the next week, I will assume no one has any objections. There is no value in the items I propose to discard but I thought it sensible to let everyone know before I go ahead and do it.

Cheers,
John

Best regards,

John Smithson
Branch B Secretary

0418 576 393
John.smithson@jcu.edu.au

Executive meeting 4 March 2020

Tuesday, 3 March 2020 6:27 PM

1. Declaration of quorum.
2. Minutes from last executive meeting.

   Motion Minutes from last meeting are true and correct
   Moved correct: Seconded:

3. Business arising from previous meeting. (Read)
4. Correspondence in.
   a. Request from ABA National to provide information about branch shoots for the purpose of insurance. (email attached)
5. Correspondence out.
6. Treasurers Report.
7. Accounts for Payment. (All)

   Motion to pass approval of funds
   Moved: Seconded:

8. Funds submitted to treasurer for deposit.
9. ABA report.
10. Club reports.
11. Risk Management (for all meetings).
12. New Business. (all)
    a. Purchase of targets for Branch B Safari - Hinchinbrook Club host
    b. Purchase of trophies for Branch B Safari - Dave and Jess Casey invited.
    c. Branch B assets for destruction - see email and attached photographic evidence.
13. Action item list review.
14. Meeting closed
    a. Time

ABA BRANCH B MEETING 4/03/2020 TREASURERS REPORT

Opening balance 1/09/2019 $20,663.40

EXPENSES

- Chq 000296 to G McComiskie reimburse air fares & Taxi to ABA AGM -$613.60

  I have been advised by the National Treasurer the full fare was to be reimbursed not just the reimbursed amount from ABA which was $500 each. I will be issuing 2 cheques to G McComiskie & L Bruce for the difference.

-

INCOME

- Mt Isa Shoot fees Nov & Dec $ 16.50
- Mackay Shoot fees $ 18.00
- Collinsville Shoot fees $ 36.00 * This amount should be $19.50 overpayment of $16.50 which is held in credit.

Closing Balance 04/03/2020 $22,185.68

The above 3 Clubs are the only ones paying Club Shoot Fees.

APPOINT AUDITOR FOR 2019/2020

An Auditor needs to be appointed for our next audit. At this stage I recommend we use last years Auditors CROWE HORWATH again.

Please pass this in the minutes.

BRANCH B LIST OF ASSETS

Treasurers Acer Computer & Bag

Treasurers Cannon Printer

Treasurers Plastic storage box

Score Recorders tin

Various Pencil Cases

Old Records

(Please see photo attached for above items)

Please add other items that have not been written off & I will finalize list for ABA National Treasurer.

Ruth McComiskie

ABA Branch B Treasurer

Branch B Field Reps Report for 4th/ March/2020 Meeting.
Graham McComiskie

Hi Gang hope everyones well. Apologies was going to attend but got ambushed .

I have outlined topics in items listed below , you can ring me on Ruths phone 0448797898 for clarification on any points if you like.

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Thanks Graham

Smithson, John

To: branchbexecutive; branchbexecutive; Branch B Club Contact List
Subject: FW: Camping Information - Insurers
Attachments: image003.png

Dear all,
An additional item for tonight's meeting – Correspondence with National ABA regarding insurance enquiry. Agenda updated and attached.

Regards,
John

Best regards,

John Smithson
Branch B Secretary

0418 576 393
John.smithson@jcu.edu.au

From: Lorraine Bruce <brucedaviesfamily4@gmail.com>
Sent: Wednesday, 4 March 2020 8:11 AM
To: Smithson, John <john.smithson@jcu.edu.au>
Cc: Townsville Bowhunters <Townsvilledistrictbowhunters@gmail.com>
Subject: Re: Camping Information - Insurers

Hi John,

Please see answers below.

Cheers
Tom

On Wed., 4 Mar. 2020, 7:47 am Smithson, John, <john.smithson@jcu.edu.au> wrote:

> Tom can you respond to this? J
>
> Dr John Smithson
> john.smithson@jcu.edu.au
>
> Begin forwarded message:
>
> **From:** Kerry Chandler <officemanager@bowhunters.org.au>
> **Date:** 4 March 2020 at 7:31:56 am AEST
> **To:** "officemanager@bowhunters.org.au" <officemanager@bowhunters.org.au>
> **Subject: Camping Information - Insurers**
>
> Good Morning Branch Controllers and Secretaries,

The insurers have asked us to clarify the following in regards to camping. Can you please provide the following information in regards to your Branch shoots? I require this information urgently. Can you please get back to me by Friday morning at the latest?

Estimated number of people camping? 150

Please indicate if your Branch / State Title shoot numbers are greater than a normal monthly Branch shoot. Yes, normally only 40-60 at an ABA shoot

- How many times a year? Once a year

- Do you charge camping rates? No

- What facilities are offered on site (cooking, bathroom, etc) Hot/cold showers, flushing toilets, club kitchen, canteen & bbq area.

- is there a club committee member onsite at all times supervising? Yes

- is there a branch committee member onsite at all times supervising? Yes

Any additional information you think is relevant…

Much appreciated, enjoy your day

Kind regards,

Kerry Chandler

Office Manager

Australian Bowhunters Association

Archery Action Magazine

PO Box 5124, Brendale QLD 4500

T: (07) 3256 3976

E: officemanager@bowhunters.org.au

Engineering

From: Smithson, John
Sent: Tuesday, 3 March 2020 6:50 PM
To: Cairns Bowhunters (Tom Mitchell); Cape York (Glenn Egan); Charters Towers Bowhunters (Geoff Hembrow) (Cherylhembrow@bigpond.com); Collinsville Barebow Bowhunters (Lyndsay Mackie) (cbhc@antenna-tech.com.au); FNQ Bowmen (Melena Kastrom) (fnqbowmen@gmail.com); Full Boar Townsville (fullboarinc@gmail.com); Hinchenbrook Bowmen (Terry Low) (Hinchinbrookarcheryclub@outlook.com); Kurramine Beach Archers (Neville Mather) (Kurriminebeacharchers@gmail.com); Mackay District Bowmen (Tifannie Lamb) (Mackayandistrictbowmen@gmail.com); Mount Isa Bowhunters; Townsville District Bowhunters; Twin Rivers (Mitch Standley)
Cc: Graham McComskie (Field Rep); Lorraine Bruce (ABA Rep); Ruth McComski (Treasurer) (rmccomiskie@bigpond.com); Wayne Salmon (Branch Controller)
Subject: RE: Tentative Branch B committee meeting dates
Attachments: Branch B General Meetings Minutes 7 December 2019.pdf; Branch B Assets.pdf; Email from John Smithson regarding Branch Assets.pdf; Agenda Branch B General Meeting 4 March 2020.pdf

Importance: High

Dear all, a reminder and link to the next Branch B General meeting to be held at 6pm on Wednesday 4th of March, 2020. Those in Townsville are welcome to attend in person with Wayne and I at my house **5 Purves Street, Hyde Park**. Below is the link to video conference or you can use the Dial details highlighted.

Agenda, papers and minutes from December 7, 2019 meeting attached.

Hi there,

John Smithson is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android: https://jcu.zoom.us/j/308326306

Or iPhone one-tap (AU Toll): +61871501149,,308326306# or +61280156011,,308326306#

Or Telephone:
Dial:
+61 8 7150 1149 (AU Toll)
+61 2 8015 6011 (AU Toll)
+61 3 7018 2005 (AU Toll)
Meeting ID: 308 326 306
International numbers available: https://jcu.zoom.us/u/aeId2gPPTL

Or an H.323/SIP room system:
Dial: 308326306@zoom.aarnet.edu.au
or 202.177.207.158
Meeting ID: 308 326 306

Or Skype for Business (Lync):
https://jcu.zoom.us/skype/308326306

Wayne and I look forward to seeing you there.

Regards,
John

Associate Professor John Smithson. B.NSc., B.Pharm., PhD.

Academic Head – Pharmacy

College of Medicine and Dentistry | Division of Tropical Health and Medicine
James Cook University, 1 James Cook Drive
Townsville QLD 4811 AUSTRALIA\

T +61 (07) 4781 6963
E John.Smithson@jcu.edu.au | W jcu.edu.au

Location: Building 47; Room 35 JCU CRICOS Provider Code: 00117J

From: Smithson, John <john.smithson@jcu.edu.au>
Sent: Wednesday, 4 September 2019 9:32 PM
To: Cairns Bowhunters (Tom Mitchell) <tomhermit69@gmail.com>; Cape York (Glenn Egan) <glenn.egan@riotinto.com>; Charters Towers Bowhunters (Geoff Hembrow) (Cherylhembrow@bigpond.com) <Cherylhembrow@bigpond.com>; Collinsville Barebow Bowhunters (Lyndsay Mackie) (cbhc@antenna-tech.com.au) <cbhc@antenna-tech.com.au>; FNQ Bowmen (Melena Kastrom) (fnqbowmen@gmail.com) <fnqbowmen@gmail.com>; Full Boar Townsville (fullboarinc@gmail.com) <fullboarinc@gmail.com>; Hinchenbrook Bowmen (Terry Low) (Hinchinbrookarcheryclub@outlook.com) <Hinchinbrookarcheryclub@outlook.com>; Kurramine Beach Archers (Neville Mather) (Kurriminebeacharchers@gmail.com) <Kurriminebeacharchers@gmail.com>; Mackay District Bowmen (Tifannie Lamb) (Mackayandistrictbowmen@gmail.com) <Mackayandistrictbowmen@gmail.com>; Mount Isa Bowhunters <Pitt04@bigpond.com>; Townsville District Bowhunters <Townsvilledistrictbowhunters@gmail.com>; Twin Rivers (Mitch Standley) <mitchdrumduff@gmail.com>
Cc: Graham McComskie (Field Rep) <gmccomiskie1@bigpond.com>; Smithson, John <john.smithson@jcu.edu.au>; Lorraine Bruce (ABA Rep) <brucedaviesfamily4@gmail.com>; Ruth McComski (Treasurer) (rmccomiskie@bigpond.com) <rmccomiskie@bigpond.com>; Wayne Salmon (Branch Controller) <wayne.salmon1963@gmail.com>
Subject: Tentative Branch B committee meeting dates

Dear all,
At this evenings Branch B General Meeting, we proposed the following dates for the next 3 Branch B committee meetings.

a. Meeting dates for the remainder of the year and first date for 2020:
   i. 4th December 2019 - 7pm. Venue to be advised. We will provide an online meeting link.
   ii. 4th March 2020 - 7pm. Venue to be advised. We will provide an online meeting link.
   iii. 13th June 2020 - 7pm. Hinchinbrook (Branch B Safari).

Please note, if we get notification a sufficient number of reps will be available at an invitational shoot, the date and time of the meetings may be adjusted.

Best regards,

John Smithson
Branch B Secretary

Agenda and minutes Branch B General Meeting 7 December 2019 3pm

Sunday, 1 December 2019 6:11 AM

Meeting opened 3pm.
Attendances. Graham McComiskie, Wayne Salmon, John Smithson, Lorraine Bruce, Mitch Standley, Amy Standley, Burnie Smith, Kevin Masckall (late attendance).
Apologies Ruth McComiskie.

1. Declaration of quorum. Chair declares there is a quorum.

2. Minutes from last executive meeting. (Attachment 4)

   Motion Minutes from last meeting are true and correct
   Moved correct: Lorraine Bruce Seconded: Wayne Salmon

3. Business arising from previous meeting.
   a. Request to subsidised purchase of AccuBow (Hinchinbrook, Full Boar, Townsville responded in affirmative). Discussed and decided not to support the subsidy as the minimum number to purchase is 12 and there is insufficient interest. Branch B will not subsidize the purchase of the Accubows.

4. Correspondence in.
   a. Email from Tom Bruce re eligibility of member for Club ABA rep.
   b. ABA National General Meeting papers.
   c. Phone call from Tom Cornell (National coach) - requested an active list of field archer instructors and coaches. Wayne Salmon to respond to the request.

5. Correspondence out.
   a. Branch B annual report.
   b. Approved Branch B shoot calendar for 2020.

6. Treasurers Report.
   a. Treasurers report (Attachment 1)
   b. Branch B Bank Statement as at 30 Nov 2019 (Attachment 2)
   c. Branch Audit review letter (Attachment 3)

   All reports noted by committee.

7. Accounts for Payment. (All)
   a. Cheque for reimbursement to Graham and Lorraine for travel costs to attend ABA meeting
   b. Accommodation cost for ABA house
      Motion to pass approval of funds
      Moved: Amy Standley Seconded: Burnie Smith

8. Funds submitted to treasurer for deposit.
   a. Nil.

9. ABA report. (Tabled at meeting)
   a. As per Archery action magazine. No additional ABA report at this point.
   b. Want to incorporate a trading name that does not include Bowhunting.
   c. Parents cannot drop kids off without nominating someone nominated as a guardian. Otherwise they have to shoot with their parents.
   d. Grants and loans available - contact Amanda Skinner.
   e. Wayne to do a Branch Development Plan as per ABA request.

   Moved: Lorraine. Seconded: Bernie Smith.

10. Club reports. (Tabled at meeting)
    a. No change from Charters Towers.
    b. Nothing to report from Townsville,
    c. Twin Rivers has still got healthy membership.

    Club reports noted by committee.

11. Risk Management (for all meetings).
    a. All clubs need to ensure Risk management is an item on their agenda items.
    b. No risk management items from this meeting.

12. New Business.
    a. Need to appoint auditor for next year & include in minutes. Suggest using same as last audit, Crowe Horwath. Other recommendation is Certus - from Graham. This is the one used by Nationals. Ruth will talk to Amanda to identify the best auditor and will make a recommendation at the next meeting.
    b. Branch B List of Assets. All electronic devices (Three laptops and two printers) to be written off. Two printers no longer work. Most likely not classed as assets. Lorraine and John to look at all assets and make a list. Branch B executive authorsise Lorraine and John to make a decision about the value of all assets. Where the assets are no longer functional, the committee authorise Lorraine and John to dispose of those assets.
    c. New Branch B email address: branchbexecutive2020@gmail.com.
    d. Mitch Stanley proposed Branch B hold a regular TBA (Trophy Bowhunters Association) meeting and form a sub-committee. This is so the Branch can facilitate the holding of a TBA event in the north. Committee agrees - all in favour. Graham McComiskie contact the clubs to work up a proposal and bring back to the next Branch B committee meeting.
    e. Lorraine needs to add the plaques for the perpetual trophies- they have not been updated for the past 3 years. Will cost less than $250 to update the plaques. John Smithson moved the committee approve up to $250 to update the plaques for the past 3 years. Seconded: Wayne Salmon.
    f. Need to pass money for targets for Branch B safari. Committee approve the expenditure of two new sets of ABA targets for the 2020 Branch B Safari. John Smithson proposed we expend up to $1200 for the purchase of two new sets of ABA targets to support the Branch B Safari. Seconded Amy Standley. Approved.

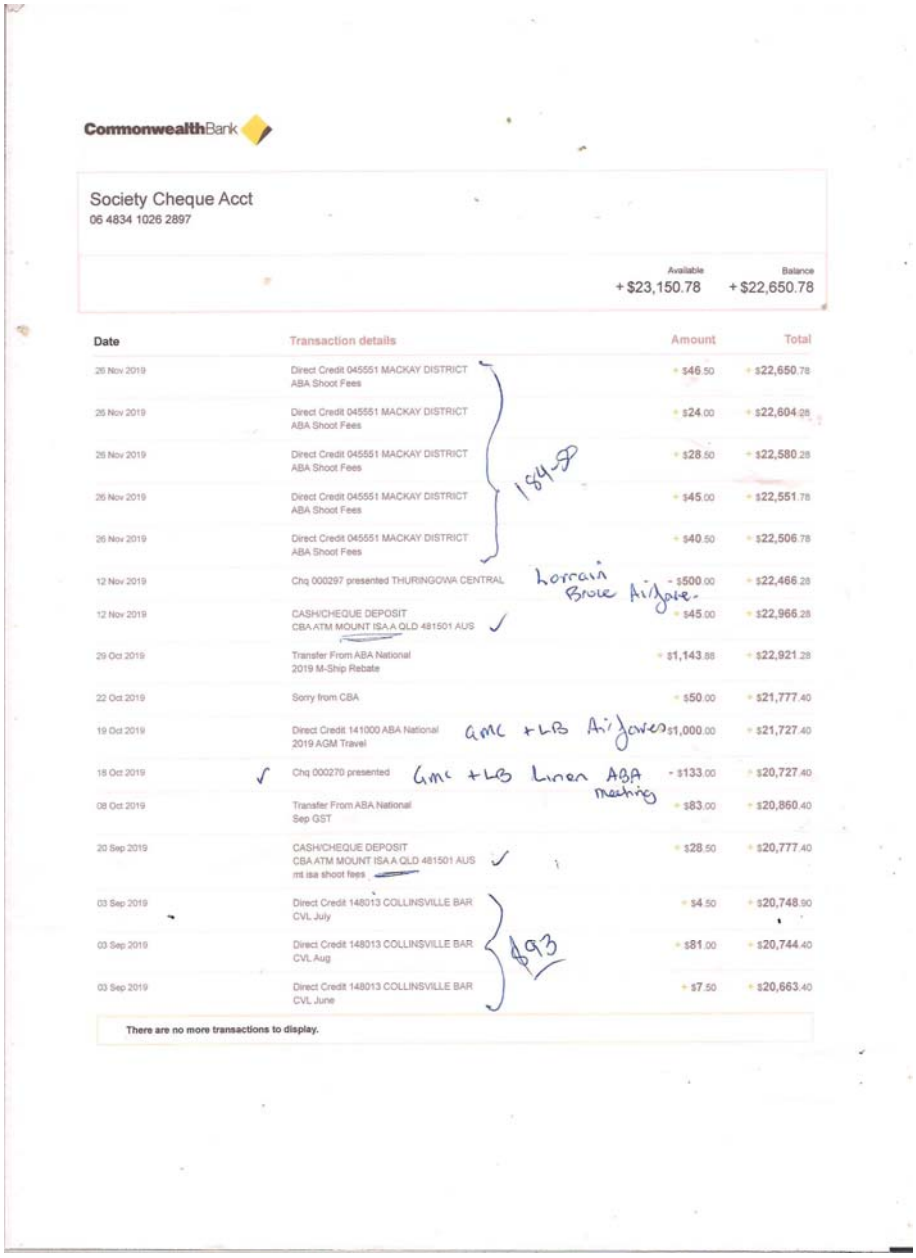
    All general business approved as per above.

13. Action item list review.

14. Meeting closed
    a. 3.47 pm

Attachment 1 Treasur...

Attachment 4 Branch ...



CommonwealthBank

Society Cheque Acct
06 4834 1026 2897

	Available	Balance
	+$23,150.78	+$22,650.78

Date	Transaction details	Amount	Total
26 Nov 2019	Direct Credit 045551 MACKAY DISTRICT ABA Shoot Fees	+$46.50	+$22,650.78
26 Nov 2019	Direct Credit 045551 MACKAY DISTRICT ABA Shoot Fees	+$24.00	+$22,604.28
26 Nov 2019	Direct Credit 045551 MACKAY DISTRICT ABA Shoot Fees	+$28.50	+$22,580.28
26 Nov 2019	Direct Credit 045551 MACKAY DISTRICT ABA Shoot Fees	+$45.00	+$22,551.78
26 Nov 2019	Direct Credit 045551 MACKAY DISTRICT ABA Shoot Fees	+$40.50	+$22,506.78
12 Nov 2019	Chq 000297 presented THURINGOWA CENTRAL	-$500.00	+$22,466.28
12 Nov 2019	CASH/CHEQUE DEPOSIT CBA ATM MOUNT ISA A QLD 481501 AUS	+$45.00	+$22,966.28
29 Oct 2019	Transfer From ABA National 2019 M-Ship Rebate	+$1,143.88	+$22,921.28
22 Oct 2019	Sorry from CBA	+$50.00	+$21,777.40
19 Oct 2019	Direct Credit 141000 ABA National 2019 AGM Travel	+$1,000.00	+$21,727.40
18 Oct 2019	Chq 000270 presented	-$133.00	+$20,727.40
08 Oct 2019	Transfer From ABA National Sep GST	+$83.00	+$20,860.40
20 Sep 2019	CASH/CHEQUE DEPOSIT CBA ATM MOUNT ISA A QLD 481501 AUS mt isa shoot fees	+$28.50	+$20,777.40
03 Sep 2019	Direct Credit 148013 COLLINSVILLE BAR CVL July	+$4.50	+$20,748.90
03 Sep 2019	Direct Credit 148013 COLLINSVILLE BAR CVL Aug	+$81.00	+$20,744.40
03 Sep 2019	Direct Credit 148013 COLLINSVILLE BAR CVL June	+$7.50	+$20,663.40

There are no more transactions to display.

Attachment 1 Treasur...

Australian Bowhunters Association Incorporated

ABRN 093 577 603 ABN 79 750 431 225

24th October 2019

Branch B ABA Committee

Dear Ruth,

31 May 2019 Branch Audit Review

Thank you for submitting your 2019 Branch audit and budget. Given there was no committee formed by 31 May 2019, there will be no AGM for your Branch for this particular year. The Branch audit and budget will be taken to the National Executive meeting in December, together with this letter to cover off the requirements.

This letter is to confirm that your Branch is compliant with the audit requirements and this result will be used in conjunction with other milestone criteria to pay your Branch membership rebate.

In reviewing your audit report, there are a couple of criteria that need to be changed for next year:

- You need to appoint an auditor for next year at your next meeting & record this via your minutes. This may be your current auditor or another auditor of your choice to be discussed and agreed by your committee.
- If you can please submit your audit, budget and minutes in one email to me next year, this will assist with the review process.
- Your financial statements do not include any assets. Does your Branch hold any assets? Computers, equipment, trailers, targets etc. If so, they need to be listed in your accounts. I have attached a template to this email to assist your Branch in recording any assets on hand before the next audit.

Feel free to give me a call if you would like to discuss any of the above items or if you need assistance in putting them into practice.

Regards,

Amanda Skinner
National Treasurer

EMAIL – TREASURER@BOWHUNTERS.ORG.AU OR PHONE - 0438 573 792