

Meeting Minutes 23/8/21 Branch B Executive Planning Meeting
Present – Wayne Salmon, Jennifer Hall, Bec Nelson, Frank Hall
Apologies - Graham McComskie

1. Hand over of documents.
 - Treasurers Box received from Ruth McComskie.
 - Score recorder in progress, familiarisation with system occurring.
 - Wayne Salmon to follow up with John Smithson for Secretary's records.
2. Carry over business from Charters Towers Shoot Meeting; Letter to National regarding Come and try Day Timing/Dates
 - Secretary to compose and send letter to Nation to reschedule date to better align with FNQ shoot year for future events
3. Clarification Has a Branch budget been completed for submission to National AGM in October.
 - Treasurer to prepare budget to be approved at next general meeting for submission to National Treasurer before October National AGM
4. Change of account authorities.
 - Treasure to organise with Wayne Salmon and Bec Nelson to change account signatory's.
 - Account will remain with Commonwealth Bank at this stage.
5. Discussion. 1 invitational per Club - Branch Process/Policy for awarding multiple invitationals against ABA **Invitational Shoot Policy**
 - Branch will only promote on invitation per Club per year
 - Secretary to contact National for clarification of Club inviting other eligible shooters to an event outside of Branch Invitationals e.g. Charity Shoots
6. Clarification How is the old “3 free shoots” for new archers cover under ABA insurance. It is not covered under the ABA **Non-ABA Member Participation Policy**
 - Secretary to contact National for clarification
7. Standardisation of Fees payable from Clubs for ABA calendar shoots. A variety of fees have been paid by differing Clubs for ABA shoots.
 - Shoot Fees payable to Branch will be as follows:-
 - A fee will be payable to the branch of \$2 per person who has reasonable completed the clubs ABA round as nominated in the club shoot calendar.
8. Discussions on the process for gradings, with the disparity of scores submitted from Clubs to Branch Score Recorder, various Archers are ungraded at Invitational etc.
 - To maintain grades it is the responsibility of the Clubs to submit their ABA round scores to the Branch.
 - Branch Score Recorder will prepare an outline on how this will be managed and what the process will be
9. What will happen to Branch positions if the transition of National Incorporated to Company occurs, Will Branch need to call new elections or will current position hold for current term and extent to December 31 as per draft constitution.
 - Secretary to write letter to National seeking clarification.
10. Various comments have been identified in regard to the proposed Constitution.

- Secretary to prepare letter and send to National addressing following points.

Constitution Issues

- Will Branch Executives be dissolved and new election call on Adaption of Company Constitution
- Clarification of Dates for Board and powers in caretaker mode.
 - Financial Year is 1 Jun to 31 May
 - AGM to be held not later than 5 months after end of Financial Year
 - 2 board positions to be vacated and elections called each year at AGM
 - Positions are held from 1-Jan to 31-DecTherefore there in a Minimum period of 2 months where the board has 2 unfilled positions what is the process for voting in this period of altered balance.

Suggestion for new Constitution

- Winding up – appoint trustee for fund to promote Archery via the establishment of Grants with preference to go to Clubs which had affiliation in the last 10 years.
- The establishment of the Grants,
 - the rules for selection process for funding;
 - Grant value maximum and minimum;
 - frequency of award of grants and
 - Appointment of a Trustee for the Company funds and assetsto be decide by the board at the time of winding up of the company.
- Section 9.2.1 – filling of vacancies are to be appointed to maintain diversity of representation and branches without representation on the Board are to be given preferential consideration.
- Constitution to promote the idea of as diverse a representation as possible across all branches being represented on the board

Secretary to prepare letter and forward to National.

Next Meeting

General Meeting – Towers Bowhunters 11th September 6.00pm

Special Meeting Executive to review Calendars - 20th September 6:00pm

Plan schedule

- Exec will meet quarterly.
- General Meetings will be at each Invitational.
- Special meetings will be held as required.
 - Exec special meeting can be called by any member of the Executive
 - General Meetings can be call be minimum of three Club reps requesting a meeting

Branch B General Meeting Minutes

Meeting Agenda Template

Meeting title:	General Meeting Towers Invitational
Meeting time and date:	11/09/21
Meeting venue:	Towers District Bowhunters Club Grounds
Attendees:	W. Salmon (President), F. Hall (Secretary), T. Smith (Towers rep), Lindsay Mackie (Collinsville Rep), Bernie Bustock (proxy for Hinchinbrook), Chris Rogers (proxy for Townsville District Bowhunters) Dave Paulsen (Member from Townsville District Bowhunters)
Apologies:	Jennifer Hall (Treasurer), Bec Nelson (Score Recorder)

AGENDA ITEMS

1.	MEETING OPEN 7:30pm
2.	MINUTES OF THE PREVIOUS MEETING – Annual General Meeting minutes reviewed,
3.	<p>BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING -</p> <p>Frank Hall noted a point of order on voting, the AGM had 6 attending Club ABA representatives and 3 voting sheets therefore 9 votes for positions. Correction to AGM minutes of Votes for</p> <ul style="list-style-type: none"> • Branch Controller 1 vote Bryan Butson, 8 for Wayne Salmon • Branch ABA Rep 1 vote Bryan Butson, 8 for Graham McComskie <p>It was also noted that there was an objection to Secretary and Treasurer by Twin rivers.</p> <p>These corrections do not alter the outcome of the AGM and all position remain as detailed in the AGM Meeting Minutes.</p> <p>Moved that minutes be accepted with corrections Moved Tracey Smith Seconded Lindsay Mackie Accepted without objection</p>
4.	<p>CORRESPONDENCE</p> <p><i>Correspondence In</i></p> <p>Key dates for Branch reporting to achieve full rebate from National (circulated) Minutes and Reports from National Exec meeting (Circulated) Key dates and Rebate % breakdowns Response to query Re (1)Come & try date (2)Free shoots, Notification re Webinar for ABA Transition to Company (Circulated) Shoot Calendar for Collinsville, Full Boars, Townsville District & Mackay District News article supplied by Bryan Butson on Killing of dogs in suburbs with Bow & arrows</p> <p><i>Correspondence Out</i></p> <p>Email club reps - Introduction to Reps requesting confirmation Email club reps - providing Website address Email club reps - request for club calendars Email club reps - Standardisation of shoot fees</p>

	<p>Letter to National re Come and Try week scheduling Letter to National re Comments on Draft Resolution Letter To National re Clarification to Branch practice in regard to Invitationals.</p>
5.	<p>BUSINESS ARISING FROM CORRESPONDENCE - Report to be sent to VP Bowhunting regarding News article.</p>
6.	<p>TREASURER'S REPORT Refer attached</p> <p>BUSINESS arising from Treasurers reported</p> <ul style="list-style-type: none"> ● It was identified that the Branch currently only has one approved signatory to the Branch account so until new signatories are added no cheques or payments can be made. <ul style="list-style-type: none"> ○ Wayne Salmon to take signed version of AGM minutes to Bank to start process to add new signatories ● Quantity of Books required for courses to be run in branch (for budget) <ul style="list-style-type: none"> ○ 10 of each type will be purchases by Branch and free issued to attending Club representatives (1 per Club) ○ Branch to request free issue of books to Branch from National. <p>Moved to accept Treasurers report Tracey Smith Seconded Lindsay Mackie Accepted without objection</p>
7.	<p>ACCOUNTS FOR PAYMENT Nil</p>
8.	<p>SUBCOMMITTEE AND OTHER REPORTS <i>Attach reports.- NIL</i></p>
9.	<p>ELECTION OF OFFICE BEARERS <i>If applicable.- NIL</i></p>
10.	<p>MOTIONS ON NOTICE <i>Include the full wording of all motions on notice and attach relevant supporting documentation. - NIL</i></p>
11.	<p>GENERAL BUSINESS</p> <p>HOSTING FOR BRANCH TRAINING EVENTS</p> <ul style="list-style-type: none"> ● Branch to send a request for Expression of Interest from Branch Clubs to host training events <ul style="list-style-type: none"> ○ Moved Tracey Smith Seconded Brenie Bustock carried without objection <p>IDENTITY PROJECT FOR BRANCH B</p> <ul style="list-style-type: none"> ● As a desire to provide direction for Branch B and maintain the connection with history of the character of the branch. Frank Hall asked for suggestions for current and future Branch Executives to follow. <ul style="list-style-type: none"> ○ Dave Paulsen suggested a outdoors man rendezvous similar as held in the USA, this may not necessarily be limited ABA members and clubs but incorporate other similar interest groups such as Black powder groups, Bowyers, Cutlers etc. and also incorporate business that specialist in Camping and similar. ○ It was noted that a similar idea was run some years ago by the Traditional Bowhunters with great success but failed after some years when organisation was passed outside of original organising committee. It was agreed that if this was to go ahead it would remain as a Branch B facilitated Event. ○ The Branch Executive would not have the time to undertake the organisation and it would only get off the ground if there was general support from the Branch members. <p>The discussion on the previous idea suggested by Dave Paulsen was very well accepted and</p>

many suggestions and ideas were expressed. It was also suggested that clubs or Members also submit ideas to build stronger Branch identity,

Frank Hall Moved that Expression of Interest from members to form a Sub committee be sent out to clubs to gauge interest. Seconded Wayne Salmon carried without objection

SHOOT CALENDAR

It was expressed that the planning of invitational shoots be looked at carefully as the current calendar is constricting success for clubs with crowding in some months and long period between events.

Difficulty identified were shortened season due the Wet early and high temperatures towards the end of year. There are 10 Clubs in Zone and other shoots such as Trad Shoot, Charity & Memorial shoots events.

- Executive is putting 2022 calendar in next Executive meeting and will look at possible solutions, due to timing it may not be possible to come up with total solution for next year
- BUT - will consider an ongoing strategy to achieve best outcome for all Clubs.
 - A draft concept format for planning is attached with current nominated dates for 2022 shoots as requested and an alternative date plan for future years. ***This is meant as conversation starter, it has not been reviewed or undergone any approval process at this stage but is provided to promote discussion.***
 - Historically not all clubs have wanted to host invitational or have given up due to poor attendance. Therefore the proposed plan allows for 6 shoots and Branch Safari.
 - There are 2 regular Long weekends each year and one could be reserved for Branch Safari and the other rotated between clubs upon application to Branch. This has been based on my memory of how it was organised quite some time ago where Zone nominated weekends and club applied for which weekend they would like.
 - It is suggested Club Major events such as Charity, Memorial or smaller Branch shoots such as Trads would be fitted between these dates as decided by hosting Clubs.

12. NOTICE OF MOTIONS = Nil

13. NEXT MEETING – to be held at Mackay Invitational Saturday 16th at 7:30pm

14. MEETING CLOSE 8:40pm

NB: Most management committee meetings should run for 45 minutes to 1 hour, subject to the use of a set agenda and good preparation by attendees. Meetings require a commitment of time by attendees, so every effort should be made to make the best use of that valuable time. Use this Meeting Agenda Template in conjunction with the Minute Keeping Template.

EOI for Outdoor Rendezvous Week.

Expression of Interest is call for any members wishing to form a Sub-Committee to investigate the possibility of running an Outdoors Rendezvous Week (**ORW**).

It is expected Branch can organise a professional Event Coordinator to mentor group and organise contacts in Councils to facilitate other considerations. Branch will supply management experience, secretarial services and financial support for approved concepts.

Experience is not necessary,

Members of the Sub committee would meet in person or virtual as required to formalise concept and develop outline. Duties expected initially, would be to develop concept and identify potential contributors and suggest financial structure for the **ORW** and report back to Branch Executive.

Upon approval of concept the Sub-committee will be expanded to include representatives of as many facets of the **ORW** to minimise work for each individual.

If no Nominations are received the concept will not go ahead.

*Name.

*Email Contact.

*Phone Contact.

Area of Interest.

* Required field

Fill in and return to Frank Hall Branch Treasurer – Email Secretary@abafnqbranchb.com

EOI for Hosting Branch Training Events.

Expression of Interest is call for any clubs wishing to host training weekends,

- Proficiency
- Measure's
- Coaching
- Other

If no Nominations are received Branch will approach Clubs and discuss

Club Name.

Email Contact.

Desired Training Event(s).

Fill in and return to Frank Hall Branch Treasurer – Email Secretary@abafnqbranchb.com

Treasurers Notes

Please pass on at the branch meeting this weekend my progress since last meeting:

1. I sent national treasurer the annual reports as required:

- AGM minutes
- Auditor report signed by our president

2. I drafted the budget. (I requested Juri and Trevor Combridge's contact details but no reply.)

I found the cost of manuals but need committee input about how many we'd need to buy, and is the Branch going to on charge for trainees. If that is discussed at the meeting the budget can be finished and approved at the meeting then sent to national to allow branch to receive the most membership rebate.

3. Change bank signatories.... Wayne has not answered my email requesting he sign the AGM minutes as the CBA will require a printed document taken in.

Perhaps he could be the first to go to the bank with that and start the change of signatories process since they will want him to sign the form to remove outgoing signatories and to add the new people.

4. I cannot give an update on the bank activity therefore.

5. the xero login setup has had glitches as well.

6. August GST report to national is due by 15th so I will get that done on my return from leave after Xero login is sorted.

Concept Budget for Review

Preliminary Branch B Profit and Loss budget 2022

INCOME	Actual incl GST	Budget incl GST	excl GST	notes about estimates
Branch B SAFARI 2021 shoot fees		\$1,607.50	\$1,461.36	
State Titles 2018 Shoot Fees		\$-		Another Branch is hosting
Raffles Donations		\$-		At Safari raffle income went to host club
Sale of Manuals at training courses		\$570.00	\$518.18	
club ABA grading shoot fees		\$2,000.00	\$1,818.18	10 clubs average 10 shooters@\$2 per ABA shoot average 10 mths (\$1128 in 2017, \$1181 in 2018, \$340 in 2019, \$690 in 2020, \$ in 2021)
national rebate		\$1,782.00	\$1,782.00	no GST for National pmt - based

Membership		on \$3.96 per member - 450 members
National rebate travel 1 person to AGM2018	\$-	online meeting in 2021
	\$5,579.73	
EXPENDITURE		
FOR SAFARI 2022 (Hinchinbrook)		
targets	\$-	already purchases in 2019 and \$- Safari was cancelled
advertising	\$80.00	\$80.00 no GST for Archery Action for branch safari
trophies - both ABA and Hunting	\$1,000.00	was \$2169 in 2019 for Branch \$909.09 and state titles held by Mackay
For 2021 AGM		
flights x 1 person	\$-	
acommodation	\$-	
taxi	\$-	
corporate instructor kits	\$-	was in previous years but I don't know what these are
FOR BRANCH ACCREDITATION/REACREDITATION Ccourses		
Club coach manuals 10@\$37 ???	\$370.00	for new coaches?
measurer' manuals 10@\$10 ???	\$100.00	for new measures
Bowhunting Proficiency Course manuals 10@\$10 ???	\$100.00	for on-selling to members doing Proficiency course for one person form each Branch B club as per June minutes
Travel reimbursement (approx max)	\$-	
GENERAL		

Stationery & postage (reimbursements to exec committee for their requirements e.g. reports, audit, certificates)	\$150.00	\$136.36 \$1221+GST Score recorder was reimbursed in 2020 \$472+GST, and ABA rep was reimbursed in 2020
Auditor fees	\$715.00	\$650.00 actual
PO Box rental	\$-	do we still have a PO Box??
TOTAL EXPENSES		\$1,775.45
profit (loss) budgeted		\$3,804.27 Profit



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

Open 7.00pm

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

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

6. ABA Rep reported

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

7. Branch Facebook Page

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

8. Website and Emails

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

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

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

11. Calendar Review

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

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

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

Meeting Close 9:00pm

Branch B General Meeting Minutes

Meeting title:	General Meeting Mackay Invitational
Meeting time and date:	16/10/21
Meeting venue:	Mackay District Bowhunters Club Grounds
Attendees:	F. Hall (Secretary), Jennifer Hall (Treasurer), Bec Nelson (Score Recorder), Peter Ellis (Mackay Rep), Bryan Butson (Full Boar Rep) Glenville Drinkwater (proxy Collinsville Rep), Brell Collinson (proxy for Hinchinbrook), Mark Turnbull (proxy for Townsville District Bowhunters)
Apologies:	W. Salmon (President), Graham McComiskie (Field Rep), Juri Iivonen (Coach)
7.35 pm	Meeting Opened
9.15 pm	Meeting Closed

Regular Business & Rebate compliance

Every Meeting	Annual
X Risk Management report	X Branch Audit completed and accepted by the members at their AGM and signed (by two members)
X Previous Meeting Minutes sent to National	X Distributed AGM meeting minutes (noting reports & budget are passed – auditor appointed for 2022 etc)
X Bank Req to end of month to date complete for GST	X Auditor be appointed by members for the upcoming financial year
Report Score received since last meeting	
Report Shoot Fees received since last meeting	

AGENDA ITEMS

2.	MINUTES OF THE PREVIOUS MEETING – General Meeting 11/9/21 minutes reviewed and accepted <ul style="list-style-type: none"> • Moved Frank Hall Seconded Peter Ellis carried without objection
3.	BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING - <ol style="list-style-type: none"> 1. Signatories for account still out standing, Treasurer received forms this week from only current Signatory (Controller) to take to bank and coordinate with Bec Nelsen to be added to account. 2. EOI for holding Training events, only one response from Full Boar Archers.

	<p>3. No EOI for Rendezvous were received, as per original minutes this proposal will not be pursued further unless requested by members.</p> <p>4. Discussion of Programming Calendar events continued. Mackay raised the issue that National stopped them from holding event on same day as State titles. This will be reviewed by Exec and reported back, general consensus is that scheduled weekends for invitationals and Branch shoots to be on May & October long weekends when programmed.</p>
<p>4.</p>	<p>CORRESPONDENCE <i>Correspondence In</i> Branch Reports for prep for national AGM Amendments to Motions in regard to name change National development plan Estimate for Scanning of Archive records</p> <p><i>Correspondence Out</i> Email club reps – Notice of download available in regard AGM matters Email club reps – Agenda for Mackay general meeting Branch Calendar to National Branch Report to National</p>
<p>5.</p>	<p>BUSINESS ARISING FROM CORRESPONDENCE - NIL</p>
<p>6.</p>	<p>TREASURER'S MOTIONS Move outstanding expenses to be paid as per report be Approved NIL Moved – Seconded -</p> <p>Move Upcoming Expenses Payable as per Report be Approved NIL Moved - Seconded -</p> <p>TREASURER'S REPORT Refer attached</p> <p>BUSINESS arising from Treasurers reported</p> <ul style="list-style-type: none"> • There is a need to formalise the complete budget without conditions as per previous Report (e.g. number of books to be purchased for training was proposed as no numbers were sent prior to budget preparation for previous Meeting) <ul style="list-style-type: none"> ◦ <u>Motion</u> – That budget as presented at this meeting be accepted. ◦ <u>Moved</u> Jennifer Hall Seconded Bec Nelsen carried without objection • Auditor was to be approved at AGM for 2022 audit. As this needs to be formalised, it was decided that Branch would remain with current Auditor at this time even though some reservations were expressed and that Treasurer would investigate in preparation for 2023 Audit options for the 2022 AGM <ul style="list-style-type: none"> ◦ <u>Motion</u> to approve Crowe Horwath Townsville as branch Auditor for 2021/2022 year. Moved Jennifer Hall Seconded Bec Nelsen Accepted without objection

7.	SUBCOMMITTEE AND OTHER REPORTS <i>Attach reports.- 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.	<p>GENERAL BUSINESS Report on AGM & Voting</p> <p>General report on tone and impressions of meeting were reported to Branch,</p> <ul style="list-style-type: none"> ● Review of each motion and how branch voted and result with overview of discussions that occurred in regard to each motion. ● Concern was expressed with regard to some no specific comments that suggested that Branch B was seen as “Unique”. This view of the Branch may be suggested to be banter but it was perceived that there was a poor opinion of Branch B and Branch input by some individuals. It was expressed at the branch meeting by AGM attendee that this poor opinion may have come from recent history. ● Frank Hall raised the point prior to voting on the new Constitution to be adopted that the change in representation in voting by branch be reduced voting ratio National to Branch from 25/78% (11votes to 30 vote) to 42/58%(7votes to 10votes). Discussion occurred and some National Members objected to the concept strongly. Various mechanisms were discussed on the “safeguards” with in the Constitution and the facilitator of the working Committee agreed that rather than maintaining 30 Branch Votes reducing National Votes to 2 to maintain the existing ratio would be a workable option whilst maintaining the reduced number of votes to be considered. The discussion started to deteriorate to an ‘us and them’ discussion so Frank Hall expressed that the Branch had aired their concern at this time but did not put a motion to amend the Proposed Constitution at this stage. <p><u>Motion</u> – Branch to continue to attempt to address the voting equity as detailed in the Proposed Constitution to change voting numbers to maintain original bottom up structure of the organisation by maintaining the voting ratio between National and Branches as is currently practiced in the Association</p> <p><u>Moved</u> Frank Hall Seconded Glen Drinkwater, Carried without Objection.</p> <p>Report from Treasurers Meeting (held 8/10/21)</p> <p>The meeting was attended by Jennifer Hall and various matters were discussed and clarified. For example; Branches are eligible for rebate of independent members based on postcode.</p> <p>Some issues with Branch B compliance were identified with reporting to date specifically in regard to Branch rebate compliance. Branch had not been compliant in all regards in the following areas</p> <ul style="list-style-type: none"> • Auditor appointment at AGM • No Risk Management • Minutes of meeting submitted to National within 14 day of meetings • AGM minutes did not include required reports and correct signatories <p>Other Matters</p> <p>1.) Discussion occurred in regard to Risk Management and how some other Branches handle the matter, specifically the position of Risk Management Officer. It was discussed that this role would not be a Safety Officer role as defined in WH&S legislation but</p>

rather a position to raise and maintain awareness of ABA requirements such as range and Club accreditation to be carried out and signed off by Controller, Incident reporting and mechanisms. As there is no official position if created, one of the responsibilities of the person would be to define their own role in conjunction with the Branch Controller and feedback at meetings and report for Branch AGM report.

Motion – Branch add to National Meeting agenda the need to define role of Risk Management Officer and provide online National training package for Risk Management within Branches.

Moved Mark Turnbull Seconded Jennifer Hall carried without objection

Motion – To create the position of Risk Management Officer for the Branch to be appointed by Branch Moved Frank Hall Seconded Jennifer Hall carried with 1 objection.

Mark Turnbull offered to fill the position at this time and meeting agreed.

2.) Bryan Butson expressed concern with the running of previous Branch meeting, specifically the recent AGM, to that end he submitted a copy of BoardEffect Robert's Rules of Order Cheat Sheet for Nonprofits copy can be found at <https://www.boardeffect.com/blog/roberts-rules-of-order-cheat-sheet/> and moved that they be adopted as rules be used for future meetings. It was discussed and decided not to go ahead with the motion at this time but to provide clubs sufficient time to review the document. The motion may be put forward at a future meeting for vote.

3.) ABA offer a 10% discount to Pensioners as detailed on Membership form, the issue was raised that many people are now self funded retirees and therefore do not have Pensioner number or identity. Several people expressed surprise that Self funded retirees were not pensioners and therefore eligible for discount. There was strong support for for this and that it should be adopted by branch and support the concept to be offered by Clubs as well.

Motion – It is proposed that Branch adopt Self funded retirees in the same group as pensioners receiving the same rights and discounts as pensioners.

Moved - Frank Hall Seconded Bryan Butson carried without objection

Motion - Branch add to National Meeting agenda the inclusion of Self funded retirees in the same group as pensioners receiving the same rights and discounts as pensioners.

Moved - Frank Hall Seconded Bryan Butson carried without objection

4.) Concern was expressed by most club reps at meeting with failure to date to lock down training for Clubs in Branch.

Motion – Branch to complete whatever works are required by the end of December 2021 to formalise a date(s) and location for training booked in and training completed by the last weekend in April

Moved Mark Turnbull Seconded Peter Ellis carried without objection.

12. NOTICE OF MOTIONS - Nil

13. NEXT MEETING – To be Advised

14. MEETING CLOSE 9.15 pm



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

Treasurer's report for Branch Meeting: Mackay 16th October 2021

Bank balance as per last report dated: Aug 10 th 2021:	\$22,466.30
Receipts since last report:	
ABA fees from Mt Isa Aug & Sept	\$34.50
ABA fees from Full Boar for Aug, Sep, Oct	\$34
Payments since last report:	
Auditor Crowe Horwath chq 312	\$715.00
ABA for 4 measurer's handbooks chq313	\$40.00
L Bruce reimb for stationery resented chq 310	\$50.28
Bank account balance 14.10.21	\$21,729.52
Accounts for Payment: NIL	
Cheques received not yet banked: NIL	
Income this FY to date – mainly from Safari	\$2181.35
Expenses this FY to date:	\$1028.72
Therefore Profit to date:	\$1152.63

Treasurer Correspondence:

IN: From National Treasurer – Comments on Audit documents and timeline achievements. Branch Meeting minutes weren't sent to national, no Risk management reports either.

Membership rebate for 537 members:– partial rebate from National will be pd by 31.10.21 \$1495.54

Emails finalising costs of Xero and Training manuals for budget so I could send to National.

OUT:

General email to all branch contacts to check for current details and how to pay ABA shoot fees.

Budget sent to National treasurer, but she noted that the meeting minutes (Charters Towers) didn't actually state it moved, seconded and accepted. She did however allow it as accepted, and we just need to minute this in our next meeting

Business arising:

- 1) Budget tabled for 2021-22 Financial year: to be accepted by members (was meant to be done at AGM and sent to National by 30.9.21
- 2) Appointment of Crowe Horwath as Branch B auditor for the 21-22 Financial year.

Discussion topics ongoing:

- 1) Assets list – Each year branches are required to List all assets when sending in their Financials and budgets. Research shows there are:
 - a) 3 laptops, one Dell was purchased approx 2017. No idea of the others. Assume older than the relevant 'life' so no value for the branch assets.
 - b) 3+? laptop bags
 - c) 1 printer – again no idea of date purchased.
 - d) Does anyone know of other assets which need to be listed
- 2) Bank – Branch Controller has been in to the Commonwealth bank to initiate the process of changing bank signatories. Treasurer and Score recorder will go in to add theirs. Outgoing treasurer and Secretary will be removed.
- 3) Audit and Auditor – each year 2 executive holders are meant to sign the Auditor's report/Financial Statements.

Branch Treasurer

Jennifer Hall

Email ababranchbtreasurer@gmail.com

Mob: 0414652889

branch B Profit and Loss budget 2022		
INCOME	excl GST	notes about estimates
Branch B SAFARI 2021 shoot fees (June 2021)	\$ 1,461.36	based on last 2 safari averages (\$1788 IN 2018, \$1171 IN 2019,
State Titles 2021 Shoot Fees	\$ -	ANOTHER BRANCH IS HOSTING
Raffles	\$ -	AT SAFARI RAFFLE INCOME WENT TO HOST CLUB
Donations	\$ -	
Sale of Manuals at training courses	\$ -	in 2021 Branch will provide Training Manuals free to Club s for Field Archery and Coach courses, club Measurers handbooks and Bowhunting Proficiency trainers
club aba shoot fees	\$ 1,818.18	10 clubs average 10 shooters@\$2 per ABA shoot average 10 mths (\$1128 in 2017, \$1181 in 2018, \$340 in 2019, \$690 in 2020, \$357 in 2021)
national rebate membership	\$ 2,306.93	no GST for National pmt - based on 30% increase on last year-based on the 50% pmt in Oct20 of \$887.28. NEED to tick all compliance boxes (received \$2681 in 16-17 FY, \$1992 IN 18-19fy)
national rebate travel 1 person to AGM2018	\$ -	online meeting in 2021 so no travel
	\$ 5,586.47	
EXPENDITURE		
FOR SAFARI 2022 (Hinchinbrook) booked for June 2022		
targets	\$ -	already purchases in 2019 and Safari was cancelled
advertising	\$ 80.00	no GST for Archery Action for branch safari
trophies - both ABA and Hunting	\$ 909.09	was \$2169 in 2019 for Branch aand state titles held by Mackay
FOR 2021 AGM (via Online meeting, rather than travel required)		
flights x 1 person	\$ -	
acommodation	\$ -	
taxi	\$ -	
corporate instructor kits	\$ -	was in previous years but I don't know what these are
FOR BRANCH ACCREDITATION/REACREDITATION Courses		
Catering	\$ 450.00	based on 2019 courses all one weekend hosted by TDB
Club coach manuals 10@\$45	\$ 450.00	for new coaches? Estimate 10 trainees - will branch fund this training?
measurer books 10@\$10	\$ 100.00	for new measurers estimate 5 from the clubs who don't have a measurer training?? Will branch fund this training?
Bowhunting Proficiency Course manuals 10@\$19	\$ 190.00	for individuals doing Proficiency course - will branch fund this training or ask the individuals to pay for the manual?
Travel reimbursement to clubs for trainees	\$ -	not discussed
GENERAL		
stationery & postage (reimbursements to exec committee for their	\$ 136.36	
Software - Xero	\$ 121.44	will be deducted from next Yr's membership rebate calculated by 31.10.21
auditor fees	\$ 650.00	actual
PO Box rental		PO box cancelled
TOTAL EXPENSES	\$ 3,086.89	
profit (loss) budgeted	\$ 2,499.58	Profit



Minutes 10/11/21 Branch B Executive Meeting

Open 7.30pm

Present – Wayne Salmon, Jennifer Hall, Bec Nelson, Frank Hall, Graham McComskie
Apologies -

1. Previous Minutes –
 1. Moved Frank Hall, Seconded Wayne Salmon carried without objection.
 2. Business arising – Nil
2. Correspondence – IN
 - Email from National re - Grant Mastery Class (Cost \$1,800)
 - Email via National re Travel provider for Masters game in Perth
3. Correspondence – OUT
 - Email to National requesting Risk Management Officer Position Description
 - Request sent to Bruce Kellher to respond
 - Business Arising
 - NIL
 - Moved xxx, Seconded xxx carried without objection.

Reports & Actions

Treasurers - *Attached*

- Moved Jennifer Hall, Seconded xxx carried without objection.

Risk Management - *NIL*

- Moved xxx, Seconded xxx carried without objection.

Score Received / Shoot Fees Received – *Matching*

Previous Minutes Sent to National – *Yes*

Bank Req to end of month to date completed for GST - *Yes*

General Business

1. Business arising Treasurers Report

Move outstanding expenses to be paid as per Website expenses and Stationary as per report
report be Approved

Moved – Jennifer Hall

Seconded – Bec Nelson

Carried without objection

Move Upcoming Expenses Payable as per
Report be Approved

NIL

Moved -

Seconded -

1. Request from Mackay as to fees payable for Invitationals
 1. Fees will be standard \$2 for each nominated shooter regardless of score or completion of round(S)
 2. Bank Signatories are now completed
 3. Audit and Auditor – I note that the cost of annual audit reported by other branches for the 2021 AGM varies from \$200 to \$650 (ours is the highest) I will ask various accountants for estimates

- Jennifer will continue to investigate options & costs in preparation for next AGM
4. Asset list: do we wish to collate the list and approximate ages of Branch equipment
 - Computer equipment as most are older than the 5 year usual life of the 'depreciated value' will be nil on the books.
 - Measurer's kit – Graham indicated that Skulls are donated when needed and otherwise the kits is only worth 30-50 dollars
 - Discussion around Lease of Branch Computers as against purchase, this would keep the machines current with software and operating systems
5. Current Balance of Branch funds is in an account that has no interest and no fees, Jennifer to investigate option and cost of having an interest bearing account for bulk of Branch balance when not required as part of Branch Banking practices,
4. Letter calling for 2 motions to be considered in regard to voting structure in new Company Constitution.
 1. Letter was reviewed and content discussed. Letter is to be sent to ABA and followed up.
 5. Follow up on Sept meeting Bec was going to find out the Facebook page's login details from Lorraine
 - Bec now has Administrator details and will manage facebook
 - Link to be added to Face book Page to Website Shoot Calendar
 6. Investigation into Trophies for Branch & State titles,
 - Bec investigated the cost of having perpetuals but it becomes prohibitive with the number involved with the engraving.
 - Bec is continuing to investigate the option of Medallions
 - Frank has identified an option of Caps with Artwork and embroidery along with a certificate, spare caps could also be sold as event caps as branch fund raiser.
Cost
is \$20 per cap including artwork and embroidery.
 - Decision will be required by late February and orders placed
 7. Targets for Branch B Safari are thought to be in TDB Storage shed, Wayne will collect and deliver to Hinchinbrook on next trip.
 8. An idea was seen in other Branch reports for Branch to offer rebates to clubs based on criteria to be set by Branch to reward compliance and involvement in Branch activities. The current thinking is that Clubs that have submitted fees for shoots and completed a Club accreditation check with the Controller or Risk Management officer should receive a rebate, value is as yet undecided.
 9. Discussions on Invitational and member gradings being available online on Branch website should be up and running sometime in the new year.

Meeting Close 8:45pm

Treasurers Report

Treasurer's report for Branch Meeting: Townsville 10th November 2021

Bank balance as per last report dated: 14.10.21: \$21,729.52

Receipts since last report:

National ABA membership partial rebate rcd 22.10.21 \$1495.54

Payments since last report:

NIL

Bank account balance 14.10.21 \$2,3225.06

Cheques Written not yet presented: NIL

Cheques received not yet banked: NIL

Income this FY to date – mainly Safari & national rebate \$3,676.89

Expenses this FY to date: \$1,028.72

Therefore Profit to date: \$2,648.17

Accounts for Payment:

Reimbursement claim Frank Hall:

Details on reimbursement claim attached \$682.20

Accounts pending to be paid:

Reimbursement to Frank Hall

For Pacific Plan Printing scan historical branch minutes

and correspondence as per Executive minutes 2.9.21 \$TBA

GST movement – net amount to be received for July/Aug/Sept \$62.00

Treasurer Correspondence:

1) IN:

- (a) From National Treasurer – GST reconciliation
 - (i) July \$4 payable
 - (ii) Aug \$67 claimable
 - (iii) Sep \$1 payable
 - (iv) NET result expect deposit from National of \$62.00 this week

2) Conversation strings in and out:

- i) Mackay District Bowmen – re how much per shooter fees for Oct Invitational to pay Branch. TBC after discussion at nov executive meeting.
- ii) Graham McComiskie - re measurer's kit I requested he list contents of Measurer's kit and approx. value and ages. He replied all tools are his own and he doubts the tusks, antlers etc are of value. I suggested he send a list and current replacement costs

3) OUT:

- a) To national Treasurer - Finalised Branch B 2022 Budget as approved at Mackay general meeting

Business arising:

Asset list: I will collate the list for ongoing records and reporting within the usual financial reports including approximate ages – as most are older than the 5 year usual life of Computer equipment the 'depreciated value 'will be nil on the books

Bank savings: it would be good to plan for anything which will need replacing and note the amount to be set aside for that purpose. A separate saving account could be opened to move money into for that purpose and any other large projects the branch may plan for the benefit of clubs in the future. Other benefit could be to attract interest on our branch funds.

Discussion topics ongoing:

- 1) Bank – signatories are now setup
- 2) Audit and Auditor – I note that the cost of annual audit reported by other branches for the 2021 AGM varies from \$200 to \$650 (ours is the highest)

Branch B Treasurer

Jennifer Hall

Email treasurer@abafnqbranchb.com

Mob: 0414652889

Branch B Meeting Minutes

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

Regular Business & Rebate compliance

Every Meeting

Risk Management report

Draft documents available for review

Previous Meeting Minutes sent to National

Yes

Bank Req to end of month to date complete for GST

Yes

Score sent to National Score Recorder

All scores to end of March

Report Shoot Fees received since last meeting

All Clubs up to date

Annual

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

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

Auditor be appointed by members for the upcoming financial year

AGENDA ITEMS

2.	<p>MINUTES OF THE PREVIOUS MEETING – General Meeting 26/2/22 minutes reviewed and accepted</p> <ul style="list-style-type: none"> Moved J McGukin, Sec. B Nelsen – Carried without objection
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3.	<p>BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING -</p> <p>1. Letter in regard to lack of action or response to letter requesting Motion to revise Branch representation ratio in New Constitution (item 7) has been drafted and reviewed by Controller, will be sent via Email as attachment.</p>						
4.	<p>CORRESPONDENCE</p> <p><i>Correspondence In</i></p> <ul style="list-style-type: none"> • Email response to Nation minutes not published as stated in National Meeting Agenda – Stated that IT will notified (Checked still no action) 4th March • Email response – Requested contact details for Affiliation in Branch B lists can't be given out - 4th March • National Executive Meeting Minutes 13th February • National Executive Meeting Minutes 3rd April • Email - 2022 Coaching Re-Accreditation to be postponed for 12 months • Email Confirmation that Branch B 2022 Coaching Re-Accreditation can go ahead • <i>Draft Branch B risk assessment statements 1st copy.docx</i> from Mark Turnbull <p><i>Correspondence Out</i></p> <ul style="list-style-type: none"> • Email request for clarification re: Query re National Minutes on member portal - 28th Feb • Email Request for Affiliation list for Clubs in Branch B - 1st March • National Executive Meeting Minutes 13th February General Broadcast • National Executive Meeting Minutes 3rd April 2022 General Broadcast 						
5.	<p>BUSINESS ARISING FROM CORRESPONDENCE -</p> <p>Discussed with Clubs that as we are unable to get copies of Affiliation forms (showing club contact details) for Branch B from National. Could clubs please CC branch into information to keep Branch up to date with club contacts.</p>						
6.	<p>TREASURER'S MOTIONS</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;">Moved – J. Hall</td> <td style="width: 30%;">\$7 GST Seconded - B Nelsen</td> <td style="width: 30%;">Carried without objection</td> </tr> <tr> <td>Moved - J Hall</td> <td>\$275 in payments Seconded - J McGuckin</td> <td>Carried without objection</td> </tr> </table> <p>TREASURER'S REPORT Refer attached</p> <p>Motion That Treasurers Report be accepted Moved – J. Hall Seconded - B Nelsen Carried without objection.</p> <p>BUSINESS arising from Treasurers reported</p> <ul style="list-style-type: none"> • The Estimate from Auditor voted on at last AGM has almost doubled to ~\$1200 and the previous Fee paid 2021 of ~\$650 (this was already one of the higher fees charged for Branches across the Country). In conversation with Amanda (National Treasurer) it Was agreed that due to the level of fee it would be reasonable to approach other providers for this years Audit and get it passed at a general meeting. • Jennifer has received an estimate from Certis for \$418 	Moved – J. Hall	\$7 GST Seconded - B Nelsen	Carried without objection	Moved - J Hall	\$275 in payments Seconded - J McGuckin	Carried without objection
Moved – J. Hall	\$7 GST Seconded - B Nelsen	Carried without objection					
Moved - J Hall	\$275 in payments Seconded - J McGuckin	Carried without objection					

	<p>Motion Branch to change Auditor to Certis for 2022 audit Moved – J. Hall Seconded - I Lepinath Carried without objection.</p> <ul style="list-style-type: none"> • Discussed Club payment of Fees for ABA shoots
7.	<p>SUBCOMMITTEE AND OTHER REPORTS <i>Attach reports. - Treasurers</i> <i>Risk Management - NIL</i></p>
8.	<p>ELECTION/APPOINTMENT OF OFFICE BEARERS <i>If applicable.- NIL</i></p>
9.	<p>MOTIONS ON NOTICE Discussion – Audit will be completed by end of June, next invitational is Mackay, Branch AGM to be held at Mackay Invitational Saturday 9th July</p> <p>Moved – F. Hall Seconded - M. Beard Carried without objection.</p>
10.	<p>GENERAL BUSINESS -</p> <ol style="list-style-type: none"> 1. Risk Management <ul style="list-style-type: none"> ○ Club are due to submit Risk mgmt reports ○ Risk mgmt Officer has started a branch policy document ○ A Safety report tool has be developed, Discussion is that report tool to be circulated to Clubs for review and discussion on policy and report tool to be finalised at next Meeting 2. Branch Safari <ul style="list-style-type: none"> ○ Website <ul style="list-style-type: none"> ▪ Nominations can now be done online recommend all Clubs use online registration. ▪ Bec to send flyer to treasurer for upload to Website ▪ Will not take payment at this stage but will look at transaction fees (and who pays fee) to add Credit Card and Paypal accounts to niominations ▪ If successful may roll out for Club invitationals next year if requested ○ Facebook Page to be updated for Branch Safari 3. Discussion on support for Clubs such as Mt Isa and others that require >10 hours drive to get to, to support Invitationals. Mt Isa township is having 100th Celebrations in 2023 and TDB is having 50th anniversary in 2023. 4. Calendars <ol style="list-style-type: none"> 1. Invitational Dates <ol style="list-style-type: none"> 1. Clubs to nominate for Invitational dates they would like (see date list below) by 1st July <ul style="list-style-type: none"> • 4 & 5 Feb. 23 • 18 & 19 Mar. 23 • 29 Apl – 1 May 23 • 10 & 11 Jun. 23 • 22 & 23 Jul. 23 • 26 & 27 Aug. 23 • 30 Sep. - 2 Oct. 23 • 11 & 12 Nov 23 2. Club Calendars <ul style="list-style-type: none"> ○ To be submitted by 1st August 5. Promotion of Sport & events – discussed engaging Media for major events such as Branch & state titles to promote sport & engage with community

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



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

DATE 30th April 2022

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

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

Receipts since last report: \$348.00

Being Club ABA fees from

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

Mackay for Mar & Apr

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

Full Boar for Apr

Payments since last report:

ABA national for all training manuals Feb '22

(invs 1107 & 1110)

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

(refer prev minutes who approved) \$945.30

Bank account balance 30.4.22 **\$ 22387.89**

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

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

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

GST movement:

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

Accounts for Payment:

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

Cheques received not yet banked: Nil

Treasurer Correspondence:

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

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

Discussion topics ongoing:

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

Branch Treasurer

Jennifer Hall

Email ababranbhtreasurer@gmail.com

Mob: 0414652889

Treasurer Correspondence:

12. IN:

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

13. Conversation strings in and out:

1. Mackay District Bowmen – re how much per shooter fees for Oct Invitational to pay Branch. TBC after discussion at nov executive meeting.
2. Graham McComiskie - re measurer's kit I requested he list contents of Measurer's kit and approx. value and ages. He replied all tools are his own and he doubts the tusks, antlers etc are of value. I suggested he send a list and current replacement costs

14. OUT:

1. To national Treasurer - Finalised Branch B 2022 Budget as approved at Mackay general meeting

Business arising:

Asset list: I will collate the list for ongoing records and reporting within the usual financial reports including approximate ages – as most are older than the 5 year usual life of Computer equipment the 'depreciated value 'will be nil on the books

Bank savings: it would be good to plan for anything which will need replacing and note the amount to be set aside for that purpose. A separate saving account could be opened to move money into for that purpose and any other large projects the branch may plan for the benefit of clubs in the future. Other benefit could be to attract interest on our branch funds.

Discussion topics ongoing:

2. Bank – signatories are now setup
3. Audit and Auditor – I note that the cost of annual audit reported by other branches for the 2021 AGM varies from \$200 to \$650 (ours is the highest)

Branch B Treasurer

Jennifer Hall

Email treasurer@abafnqbranchb.com

Mob: 0414652889

Branch B Meeting Agenda

Meeting title:	General Meeting
Meeting time and date:	26/2/22
Meeting venue:	TDB grounds
Attendees:	W. Salmon, F. Hall, J Hall, B. Nelson, M. Turnbull, G. McComiskie, J McGukin, P. Ellis, L. Yuile, D. Lamb, B. Butson
Apologies:	T. Smith
	Meeting Opened – 4.10 pm
	Meeting Closed – 5.10 pm

Regular Business & Rebate compliance

1.	MINUTES OF THE PREVIOUS MEETING – General Meeting 16/ 10 / 21 minutes reviewed and accepted Moved – Peter Ellis Seconded – Bryan Butson Carried without objection
3.	BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING - 1. It was highlighted that under ABA Constitution Roberts Rules of Order are to be used for Branch Meetings

Every Meeting

N Risk Management report	Nil Risk Mgmt Office has contacted National to get information on risk management, and, other than Audit form was informed that no Policy or information is available for Risk Management. The failure of the National Executive to provide a policy while calling for reports and compliance is seen the biggest risk for Clubs and Branch
N Previous Meeting Minutes sent to National	Yes
N Bank Req to end of month to date complete for GST	Yes
N Have all scores have been forwarded to the National Score Recorder	No
B Report Score received since last meeting	- Not available at this time
B Report Shoot Fees received since last meeting	Yes Refer Treasures Report, It was noted that Fee payment amongst Branch Clubs is greatly improved and thanks are extended to all

Annual

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

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

Auditor be appointed by members for the upcoming financial year

AGENDA ITEMS

<p>4.</p>	<p>CORRESPONDENCE <i>Correspondence In</i></p> <ul style="list-style-type: none">• Bryan Butson email<ul style="list-style-type: none">◦ Email from FBA ABA Rep re Robbery event using a bow and Arrow.(Forwarded to National)◦ 2 Emails from FBA ABA Rep re Website cost approval.• National<ul style="list-style-type: none">◦ details of what is to be listed on Branch Shoot Calendar and what to be forwarded to National◦ long sleeve ABA shirts available◦ response on follow up email◦ Call for Archery Action Scores◦ deferred re-accreditation until 2023◦ National expressed they will take a flexible stance for Clubs to run Come and try days (via facebook)◦ February National Executive Meeting Minutes <p><i>Correspondence Out</i></p> <ul style="list-style-type: none">• Request for follow up on letter re vote numbers in new constitution from National & reissue of Risk Management Policy (January follow up)• Email to National requesting follow up on Motions on new Constitution and Risk management (February follow up)• Email to Clubs providing a excel format for Clubs to submit scores on• Email from FBA ABA Rep re Robbery event using a bow and Arrow forwarded to National FYI
<p>5.</p>	<p>BUSINESS ARISING FROM CORRESPONDENCE -</p> <ol style="list-style-type: none">1. Payment for webs services were payments for 2 years to Wix’s for Hosting, Namecheap for Domain registration & and Crazy Domains for Email Hosting. Initial value was estimate per year, No monies were paid to any Branch B Committee members. Refer to Treasurers report. No other Representative expressed concerns.2.
<p>6.</p>	<p>TREASURER’S MOTIONS Move outstanding expenses to be Refer Report paid as per report be Approved</p>

will be uploaded onto the members portal for viewing. Select the 'view documents' icon on your members profile to view" It is recommended that until this actually starts to happen Club reps continue to disseminate the information. Secretary to email Kerry to see if they are aware of the issue.

7. 19.4l of National Minutes - *The motion to transition to a Company Ltd by guarantee was carried at the AGM. The paperwork is in progress for submission to ASIC. More information will be available in the new year of when a special meeting will be held. The paperwork has been lodged with ASIC*".

Branch B sent an Open letter to National President regarding the change in presentation voting at at National level. The letter requested a motion be put to modify the Draft Resolution to maintain the current % ratio between National and Branches. The response in the November Executive meeting was "56. 8 l) Letter from Branch B - Notes/amendments: The National Executive considered and discussed the options in regards to the letter addressed to Tony from Branch B. appears to be being avoided or ignored." & "the motion Carried to "Continue with the transition process to Australian Bowhunters Association Ltd, as approved at the AGM"

On follow up as to what that discussion was, we were informed via email that "Further details will be in the response to your letter." This has been followed up Monthly to request progress on letter to date we have not received a response.

It was proposed that a follow up Open Letter be drafted for approval at next Executive meeting as National appear to be progressing with change on voting ratio without regard to our request.

12.	NOTICE OF MOTIONS - Nil
13.	NEXT MEETING – To be Advised
14.	MEETING CLOSE 5.10pm



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

DATE 26TH February 2022

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

Bank balance as per last report 10.11.2021 \$2,3225.06

Receipts since last report: \$443.50

1. Club ABA fees from

Mt Isa Oct, Nov, Jan & Feb

Mackay Oct (invite), Nov, Dec, Feb

TDB July, Aug, Oct, Nov

Full Boar Oct, Nov

Payments since last report:

1. Pacific Plan Printing scanning prev Years records pd by Frank Hall reimb
with Chq 315 11th Nov auth J Hall & B Nelson \$64.70

2. Officeworks Printer paper

Wix & Crazy Domains & Namecheap for Website, Email hosting & domain
name all 24 mths

Above all pd by Frank Hall reimb with Chq 314 15th Nov auth J Hall & B Nelson
\$682.20

GST movement:

Oct Nov & Dec refund to Branch \$8

January nil either way

Bank account balance 25.2.2022 \$ 22985.19

Therefore income this FY to date (excl GST): \$4080.08 (73% of budget)

Expenses this FY to date (excl GST) \$1736.74 (56% pf budget)

Profit to date(excl of GST) \$2343.34

Accounts for Payment:

1. ABA inv 1107 for Manuals ordered by Graham McComiskie \$46.55
2. ABA inv 1110 for Manuals ordered by Wayne Salmon \$898.75
3. Expect Catering reimbursement will be requested by Townsville District Bowhunters Inc for Training weekend 26/27th Feb

Cheques received not yet banked:

Nil

Treasurer Correspondence:

IN:

1. Cheques from Mackay club for Invitational and club shoots
2. Collinsville Nov Shoot fees to use up last of credit from previous overpayment in the last 12 mths
3. Email clarification between Mt Isa and I about shoot fees deposited and Bank ref unclear – procedure clarified
4. Emails from FullBoar – Fees for Nov, and none for Dec or Jan or Feb as not completed full ABA round
5. National treasurer emailed GST calculation for Oct, Nov & Dec
6. Request for clarification of new Branch Website & Email Hosting purchased by Frank Hall which been requested for reimbursement at the last meeting (attached claim and invoices here again) Total \$662.09 for 2 years (originally budgeted for 12 mths, and savings received over the 2 years.)
7. Email from TDB score recorder – Calculation of Jan shoot fees \$60 (not yet received payment)
8. National Invoices for training manuals (see above)

OUT:

1. October Meeting minutes showing committee approval the Branch Budget for 2022 FY – to National Treasurer
2. Discussion with Graham about value of Measurer's kit – decided it is nil
3. Provided grant update for Branch website
4. To National office reminding of new Treasurer email address
5. To TDB attaching form to use when claiming reimbursements

Discussion topics ongoing:

1. Assets list – 2 Laptops, one printer and a laminator are all over 4 years old (considered normal life of such devices) 2022-23 FY Budget should consider replacements.e.g. \$550 acer basic laptop
2. Gathering details to add to Budget for 222-23 FY which includes State Titles Oct 2022.

3. Auditor - Still hoping National treasurer can get reduction of annual audit price by Crowe Horwath as high price compared to other branches. Quote will also be requested from other companies and recommendation will be made at next branch AGM to appoint different one if required

Branch Treasurer

Jennifer Hall

Email ababranbtreasurer@gmail.com

Mob: 0414652889

REIMBURSEMENT CLAIM FORM

All items require a tax invoice to be attached to this form

<i>DATE OF RECEIPT</i>	<i>DETAILS OF SUPPLIER</i>	<i>DETAILS OF EXPENDITURE</i>	<i>AMOUNT CLAIMED</i>
<i>18.8.2021</i>	<i>Namecheap.com Pd by FHall VISA</i>	<i>Domain abafnqbranchb.com 2 years registration</i>	<i>\$18.12</i>
<i>4.10.21</i>	<i>Crazy Domains – organised by CAS Distributors – local agent pd by F Hall Credit card</i>	<i>Email package- unlimited with premium email protection – 2 yrs</i>	<i>\$426.70</i>
<i>30.9.2021</i>	<i>Wix.com Pd by F Hall Credit card</i>	<i>Website premium plan 2 years subscription (US\$338.19 discounted 50%)</i>	<i>\$236.39</i>
<i>27.10.2021</i>	<i>Officeworks</i>	<i>Reflex Reem of A4 printer paper</i>	<i>\$4.99</i>
		<i>TOTAL</i>	<i>\$682.20</i>

NAME OF CLUB – branch B

SIGNED BY CLUB COMMITTEE MEMBER Frank Hall

DATE 10.11.2021



Wix.com LTD
40 Namal Tel Aviv, 6350671
Israel
GST ID : 300009034519

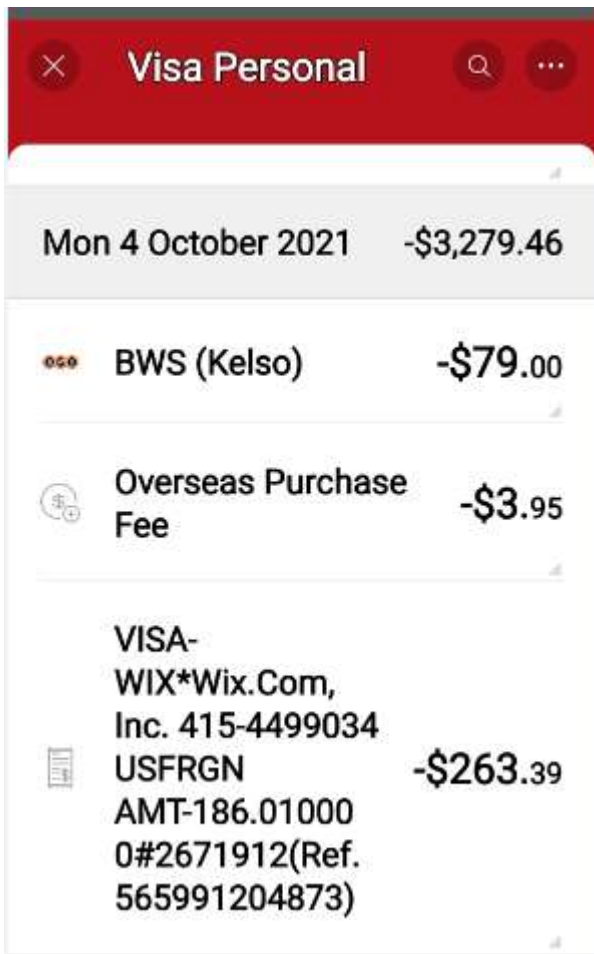
Issued to:
Francis Hall
131 Framara Drive Townsville
Queensland Australia

Invoice #958866071 | Sep 30, 2021 | Paid

Description	Site	Billing Period	Quantity	Amount
Premium Plan Pro	My Site	2 Year Sep 30, 2021 - Sep 30, 2023	1	US\$338.19

Payment Method: Visa **** 1912

Coupon discount	-US\$169.09
Subtotal	US\$169.10
GST (10%)	US\$16.91
Total	US\$186.01



Crazy Domains
#1 for Domains & Hosting

P: +61 2 9037 2826
 E: help@crazydomains.com.au
 W: www.crazydomains.com.au

Tax Invoice

Date:	4 Oct 2021
Invoice #	47628205
Member ID #	860169

Bill To	Payment Info
CAS Distributors Stefan Ruzicka 267 Ingham Rd Garbutt, QLD 4814 Country: AU	XXXX XXXX XXXX 1912 VISA PAID \$ 425.70

Item	List Price	Buy Price	Discount	Qty	Total Price
Unlimited Email abafiqbranchib.com Term: 2 Years (04/10/2021 - 04/10/2023)	\$360.00	\$324.00	\$36.00	1	\$324.00
Premium Email Protection abafiqbranchib.com Term: (04/10/2021 - 04/10/2023)	\$72.00	\$63.00	\$9.00	1	\$63.00
Subtotal:					\$387.00
GST:					\$38.70
Total:					\$425.70

All pricing is displayed and charged in Australian Dollar (AUD)

ABN: 95851804390 | GST charged at 10% for country Australia (AU)

Auto-renewal has been enabled on the items listed here and will use the payment details used to pay this invoice.
 Auto-renewal can be disabled and payment details altered in your Account Manager.



Clear Universal H17



Black Universal H18



Clear Medal Stand MH



Flip top box 50mm H27



Stars and Wreath 50mm M842G



Accolade medal 50mm My204G



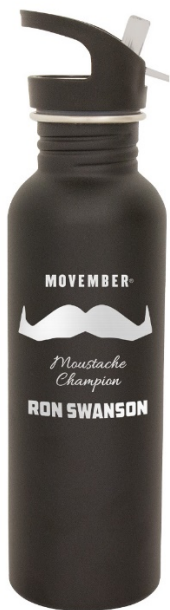
Example of Ribbons.



Beverage Holder



Black camp mug



Black Action Bottle

Etching by Dave

68 Hillock Cres Bushland Beach
Townsville 4818
0438 758 717
etchingbydave@outlook.com

Date	To
26 February 2022	Branch B

Quantity	Description	Total
70	H17_H18 Medallion Case Black and clear	\$217.14
70	MH Clear Medal Stand	\$100.48
70	H27 Fliptop box	\$199.81
70	M842G Stars Wreath 50mm	\$263.34
70	M4204G Accolade Medal	\$292.21
70	ED50 Clear Domes for Medal	\$39.27
70	RY33 Ribbons for Medal	\$43.89
70	Inserts for the Medal (logo)	\$100.00
1	Beverage Holder	\$25.00
1	Black camp mug	\$26.20
1	Black action Bottle	\$19.20
	Shipping fees will be charged to the order	approx.\$75 to \$100
	Picture of items attached to separate page	

Quote

Etching to the bottles, mugs with must be with a third-party cost of this would have to confirmed with the company we recommended using Tackle world.

**A %50 deposit will be required to process and start the order.
Once you have decided on your choice we will re issues with a quote for those items.**

Bank Details

NAB

Account name:- David Casey

BSB – 084-705

Acc – 26 414 4286

Thank you for your business

David & Jessica Casey

Etching By Dave