

Branch B Annual General Meeting Minutes

Meeting title:	Annual General Meeting
Meeting time and date:	04-08-23 5:40pm
Meeting venue:	Isa District Bowmen Grounds
Attendees:	Wayne Salmon, Frank Hall, Jennifer Hall, Beck Nelsen, G McComiskie, L. Mackie, J. McGuckin, T. Smith, M. Beard, B Bostock, J. Sargent, P. Ellis, G. Pitt
Apologies:	

Regular Business & Rebate compliance

Every Meeting	
Nil to Report	Risk Management report
Yes	Have Branch Officers read the association's constitution, bylaws, policies, and procedures. (National requirement)
Emailed 13/07/22	Previous Annual General Minutes sent to National

AGENDA ITEMS

2.	MINUTES OF THE PREVIOUS MEETING – AGM Meeting 09 / 07 / 22 minutes reviewed and accepted Moved: Frank Hall Seconded: Peter Ellis CWO
3.	BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING - 2023 Reports Branch Controller, Score Recorder, Branch Field Representative Branch Treasurer
4.	TREASURER'S REPORT - See attached Budget for 2022/23 year presented (Presented at meeting) MOTIONS ON NOTICE <u>Motion 1</u> -To accept Auditors Report Moved - Jennifer Hall Seconded - T Smith CWO <u>Motion 2</u> -To appoint the Certus Group Accountants as Auditors for Branch B books for the 2024 financial year (ending 31st May 2024). Level 1, 260 Morayfield Road, Morayfield QLD Moved - Jennifer Hall Seconded - B Bostock CWO <u>Motion 3</u> – To approve 2022/23 Budget Moved - Jennifer Hall Seconded - Mick Beard CWO

5.	General Business Nil
6.	ELECTION/APPOINTMENT OF OFFICE BEARERS Nomination Received <u>Branch Controller</u> - Wayne Salmon (B21822 - TDB) Nominated – Frank Hall (B13038 - FBA) Seconded - Chris Finch (B62137 FBA) Carried on unanimous vote <u>Secretary</u> - Frank Hall (B13038) Nominated – Kevin Warren (B59502 FBA) Seconded - Colin Prosser (B61577 FBA) Carried on unanimous vote <u>Field Rep</u> - Beck Nelson Nominated – Dan Smith (B7612 TDB) Seconded - Frank Hall (B13038 FBA) Carried on unanimous vote Position with no nomination prior to AGM called for at meeting <u>Treasurer</u> <i>Nominee(s)</i> - Kyra Seily Accepted . Nominated – Jennifer Hall Seconded Wayne Salmon No other nominations received Carried on unanimous vote <u>Score Recorder</u> <i>Nominee(s)</i> - Michael Seily Accepted . Nominated – Kyra Seily Seconded Wayne Salmon No other nominations received Carried on unanimous vote <u>Branch Rep to National</u> (as Branch B Controller is Director) <i>Nominee(s)</i> - Frank Hall Accepted . Nominated – Wayne Salmon Seconded L. Mckie No other nominations received Carried on unanimous vote
9.	NEXT MEETING – 2024 Branch Safari (TBA)
10.	MEETING CLOSE - 6.15pm



Australian Bowhunters Association Ltd - Branch B

DATED 3.8.23

Treasurer's report for Branch B AGM: August 2023

For the year 1.6.2022 to 31.5.2023,

At 1.6.22 bank balance	\$22,386.91
Bank Balance 31.5.23	\$26,010.58
overall income of	\$8,434.56

35% of this was from National (no GST involved), 44% from Branch Safari and State Titles. And 17% from clubs paying shoot fees for scores submitted to the National Scoring system.

Overall expenses of	\$4,440.27
therefore made a profit of	\$3,994.29

State titles and Branch Safari 44% of Income \$3718.18, expenses \$3270.50 plus targets for Hinchinbrook bought the previous year (\$870).
Of the \$1450.93 from Clubs (plus 10% GST) there was still \$410 not paid by clubs – mainly from TDB. This was overall less fees income than the previous year.
GST movement was \$57 to the ATO for the year
This year's profit was \$1600 more than the budget mainly because accreditation training was not allowed to be held, Score recorder's Laptop was not purchased, Safari target prices rose, and we earnt \$348 bank interest since changing banks.

NOTES

1. The 2023 Financial Year Audit with Certus Group – report signed by Controller and Treasurer tabled - to be passed.
2. Recommendation that the same auditor be appointed for the 2024 Financial year Audit – to be passed
3. Xero Cloud accounting for Branch B 2023 Financial year – reports tabled
4. Bank Statements to 30.6.2023 - tabled
5. The 2024 Financial Year Budget – tabled - to be passed. It results on a loss, which is basically spending previous year's profits. It includes allowance to buy the score recorder a new laptop and the relevant software, and 2 years' subscription for the branch website, calendar, booking function and email hosting system, as well as support for the clubs as agreed at recent branch meetings.

6. Asset and Depreciation Schedule – tabled 2 laptops, a printer and laminator all over 5 years old, and only one laptop still in use – all therefore depreciated to \$nil
7. I am not nominating for Treasurer at this AGM. I did enjoy putting my skills to use in serving the branch and it's clubs and members. I will support the incoming treasurer, and the national Treasurer is also very supportive and provides a manual to assist with the use of Xero and recording GST, monthly and annual tasks required etc.
8. The improvements I have assisted with during my term are:
 - a. Organised new bank accounts when the Association transitioned to a Company and when their new ABN was issued.
 - b. I was part of the setup of our Xero bookkeeping file when it was introduced by National, working with the National Treasurer (this was 2 terms ago, during the branch committee hiatus).
 - c. Moved from my original Gmail treasurer account setup 2 terms ago to the new Branch hosted email. Most clubs and suppliers now know the new email, but I have been monitoring the Gmail still. The Google account also provides Google Drive to which I have uploaded financial records so as not to only hold them on my personal computer. Committee will need to decide whether this is still required.
 - d. I sourced a more cost effective auditor to be appointed.
 - e. I have initiated the quarterly invoicing process for clubs to keep track of the fees they owe the Branch for Scores submitted. The details in Xero have been added for Bank accounts and invoice layout for sending to clubs for shoot fees. All Documents are attached to the Xero entries so the Auditor can see the source documents and or correspondence relating to every transactions in or out. This keeps the cost of annual audit down.
 - f. Paypal – research shows that it is required to give one committee member's personal email, phone and address details as the main contact on the account. The 'Business' information cannot include the ABA company information as that would be confused with the existing national ABA paypal account. The branch does not have a 'business street address to use' but an address is required. The Branch D treasurer said that she used her personal address in that field. Also, if there are any disputes, Paypal could hold onto funds for months. I suggest further investigation into alternatives be undertaken if the branch wants to proceed so as to support clubs

hosting Branch and State events and possible future National events.

Branch Treasurer 2022-2023 Jennifer Hall - Mob: 0414652889

Email treasurer@abafnqbranch.com

Profit and Loss

Australian Bowhunters Association Ltd - Branch B For the year ended 31 May 2023

Trading Income

Branch Shoot Fees

Club Shoot Fees

National Rebates Membership

National Rebates Travel

Total Trading Income

Gross Profit

Other Income

Interest Income

Total Other Income

Operating Expenses

Auditing Fees

Bank Fees

Computer Expenses

Freight and Postage

Misc

National Accommodation Fees

National Linen Pack Fees

Printing

Rebate Shoot Fees

Staff Training Expenses

Stationery

Sundry Expenses

Balance Sheet

Australian Bowhunters Association Ltd - Branch B
As at 31 May 2023

31 May 2023

Assets

Bank

CBA Branch B ABA account

QCB Branch B ABA account 2021-2023

26,1

Total Bank

26,1

Current Assets

TFN Withholding Tax Receivable

Trade Debtors

Total Current Assets

4,1

Total Assets

26,1

Liabilities

Current Liabilities

GST

Total Current Liabilities

Total Liabilities

Net Assets

26,1

ABA Branch B North Qld Annual Budget 1.6.23 to 31.5.24			prepared by Jennifer Hall branch b treasurer July
	Budget amount incl GST	Budget amount excl GST	notes
INCOME			
Branch B SAFARI 2022 shoot fees	\$ 1,200.00	\$ 1,090.91	based on 60 shooters at Mt Isa
club aba shoot fees	\$ 1,220.00	\$ 1,109.09	past years: \$1128 in 2017, \$1181 in 2018, \$340 in 2019, \$690
national rebate membership	\$ 2,678.90	\$ 2,678.90	\$1080 in 2023 - so averaged last two yrs
national rebate travel 2 person to AGM Oct 2023	\$ 1,300.00	\$ 1,300.00	no GST \$1000 plus 5% per member in branch based on 59%
national rebate travel 2 person to trainers reacred course july 2023	\$ 1,437.00	\$ 1,437.00	no GST
Bank interest income	\$ 300.00	\$ 300.00	no GST
TOTAL INCOME	\$ 8,135.90	\$ 7,915.90	
EXPENDITURE			
FOR SAFARI 2022			
targets	\$ 1,048.00	\$ 952.73	
advertising	\$ -	\$ -	no ad in archery action
trophies - both ABA and Hunting	\$ 710.75	\$ 646.14	hunting and 'Best of' - Mt Isa organising all ABA trophies -
club rebate	\$ 210.00	\$ 210.00	for Mt Isa @\$3.50 FOR 60 shooter tbc
FOR 2022 AGM if not online			
travel x 2 person	\$ 1,373.20	\$ 1,248.36	based tsv to bne return
accommodation x 2	\$ 160.00	\$ 160.00	no GST paying national
FOR BRANCH TRAINING Courses			planned October 2023
travel x 2 person trainer reacred course july 23	\$ 1,513.20	\$ 1,375.64	tsv-bne & Crns-Bne return
Catering	\$ 607.00	\$ 607.00	BASED ON EARLY 2022 COURSE BY host club TDB no GST
Club coach & FIA manuals 10@ \$38.25	\$ 382.50	\$ 382.50	
Bowhunting Instructor Manuals 5@ \$16.15	\$ 161.50	\$ 161.50	
measurer books 10@ \$10	\$ 100.00	\$ 100.00	no GST as paying National one manual per club
Bowhunting Proficiency Course manuals 10@ \$19	\$ 190.00	\$ 190.00	
Fuel Cards to assist club coaches and measurers attend accreditation	\$ 1,814.04	\$ 1,649.13	see calculations to right worst case 2 cars per club ret trip to
Support Clubs First Aid training 2 per club and one Kit per club	\$ 3,112.00	\$ 2,829.09	budget for 8 of 10 clubs in branch likely to participate
Team nomination fees for Branch at 2024 Nationals	\$ 40.00	\$ 40.00	no GST paying National
stationery, postage & Printing (reimbursements to exec committee for their requirements e.g. reports, audit, certificates)	\$ 60.00	\$ 54.55	
auditor fees	\$ 418.00	\$ 380.00	
bank fees	\$ -	\$ -	no monthly bank acc fees with Qld Country Bank
Put aside for replacement Laptop for Score Recorder	\$ 650.00	\$ 590.91	
Annual Microsoft License to give Score recorder Access database	\$ 169.00	\$ 153.64	
XERO 50% annual subscription	\$ 110.40	\$ 110.40	no GST as National pays but takes this 50% off our member



**Queensland
Country
Bank**



435740300017
044

MRS J M HALL
131 FRAMARA DRIVE
KELSO QLD 4815

STATEMENT SUMMARY

BSB No
Member No
Statement
Statement Ends
Shares

ACCOUNT SUMMARY

ACCOUNT
64198018 Business Online Saver

Keep up to date with news, special offers and promo
by checking your contact details are up to date.

You can do this: Through your internet banking under 'Settings'
 Via the mobile app under 'My details'
 By calling 1800 075 078 or visiting your local branch

We are here to help if you require financial assistance.

Please do not hesitate to reach out to our Contact Centre 1800 075 078 or your local Branch to discuss

Date	Transaction Details	Debit	Credit
64198018 Business Online Saver			
Australian Bowhunters Association Branch			
	Opening Balance		
23-Jan-23	Payment from AUSTRALIAN BOWHUNTERS ASS Osko Payment From AUSTRALIAN BOWHUNTERS ASSOC INC Ref#306727500		629.1
25-Jan-23	Deposit - Cash - Close CBA		1,552.1
27-Jan-23	Deposit - INV-0029		8.1
31-Jan-23	Internet Transfer Transfer ABA BB Reimb FHall to SAV 41658515 NET(BB)#311203141	84.76	
31-Jan-23	Internet Ext Transfer Ext TFR - NET(BB)# 311203144 to 197115505 Australian Bowhunters Assoc LI BBL - Bandigo-Payroll Services	184.00	
31-Jan-23	Internet Ext Transfer Ext TFR - NET(BB)# 311203147 to 152474730 Full Boar Archers Inc BBL - Bandigo-Payroll Services	570.00	
31-Jan-23	Internet Ext Transfer Ext TFR - NET(BB)# 311203149 to 20570269 W G Salmon DBL - Defence Bank Limited	480.91	
31-Jan-23	Interest Credit		42.1
9-Feb-23	Internet Transfer		10.1



**Queensland
Country
Bank**

Member Number: 101783089

Date	Transaction Details	Debit	Credit
64198018 Business Online Saver (Continued)			
Australian Bowhunters Association Branch			
	Osko Payment From AUSTRALIAN BOWHUNTERS ASSOC INC Ref#307275396		
6-Mar-23	Deposit - Cheque-TOW SepOctNov		142.
11-Mar-23	Internet Transfer Transfer ClnsvJan2023ADJ from SAV 41404659 NET(BB)#321480686		3.
11-Mar-23	Internet Transfer Transfer ClnsvFeb2023 from SAV 41404659 NET(BB)#321480690		6.
16-Mar-23	Payment from FULL BOAR ARCHERS INC Osko Payment From FULL BOAR ARCHERS INC Ref#307461850		22.
17-Mar-23	Deposit - Cheque - Mackay Feb		14.
17-Mar-23	Deposit - Cheque - Mackay March		26.
31-Mar-23	Interest Credit		46.
19-Apr-23	Payment from HINCHINBROOK BOWMEN INC. Osko Payment From HINCHINBROOK BOWMEN INC. Ref#307940262		36.
24-Apr-23	MTI Aug ABA fees MarApr		40.
26-Apr-23	Internet Transfer Transfer Inv 0043 from SAV 41404659 NET(BB)#333636314		18.
30-Apr-23	Interest Credit		48.
2-May-23	Internet Ext Transfer Ext TFR - NET(BB)# 336159010 to 197115505 Australian Bowhunters Assoc LI BBL - Bendigo-Payroll Services	19.00	
11-May-23	Deposit - Cheque		32.
12-May-23	Payment from HINCHINBROOK BOWMEN INC. Osko Payment From HINCHINBROOK BOWMEN INC. Ref#306300398		62.
31-May-23	Interest Credit		52.
9-Jun-23	Internet Ext Transfer Ext TFR - NET(BB)# 345531546 to 197115505 Australian Bowhunters Associat BBL - Bendigo-Payroll Services	16.00	
9-Jun-23	Internet Ext Transfer Ext TFR - NET(BB)# 345531550 to 120843 Action Graphics Pty Ltd WBC - Warwick	1,048.00	
12-Jun-23	Direct Credit MACKAY DISTRICT - MDA ABA fee May 23		32.
16-Jun-23	Internet Transfer Transfer FromOldAccToNewAcc to SAV 64214789	24,900.00	



**Queensland
Country
Bank**



6214740301384
044

AUSTRALIAN BOWHUNTERS ASSOCIATION LTD
131 FRAMARA DRIVE
KELSO QLD 4815

STATEMENT SUMMARY

BSB No
Member No
Statement
Statement Ends
Shares

ACCOUNT SUMMARY

ACCOUNT
64214789 Business Online Saver

Keep up to date with news, special offers and promo
by checking your contact details are up to date.

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Date	Transaction Details	Debit	Credit
64214789 Business Online Saver			
Australian Bowhunters Association LTD			
	Opening Balance		
30-May-23	Opening Deposit		
16-Jun-23	Internal Transfer Transfer FromOldAccToNewAcc from SAV 64198018 NET(BB)#347581975		24,900.00
23-Jun-23	Payment from FULL BOAR ARCHERS INC Osiko Payment From FULL BOAR ARCHERS INC Ref#308988916		40.00
30-Jun-23	Interest Credit Interest Credit Year to Date \$26.83		26.83
	Closing Balance		
	Account Totals	0.00	24,966.83

ABA Branch Report

Australian Bowhunters Association Ltd - Branch B

ABN 29 093 577 603

For the year ended 31 May 2023

Prepared by Certus Group Accountants

Contents

3	Income and Expenditure Statement
4	Assets and Liabilities Statement
5	Movements in Equity
6	Notes to the Financial Statements
7	Compilation Report

Income and Expenditure Statement

Australian Bowhunters Association Ltd - Branch B For the year ended 31 May 2023

	2023	2022
Income		
Donations	8,435	5,584
Total Income	8,435	5,584
Gross Surplus	8,435	5,584
Expenditure		
Auditing Fees	380	650
Bank Fees	1	-
Computer Expenses	110	-
Freight and Postage	40	-
Misc	40	-
National Accommodation Fees	50	-
National Linen Pack Fees	35	-
Printing	103	65
Rebate Shoot Fees	747	-
Staff Training Expenses	-	563
Stationery	-	50
Sundry Expenses	-	5
Targets	1,369	-
Training Manuals	-	985
Travel & Accom. Expenses	437	-
Trophies and Engraving	1,052	736
Website and Email Hosting	76	639
Total Expenditure	4,440	3,693
Current Year Surplus/ (Deficit)	3,994	1,891

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

Assets and Liabilities Statement

Australian Bowhunters Association Ltd - Branch B As at 31 May 2023

	NOTES	31 MAY 2023	31 MAY 2022
Assets			
Current Assets			
Cash and Cash Equivalents			
CBA Branch B ABA account		-	22,387
QCB Branch B ABA account 2021-2023		26,011	-
Total Cash and Cash Equivalents		26,011	22,387
Trade and Other Receivables			
Trade Debtors		410	-
Total Trade and Other Receivables		410	-
Total Current Assets		26,421	22,387
Non-Current Assets			
Other Non-Current Assets		21	-
Total Non-Current Assets		21	-
Total Assets		26,442	22,387
Liabilities			
Current Liabilities			
GST Payable		61	-
Total Current Liabilities		61	-
Total Liabilities		61	-
Net Assets		26,381	22,387
Member's Funds			
Current Year Earnings		3,994	1,891
Retained Earnings		22,387	20,496
Total Member's Funds		26,381	22,387

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

Movements in Equity

Australian Bowhunters Association Ltd - Branch B For the year ended 31 May 2023

	2023	2022
Equity		
Opening Balance	22,387	20,496
Increases		
Profit for the Period	3,994	1,891
Total Increases	3,994	1,891
Total Equity	26,381	22,387

Notes to the Financial Statements

Australian Bowhunters Association Ltd - Branch B For the year ended 31 May 2023

1. Summary of Significant Accounting Policies

These financial statements are prepared for a divisional branch of the Australian Bowhunters Association Ltd.

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Australian Bowhunters Association Ltd. The committee has determined that the branch is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

These notes should be read in conjunction with the attached compilation report.

Compilation Report

Australian Bowhunters Association Ltd - Branch B For the year ended 31 May 2023

Compilation report to Australian Bowhunters Association Ltd - Branch B.

We have compiled the accompanying special purpose financial statements of Australian Bowhunters Association Ltd - Branch B, which comprise the asset and liabilities statement as at 31 May 2023, income and expenditure statement, a summary of significant accounting policies and other explanatory notes. The specific purpose for which the special purpose financial statements have been prepared is set out in Note 1.

The Responsibility of the Committee Member's

The committee of Australian Bowhunters Association Ltd - Branch B are solely responsible for the information contained in the special purpose financial statements, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet their needs and for the purpose that financial statements were prepared.

Our Responsibility

On the basis of information provided by the partners we have compiled the accompanying special purpose financial statements in accordance with the basis of accounting as described in Note 1 to the financial statements and APES 315 *Compilation of Financial Information*.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in Note 1 to the financial statements. We have complied with the relevant ethical requirements of APES 110 *Code of Ethics for Professional Accountants*.

Assurance Disclaimer

These financial statements are prepared for a divisional branch of the Australian Bowhunters Association Ltd.

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Australian Bowhunters Association Ltd. The committee has determined that the branch is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

Independence

In conducting our review, we have complied with the independence requirements of the Australian professional accounting bodies.

Limitations

Income

It is not practical for the Australian Bowhunters Association Ltd Branch J to establish accounting control over all sources of income prior to its receipt and accordingly it is not possible for our examination to include procedures to extend beyond the amounts of income recording in the accounting records of the Australian Bowhunters Association Ltd Branch J.

Plant and Equipment

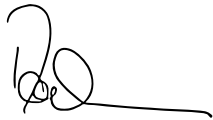
Our review has not included an inspection of plant and equipment. Accordingly, we expressed no opinion as to the existence or valuation of plant and equipment.

GST

The Australian Bowhunters Association Ltd (ABA) is a GST registered entity. The ABA prepares audited financial statements annually and verification procedures exist to confirm the GST payable or receivable at balance date. It is impractical to verify GST balances at a divisional (branch) level and balances at a branch level are generally not material in relation to the parent body.

Qualified Conclusion

Except for the adjustments to the financial report that we might have become aware of had it not been for the situation described above, based on our review, which is not an audit, nothing has come to our attention that causes us to believe that the financial report of the Branch does not present fairly, in all material respects, the financial position of Australian Bowhunters Association Ltd - Branch B.

A handwritten signature in black ink, appearing to be "D. Thomson", written over a horizontal line.

Certus Group Accountants

260 Moarayfield Road

MORAYFIELD, QLD 4506

David Thomson FCA - Partner

Dated: 21 / 07 / 2023

Branch Controller report

Well another great year for the branch with a few members going to the Nationals which were held I'm Mudgee NSW. We did not have enough members to enter a branch team. We did have some of our members on the podium.

On the local seen our branch have been well attended with members visiting the other clubs.

As this is an election year for our branch committee I am happy to re run for the branch controller if you the members wish me to continue in this role.

As I am also appointed as the branch coach I have recently been to Brisbane for the new training. I am now classed as a level 2 coach. The retraining for the branch coaches Branch measures & Branch BPC is to be organised as soon as we can agree on a date.

Yours sincerely Wayne Salmon

Branch B Field Representative Report 2022

By Graham McComiskie

Hi everyone. Well its been another busy 12 months in the world of Archery up here in Far North Queensland with plenty of achievements made in the day to day tasks & continual improvements being made by branch & clubs alike!

Going back 12 months, the 2021 Branch B Safari & Hunting Awards were held at Hinchinbrook Archers Club, located at Ingham. This event was one of the best organized I have been to in ages. A huge congratulations to the club members that made this a special event. At the awards Saturday night there was a Trophy display inclusive of Taxidermy specimens of all feral game taken, skins, crafts & club jackets. To set the scene, the big screen provided a slideshow of all the hunters & game taken during the year.

Most hunters made it to the Safari to accept their awards which always make an event special. Thanks everyone.

Moving on to 2022, claims are again steadily coming in, with some great quality game being taken by our hunters. Other achievements that come to mind are four of our members received hunting awards under the National Master Bowhunter system. Toby Gall & Graham McComiskie Trophy Bowhunter Awards. Dan Ferguson & John Teitzel Bowhunter Awards. Also many hunters achieving First Kill of Species.

In wrapping things up I should mention those measurers & coaches that attended the Brisbane seminar to be accredited to be instructors for the Branch, a good thing for the future of the sport I feel.

Well, best go & finalize the awards for this years Safari to be held at Mt Isa in conjunction with Mt Isas' 100 year Commemoration & Rodeo festival.

Happy Hunting, Graham



Mark Turnbull Best of Species Camel



Graham McComiskie Bill hill Aggregate Trophy Boars



National Measurers Instructor Reaccreditation Brisbane.



Toby Gall – Bowhunter of the Year 2021

Branch B General Meeting Minutes

Meeting title:	General Meeting
Meeting time and date:	04-08-23 6:15pm
Meeting venue:	Isa District Bowmen Grounds
Attendees:	Wayne Salmon, Frank Hall, Jennifer Hall, Beck Nelsen, G McComiskie, L. Mackie, J. McGuckin, T. Smith, M. Beard, B Bostock, J. Sargent, P. Ellis, G. Pitt
Apologies:	

Regular Business & Rebate compliance

Every Meeting
Refer AGM

AGENDA ITEMS

2.	New Signatories for Branch Bank Account Motion to Remove Jennifer Hall and Graham McComiskie from Branch Account and to add Kyra Siely as new signatory to the Branch Bank Account Moved: Frank Hall Seconded: Peter Ellis CWO Locations for 2024 Branch Safari were discussed and Collinsville and Charters Towers Reps were asked to ask their Clubs if they were interested, otherwise it may revert to a Townsville based club. Clubs are encouraged to discuss with the committee. Coaching Course was raised, still awaiting feed back from TDB as to whether they are able to provide catering and are willing to host the event. No date set but is hoped to be early October. Clubs may apply to send multiple persons to a course, but branch will only be supplying training material for one person per course and extra attendees will not be covered by branch. Clubs are encouraged to use Branch email system but as a minimum were requested to forward contact details to Branch Secretary. It is club responsibility to ensure contact details are up to date.
9.	NEXT MEETING – (TBA)
10.	MEETING CLOSE - 6.25pm

General Branch B Meeting Minutes

Meeting title:	General Branch B Meeting
Meeting time and date:	5:35pm - 4/5/24
Meeting venue:	TDB
Attendees:	Wayne Samon; Frank Hall; Beck Nelson; Glenville Drinkwater; Mick Beard; Scott Murray; Kevin; Bernie
Apologies:	
	Meeting Opened 17:35
	Meeting Closed 18:30

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	TDB Trimmed trees prior to Interclub shoot (WS) NIL from RMO
	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	TBA
	All scores have been forwarded to the National Score Recorder	Score Recorder	TBA
	Have all Branch Officers read the association's constitution, bylaws, policies, and procedures	All	Yes
	Clubs having completing yearly audit & risk management • Mackay • Collinsville • Charters Towers • Townsville • Full Boar • Mt Isa • Hinchinbrook	Audit • • Y • • • • •	Risk Mgnt • • • • • • •

AGENDA ITEMS

2.	MINUTES OF THE PREVIOUS MEETING – General Meeting 04/ 08 / 23 minutes reviewed and accepted Moved Frank Hall Sec. Wayne Samon CWO
3.	BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING - 1.
4.	CORRESPONDENCE – 303 emails <i>Correspondence In</i> 169 inbound - Coaching Weekend - National AGM - Shoot Calendars - Branch Safari Mt Isa 2023 / Collinsville 2024 - National Mgmt Meeting Minutes - Branch Accounts – Changes to signatories <i>Correspondence Out</i> 134 Emails - Coaching Weekend - Broadcast of National Minutes & Notices - Branch Calendars - Passwords for new position holders to club email addresses on webserver - Branch AGM & Mgmt meeting Minutes - Request for National to consider definition of Pensioner for discounts - Request for clarification on quorum for Branch Exec Meetings 8.3.5. A quorum for a branch management committee shall be not less than 40% of the club representatives of affiliated clubs of the branch, provided further that at least three branch executive officers are in attendance. eg 3 club reps & 3 execs
5.	BUSINESS ARISING FROM CORRESPONDENCE -
6.	TREASURER'S MOTIONS Move outstanding expenses to be paid as per NIL report be Approved Moved – Seconded - Move Upcoming Expenses Payable as per NIL Report be Approved Moved - Seconded - TREASURER'S REPORT NIL BUSINESS arising from Treasurers reported

7.	SUBCOMMITTEE AND OTHER REPORTS <i>Attach reports.- Treasurers</i> <i>Risk Management - NIL</i>
8.	ELECTION/APPOINTMENT OF OFFICE BEARERS <i>If applicable.- NIL</i>
9.	MOTIONS ON NOTICE <i>Include the full wording of all motions on notice and attach relevant supporting documentation. - NIL</i>
10.	GENERAL BUSINESS - 1. Targets have been ordered for Branch Safari to be sent direct to Clubhouse 2. We still have no Risk management Officers 3. Mick Beard was appointed to Assist Branch Coach to learn the ropes 4. Trophies were discussed:- - o Concept is similar to system that was used in Branch F - o Problem Branch B does not run Invitational's only Branch Safari - o Would system be used at interclubs to reflect the way Branch F invitational rounds - o Difficulty in keeping track if of Plagues by Branch score recorder - o Will Branch start running Invitationals similar to other branches ▪ Branch is to clarify some concept of implementation and costs in a couple of formats that could be implemented and forwarded to Club reps in time to discuss at next Shoot at Hinchinbrook on 1&2nd June
12.	NOTICE OF MOTIONS - Nil
13.	NEXT MEETING – Hinchinbrook Inter-Club in June
14.	MEETING CLOSE 18:30

General Branch B Meeting Minutes

Meeting title:	General Meeting Branch B
Meeting time and date:	06/07/24 5.00pm
Meeting venue:	Mackay District Bowmen
Attendees:	Wayne Salmon, Frank Hall, Kyra Siely, Michael Seily, Beck Nelson, Phil Pavey, Troy Hughes, Steve Masters, Mick Beard, Ian Lepinath
Apologies:	
	Meeting Opened 11.30 am
	Meeting Closed 11.45 am

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 6/5/24
	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 - Mackay - Collinsville - Charters Towers - Townsville - Full Boar - Mt Isa - Hinchinbrook	Audit • • Y • • Y • N • - • N	Risk Mgmt • Y • Y • • Y • N • - • N

AGENDA ITEMS

2.	MINUTES OF THE PREVIOUS MEETING – General Meeting 04 / 05 / 24 minutes reviewed and accepted Moved FH Seconded <u>Kyra Seily</u> CWO																																																																																																																			
3.	BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING - 1. Coaching certificates still not received by October 23 course attendees Branch Coach (Wayne) to follow up and find out when they will be sent out.																																																																																																																			
4.	CORRESPONDENCE <i>Correspondence In</i> 14 email <table><thead><tr><th>Subject</th><th>From</th><th>Date</th><th>Location</th></tr></thead><tbody><tr><td>→ Hinchinbrook Invitational - Postponed</td><td>Ian Lepinath</td><td>5/11/2024, 8:44 P...</td><td>Club Hinchinbrook</td></tr><tr><td>Update for Safari</td><td>Beck</td><td>6/24/2024, 8:06 A...</td><td>Field Rep</td></tr><tr><td>Fwd: Impact Targets</td><td>waynesalmon1963@gmail.com</td><td>6/30/2024, 7:18 ...</td><td>Inbox</td></tr><tr><td>Your monthly ranking report for abafnqbranchb.com (SEO perform...</td><td>Wincher</td><td>7/1/2024, 12:38 P...</td><td>Inbox</td></tr><tr><td>Re: May Branch General Meeting Minutes</td><td>National General Secretary</td><td>5/7/2024, 10:53 A...</td><td>Kerry Chandler</td></tr><tr><td>Re: Hinchinbrook Invitational - Postponed</td><td>National General Secretary</td><td>5/14/2024, 4:11 P...</td><td>Kerry Chandler</td></tr><tr><td>→ Re: Couple of simple ques re Nat minutes</td><td>National General Secretary</td><td>5/13/2024, 5:29 P...</td><td>Kerry Chandler</td></tr><tr><td>Re: Couple of simple ques re Nat minutes</td><td>National General Secretary</td><td>5/15/2024, 11:54 A...</td><td>Kerry Chandler</td></tr><tr><td>→ Medals for Safari</td><td>Branch B Score Recorder</td><td>6/17/2024, 7:52 P...</td><td>Score Recorder</td></tr><tr><td>→ PROFICIENCY BADGES</td><td>Branch B Score Recorder</td><td>6/18/2024, 12:36 P...</td><td>Score Recorder</td></tr></tbody></table> <i>Correspondence Out</i> 15 Emails <table><thead><tr><th>Subject</th><th>Recipient</th><th>Date</th><th>Location</th></tr></thead><tbody><tr><td>May Branch General Meeting Minutes</td><td>National General Secretary</td><td>5/6/2024, 2:21 PM</td><td>Kerry Chandler</td></tr><tr><td>Fwd: Office of Fair Trading - July 2024 Changes</td><td>Full Boar Archers ABA Rep, Collinsvill...</td><td>5/8/2024, 2:13 PM</td><td>Broadcast</td></tr><tr><td>Fwd: ABA Bylaws - Amended 28th April 2024</td><td>Branch B Controller, Branch B Treasur...</td><td>5/10/2024, 3:48 P...</td><td>Broadcast</td></tr><tr><td>Fwd: Probationary Member Definition Update</td><td>Full Boar Archers ABA Rep, Collinsvill...</td><td>5/10/2024, 3:50 P...</td><td>Broadcast</td></tr><tr><td>Couple of simple ques re Nat minutes</td><td>National General Secretary</td><td>5/11/2024, 2:04 P...</td><td>Kerry Chandler</td></tr><tr><td>Fwd: National Board Meeting Minutes 28th April 2024</td><td>Branch B Controller, Branch B Treasur...</td><td>5/11/2024, 2:13 P...</td><td>Broadcast</td></tr><tr><td>Fwd: Hinchinbrook Invitational - Postponed</td><td>Full Boar Archers ABA Rep, Collinsvill...</td><td>5/13/2024, 12:22 P...</td><td>Club Hinchinbrook</td></tr><tr><td>Re: Hinchinbrook Invitational - Postponed</td><td>Ian Lepinath</td><td>5/13/2024, 12:42 P...</td><td>Club Hinchinbrook</td></tr><tr><td>Re: Couple of simple ques re Nat minutes</td><td>National General Secretary</td><td>5/14/2024, 8:11 P...</td><td>Kerry Chandler</td></tr><tr><td>Fwd: 2025 Branch Shoot Calendar</td><td>Full Boar Archers ABA Rep, Collinsvill...</td><td>6/6/2024, 4:42 PM</td><td>Broadcast</td></tr><tr><td>Fwd: Field Archery Subcommittee - Expression of Interests</td><td>Branch B Controller, Branch B Treasur...</td><td>6/6/2024, 4:43 PM</td><td>Broadcast</td></tr><tr><td>Re: Mackay Bowmen Invitational Flyers</td><td>Mackay District Bowmen</td><td>6/6/2024, 4:46 PM</td><td>Sent</td></tr><tr><td>Re: Medals for Safari</td><td>Branch B Score Recorder</td><td>6/19/2024, 8:29 P...</td><td>Sent</td></tr><tr><td>Re: PROFICIENCY BADGES</td><td>Branch B Score Recorder</td><td>6/20/2024, 1:44 P...</td><td>Sent</td></tr><tr><td>Fwd: Expression of Interest to host 2025 IFAA Nationals</td><td>Branch B Controller, Branch B Treasur...</td><td>6/24/2024, 5:51 P...</td><td>Broadcast</td></tr><tr><td>Fwd: IFAA Nationals - Menu</td><td>Branch B Controller, Branch B Treasur...</td><td>6/25/2024, 6:27 P...</td><td>Broadcast</td></tr></tbody></table>				Subject	From	Date	Location	→ Hinchinbrook Invitational - Postponed	Ian Lepinath	5/11/2024, 8:44 P...	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	Move outstanding expenses to be paid as per report be Approved NIL Moved – Seconded - Move Upcoming Expenses Payable as per Report be Approved NIL Moved - Seconded - TREASURER'S REPORT Refer attached BUSINESS arising from Treasurers reported Townsville Bowhunters and Towers Bowhunters over due on ABA fees, refer report.
7.	SUBCOMMITTEE AND OTHER REPORTS <i>Attach reports.- Treasurers</i> <i>Risk Management - NIL</i>
8.	ELECTION/APPOINTMENT OF OFFICE BEARERS <i>If applicable.- NIL</i>
9.	MOTIONS ON NOTICE <i>Include the full wording of all motions on notice and attach relevant supporting documentation. - NIL</i>
10.	GENERAL BUSINESS - - Garry Pitt retiring – National are calling for person interested in nominating for National Measurer's position. - Collinsville on track for Branch Safari in August. They have received targets from Branch.
12.	NOTICE OF MOTIONS - Nil
13.	NEXT MEETING – To be Advised
14.	MEETING CLOSE 11.45am

Treasurers Report

\$24,553.14 Bank balance new and old account 1st april 2024

\$146.87	Reimbursment to Beck for Travel
\$40.00	Reimbursment to Wayne for Team Nom at Nationals
\$934.00	Reimbursment to Michael for Score recorder Laptop
\$251.84	Balace of 2022 rebate
\$2,218.07	2023 M;ship rebate & travel
\$58.00	Mackay Shoot Fees
\$52.00	Collinsville Shoot Fees
\$248.00	3 months interest
\$48.00	Mt Isa Shoot Fees

\$26,249.00 Bank balance as of 30 June 24

\$1,695.86 \$3,996.78 \$2,875.91

\$23,432.27

Difference between balances is money owed by ATO for Tax
Withholding

Invoices sent
out to be paid

Townsville \$384.00

Towers \$156.00

Total - \$334

To Be ratafied

Reimbursments for Laptop, Nat noms & fuel

Accounts to Pay

Proficiency Badges

GST payments

Invoice for Targets

Branch B Meeting Minutes

Meeting title:	Executive Meeting
Meeting time and date:	06/09/23
Meeting venue:	Framara Drive
Attendees:	Wayne Salmon (Controller), Frank Hall, (secretary) Jennifer Hall (outgoing Treasurer), Beck Nelsen, Michael Seily,
Apologies:	Kyra Seily (incoming treasurer), Graham McComskie

Regular Business & Rebate compliance

Every Meeting	
Nil to Report	Risk Management report
Yes	Have Branch Officers read the association's constitution, bylaws, policies, and procedures. (National requirement)
Emailed Jan/23	Previous Annual General Minutes sent to National

AGENDA ITEMS

2.	MINUTES OF THE PREVIOUS MEETING – AGM Meeting 23 / 01 / 23 minutes reviewed and accepted Moved: Frank Hall Seconded: Beck Nelson CWO
3.	BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING - NIL
4.	TREASURER’S REPORT – Interim report tabled by Jennifer Hall Moved: Frank Hall Seconded: Beck Nelson CWO *Auditor payment has been created and authorised Other Matters • Rebate to Mt Isa to be paid is \$3.50 per shooter • Account signatories. Motion ○ It is moved that Jennifer Hall be removed from Australian Bowhunters Association Ltd North Qld Branch B account #64214789 and Australian Bowhunters Association Branch B North Qld account #64198018 and that Kyra Seily be added as a signatory to both the abovementioned accounts #64214789 and #64198018. Moved Jennifer Hall Seconded Wayne Salmon CWO • Clean up old bank accounts ○ It is moved that all funds be moved from Australian Bowhunters Association Branch B North Qld account #64198018 into Australian Bowhunters Association Ltd North Qld Branch B account #64214789 and that Australian Bowhunters Association Branch B North Qld account #64198018 now be closed. Moved Jennifer Hall Seconded Wayne Salmon CWO

5.	General Business 1. Hand over Progress • Treasurer i. Jennifer & Kyra are meeting next week to setup Treasurer Email and handover and run through Xero • Score Recorder i. Score Recorder has set up branch Email ii. Due to work commitments handover is expected to happen late September early October. Beck & Michael will coordinate. 2. Report for National AGM ◦ Received all reports from Exec, none have been received from any Clubs. Secretary to process individual reports into Branch report and send to National ASAP 3. Development Plan ◦ Frank sat in Branch D AGM and got some ideas from them to include in our Development plan, such as award for Club with highest % attendance at invitationals, presentation of awards such as Masters barges, etc. ◦ Last years Development plan was not done, Frank & Wayne to review and develop new plan and circulate for comment, if no comment to be sent to National by end of September 4. Club Calendars ◦ Only Hinchinbrook and Full Boar's Calendars received, Secretary to send out another request for calendars to Club Reps 5. Branch B issues for AGM • number of divisions – i. refer Branch D's submission on revision of divisions was discussed and the concept was well regarded. Other options were discussed including combining Men and Women's to gender neutral division, sighted and unsighted only no requirement on types of sights, release-aids do not affect division etc.. ii. It will need to be discussed with Clubs before position is set but Branch to support the investigation of the idea at AGM. • State division- Branch Controller to talk to other Controllers to organise State division. • Score recorders program does not function in line with National rules • Position handbooks for all Branch Positions required by National 6. What exactly is Risk Management & who is in the role. ◦ Coach, Risk management officer, and all appointed positions should be attending Branch Exec and General meetings. ◦ To support this position handbooks to be written for all positions similar to Treasurers Handbook written by Amanda Skinner 7. Training weekend to happen held on the 28&29th October at TDB ◦ Controller to liaise with trainers and Treasurer to order Manuals ◦ Courses to be Coaching, BPC, Measurer's, First-aid ◦ All applications for these positions must come with copy of Blue Card or evidence of Application for Blue Card.
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Exec Branch B Meeting Minutes

Meeting title:	Executive Meeting
Meeting time and date:	13 Jan 2024
Meeting venue:	Riverway Library Meeting Room 2
Attendees:	Frank Hall, Kyra Seily Michael Seily, Beck Nelsen
Guests	Jennifer Hall (Handover Treasurer)
Apologies:	Wayne Salmon
	Meeting Opened 9.15am
	Meeting Closed 11.30am

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 to report
Previous Meeting Minutes sent to National	Secretary	Sent 09/01/24
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	N/A
Have all Branch Officers read the association's constitution, bylaws, policies, and procedures	All	Yes

AGENDA ITEMS

2.	MINUTES OF THE PREVIOUS MEETING – General Meeting 06 / 09 / 23 minutes reviewed and accepted Moved – Frank Hall Seconded – Beck Nelson CWO
3.	BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING - 1. Rebate to Mt Isa to be paid is \$3.50 per shooter – <i>Score recorder to advise Treasurer number of nominations at safaris – Approved</i>

	2. Bank Account signatories. ◦ All changes to Bank signatories have been completed
4.	CORRESPONDENCE <i>Correspondence In</i> • 71 Emails ◦ Matters relating ▪ Training Weekend (including request from Moranbah) ▪ National AGM ▪ Branch Calendar ▪ Branch Development Plan <i>Correspondence Out</i> • 67 Emails ◦ Matters relating ▪ Training Weekend (ref General Business) ▪ National AGM ▪ Club Calendars ▪ National report & minutes Broadcast
5.	BUSINESS ARISING FROM CORRESPONDENCE - • Have not received Calendar from Collinsville (RECEIVED – FRIDAY) Fid • Branch Report to National
6.	TREASURER’S MOTIONS Move outstanding expenses to be paid as per report be Approved Moved – Frank Hall Seconded – Beck Nelson CWO Move Upcoming Expenses Payable as per Report be Approved Moved - Kyra Seily Seconded - Beck Nelson CWO TREASURER’S REPORT Refer attached BUSINESS arising from Treasurers reported • Purchase of new Laptop for Score recorder and Tablet for Field Rep It is moved that a new Score recorders laptop be purchased to approx \$1000 including a subscription to software suitable for running Score Recorders program and emails and a Tablet be purchased to approx \$150 for the Field Rep for Email and photographs for reporting. Moved – Kyra Seily Seconded – Frank Hall CWO
7.	SUBCOMMITTEE AND OTHER REPORTS <i>Attach reports.- Treasurers</i> <i>Risk Management - NIL</i>
8.	ELECTION/APPOINTMENT OF OFFICE BEARERS <i>If applicable.- NIL</i>
9.	MOTIONS ON NOTICE <i>Include the full wording of all motions on notice and attach relevant supporting documentation. - NIL</i>

10.	GENERAL BUSINESS - - Training Weekend – Preparation and First aid - The feedback in regard to the Training weekend is not positive, The weekend failed to be advertised with sufficient notification, the weekend was poorly organised and the First-aid training provider was not organised, This meant many people who wish to attend were unable due to short notice. Also the requested First aid course requested by the General meeting was not provided. - This is recognised as a failure of the Branch Committee and those tasked to organise the weekend. - The coaching course was undertaken by multiple new archers but to date no certificates or feedback has been received. - Though we do recognise the and appreciate the effort of the TDB club for hosting the event and wish to extend our thanks for their efforts. Action Email to be sent to Branch Coach as follow up - Branch Safari – NOMINATED ON Collinsville Calendar – - Club Calandar were due in September, Collinsville submitted their Calendar on the 12/Jan. This list the club as holding the Branch Safari in August. Unfortunately as the Calendar was not submitted in on the due date the Safari has not been ratified by National. - Collinsville contacted the Branch Rep in September stating they would host the event unfortunately as the rep expected that the Collinsville would have also communicated by correct channel no action was taken. - Also the issue of rebate to the Club which was a major concern expressed at the last General meeting when the club was offered the opportunity, has not been addressed - In the email to Beck the club placed a condition on holding the event that that weekend will be reserved exclusively for them. The Branch does not have the authority to instruct any club when they can hold invitationals. Action Meeting to be organised with Collinsville to discuss - Branch Appointed roles - The Branch Coach in 2023 resigned the position and Wayne salmon filled in in the interim Action Email will be sent to National Coach and find out Branch B people who are eligible to hold the role. - Risk Management officer - At the 2023 AGM no alternate risk management officer was appointed and the current officer has been missing in action. - Discussions on what the role is to entail centered on Club Risk Management Audits and being a central contact point for any incident reporting from clubs or individuals. Action The Committee will approach persons the reconfirm or reappoint to the role. - New laptop for Score Recorder - refer Treasurers motions - Development plan Implementation - The Committee discussed the development plan and how and if it should be implemented. Ideas such as Chevrons being handed out at Branch events was considered a good idea but further work needs to be done to develop an implementation process. - The concept of a Branch hunt to get first year BPC recipients out into the field was also considered to have merit, however logistics and numbers become an issue with this and so further concept development needs to occur. - We have seen the closure or departures of Clubs and shrinking of Club memberships. To address this it is considered nessecary to go back to Clubs and rebuild. To that end Branch will contact and discuss matters, ideas and expectations with Club Reps, Presidents and other nominated members to get direction and input from clubs to better address the needs

	of the clubs. <i>Action Frank will work with Michael to investigate queries in the Score recorders program, Beck will contact Gary Pitt and Graham McKomiskie to discuss the concept and investigate feasibility.</i> 7. Use of Branch Emails ◦ Clubs using Branch emails is growing with Full Boar Archers, Mackay Bowmen and majority of Branch exec using and some Forwarders set up for Club generic Gmail accounts. 8. Website ◦ Calendar updated to include all expected Calendars ▪ Frank to Forward date of Branch Safari to Brian Taylor when confirmed with Collinsville ◦ Online payment facility as was investigated by previous Treasurer was discussed and due to difficulties in setup it is decided not to pursue further at this time. 9. Calendar & Invitationals in Branch B and the ABA Invitational Shoot Policy ◦ Discussions were held with Brian Taylor that as our Branch only holds 1 Branch shoot per year (Branch Safari) could we get approval for Club to hold up to two invitational per year and still have insurance cover for both. It was agreed verbally that Branch B operates differently and that this could be acceptable to National. ◦ It is expected that this will need to go to a National Management Committee meeting to be ratified. So clubs to be made aware again at the next General Meeting of the Policy.
12.	NOTICE OF MOTIONS - Nil
13.	NEXT MEETING – To be Advised
14.	MEETING CLOSE 11:30am



Australian Bowhunters Association Ltd - Branch B

Treasurer's report for Executive Meeting:
13 JANUARY 2024

Combined Bank balances reported to branch meeting

05.09.23	\$26,228.17	
Incoming funds in that period:	\$1,087.50	
i) Club ABA fees		
(1) Collinsville \$128		
(2) Townsville \$716		
(3) FBA \$14		
(4) Mt isa \$30		
ii) Bank interest \$229.50		
Outgoing finds in that period:		-\$3,276.98
i. Certus 2023 audit report - \$495		
ii. Training Manuals - \$811		
iii. GST for August & Sept 2023 - \$94		
iv. Accommodation for Secretary National AGM - \$82		
v. Web hoisting and events calendar - \$1273.99		
vi. AGM associated costs - \$521.44		

Outstanding Club ABA fees as per Score recorder report
TDB - \$16, **C'VILLE** - \$10, **MACKAY** - \$122, **H;BROOK** - \$88

Yet to be recorded/invoiced for shoot fees: NIL

Accounts to be ratified (not approved at last meeting but paid since last meeting):

- i. August less September 23 GST
- ii. Reimbursements to Frank
- iii. Training weekend costs
- iv. AGM accommodation

Accounts for Payment to be approved at this meeting:

1. Rebate to be calculated for Mount Isa club for hosting Branch B Safari: 62 shooters @3.50 = \$217

Upcoming expenses expected:

- i. Tablet for Beck - \$200 est
- ii. Laptop for Michael (score recorder) - \$1000 including software

Other Financial Business:

1. \$21.15 tax on first 2 mths interest withheld needs a form completed and Amanda Skinner will sign and submit to ATO.

Branch Treasurer – Kyra Siely

Mob: 0407 300 208

Email treasurer@abafnqbranchb.com

Postal: C/O 2 Rosemary Street, KELSO QLD 4815

Exec Branch B Meeting Agenda

Meeting title:	Exec Mgmnt Meeting
Meeting time and date:	5.30pm 24/04/24
Meeting venue:	131 Framara Drive Kelso
Attendees:	Wayne Salmon, Frank Hall, Kyra Siely, Michael Siely, Beck Nelson
Apologies:	
	Meeting Opened 5:40pm
	Meeting Closed 7:30pm

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 to report
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

AGENDA ITEMS

2.	MINUTES OF THE PREVIOUS MEETING – General Meeting 13 / 01 / 24 minutes reviewed and accepted Moved: Frank Hall Seconded: Beck Nelson CWO
3.	BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING - 1. Purchase of new Laptop for Score recorder and Tablet for Field Rep o Tablet purchase completed

- Score recorders Laptop underway (investigate laser mono printer also)
- 2. Meeting to be organised with Collinsville to discuss Branch Safari
 - Completed, in attendance CBH President, committee & club members, Branch Controller, Secretary & Rep
 - Fuel claim for trip to be submitted for reimbursement
- 3. Frank will work with Michael to investigate queries in the Score recorders program,
 - on hold until new Laptop purchase completed
- 4. Beck will contact Gary Pitt and Graham McKomiskie to discuss the concept and investigate feasibility of Branch hunt for first year BPC recipients and shoot at Weipa
 - To be held over to 2025
- 5. Branch Coaching
 - Wayne Salmon was appointed as interim Coach as then current Branch Coach was missing in action, there is a need to expand the involvement to have one person one role, therefore current members who have completed Level 2 coaching when ratified will be approach to gauge interest in the role, Level 2 applicants, Jennifer Hall, Mick Beard, Peter Ellis
- 6. Risk Management officer
 - At the AGM in 2023 no Risk management Officer was appointed, branch is to follow up with members and sound out their interest in undertaking the role. Suggested names & person to follow up
 - : Scott Murray – Frank Hall
 - John Mullin – Michael Seily
 - Troy Hughes – Wayne Salmon
 - Damien Smith – Beck Nelson
- 7. Development plan Implementation
 - Chevrons to be handed out @ 2024 Branch Safari
 - Score recorder to select and order suitable chevrons to be awarded
- 8. Branch will contact and discuss matters, ideas and expectations
 - Follow up has occurred with several clubs and ideas to date have been around
 - ensuring reasonable finish times for invitationals
 - This has been discussed previously and was the decision of the Branch General committee that clubs should advertise what time presentations will finish and whether people are able to stay over night Sunday nights
 - Action Secretary to send out emails to clubs to remind them of the

	TREASURER'S REPORT Refer attached BUSINESS arising from Treasurers reported NIL
7.	SUBCOMMITTEE AND OTHER REPORTS <i>Attach reports.- Treasurers</i> <i>Risk Management - NIL</i>
8.	ELECTION/APPOINTMENT OF OFFICE BEARERS <i>If applicable.- NIL</i>
9.	MOTIONS ON NOTICE <i>Include the full wording of all motions on notice and attach relevant supporting documentation. - NIL</i>
10.	GENERAL BUSINESS - - Purchases for Branch Safari - Targets 2 sets Set 1 & Set 1 to be delivered to Collinsville postal addressed - Wayne Salmon to organise - Trophies to be ordered, Juniors and Cubs to receive Medallions Senior to receive Certificates - Michael Seily to organise - Chevrons to be awarded Krya Seily organise and order - Hunting awards Beck Nelson to organise
12.	NOTICE OF MOTIONS - Nil
13.	NEXT MEETING – General Meeting at TDB Saturday night 5:30pm
14.	MEETING CLOSE 7.30pm

Treasurer Report

\$24,184.50 Bank balance new and old account 31 December 2023

\$217 Safari Rebate

\$149 Purchase of Tablet for Bec

\$280.00 Mackay Shoot Fees

\$92 Townsville Shoot fees

\$16.00 Collinsville Shoot Fees

\$88.00 Hinchinbrook Shoot Fees

\$176.64 3 months interest

\$10.00 Mt Isa Shoot Fees

24553.14 Bank balance as of 31 March 2024

\$366.00

\$564.64

\$24,383.14

Difference between balances is money owed by ATO for Tax Withholding

Invoices sent out to be paid

Townsville \$120

Towers \$156

Mackay \$58

Total - \$334

To Be ratified

Safari Rebate 2023 - \$217

Accounts to Pay

ABA - \$10 for GST Jan bill \$27 - Feb bill -\$17 = \$10