

## Exec Branch B Meeting Minutes

<b>Meeting title:</b>	Executive Meeting
<b>Meeting time and date:</b>	13 Jan 2024
<b>Meeting venue:</b>	Riverway Library Meeting Room 2
<b>Attendees:</b>	Frank Hall, Kyra Seily Michael Seily, Beck Nelsen
<b>Guests</b>	Jennifer Hall (Handover Treasurer)
<b>Apologies:</b>	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.	<p>MINUTES OF THE PREVIOUS MEETING –</p> <p>General Meeting 06 / 09 / 23 minutes reviewed and accepted</p> <p>Moved – Frank Hall                      Seconded – Beck Nelson                      CWO</p>
3.	<p>BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING -</p> <p>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></p>

	<p>2. Bank Account signatories.</p> <ul style="list-style-type: none"> <li>o All changes to Bank signatories have been completed</li> </ul>									
4.	<p><b>CORRESPONDENCE</b> <i>Correspondence In</i></p> <ul style="list-style-type: none"> <li>• 71 Emails <ul style="list-style-type: none"> <li>o Matters relating <ul style="list-style-type: none"> <li>▪ Training Weekend (including request from Moranbah)</li> <li>▪ National AGM</li> <li>▪ Branch Calendar</li> <li>▪ Branch Development Plan</li> </ul> </li> </ul> </li> </ul> <p><i>Correspondence Out</i></p> <ul style="list-style-type: none"> <li>• <b>67 Emails</b> <ul style="list-style-type: none"> <li>o Matters relating <ul style="list-style-type: none"> <li>▪ Training Weekend (ref General Business)</li> <li>▪ National AGM</li> <li>▪ Club Calendars</li> <li>▪ National report &amp; minutes Broadcast</li> </ul> </li> </ul> </li> </ul>									
5.	<p><b>BUSINESS ARISING FROM CORRESPONDENCE -</b></p> <ul style="list-style-type: none"> <li>• Have not received Calendar from Collinsville (RECEIVED – FRIDAY) Fid</li> <li>• Branch Report to National</li> </ul>									
6.	<p><b>TREASURER’S MOTIONS</b> Move outstanding expenses to be paid as per report be Approved</p> <table> <tr> <td>Moved – Frank Hall</td> <td>Seconded – Beck Nelson</td> <td>CWO</td> </tr> </table> <p>Move Upcoming Expenses Payable as per Report be Approved</p> <table> <tr> <td>Moved - Kyra Seily</td> <td>Seconded - Beck Nelson</td> <td>CWO</td> </tr> </table> <p><b>TREASURER’S REPORT</b> <b>Refer attached</b></p> <p><b>BUSINESS arising from Treasurers reported</b></p> <ul style="list-style-type: none"> <li>• Purchase of new Laptop for Score recorder and Tablet for Field Rep</li> </ul> <p>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.</p> <table> <tr> <td>Moved – Kyra Seily</td> <td>Seconded – Frank Hall</td> <td>CWO</td> </tr> </table>	Moved – Frank Hall	Seconded – Beck Nelson	CWO	Moved - Kyra Seily	Seconded - Beck Nelson	CWO	Moved – Kyra Seily	Seconded – Frank Hall	CWO
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7.	<p><b>SUBCOMMITTEE AND OTHER REPORTS</b> <i>Attach reports.- Treasurers</i> <i>Risk Management - NIL</i></p>									
8.	<p><b>ELECTION/APPOINTMENT OF OFFICE BEARERS</b> <i>If applicable.- NIL</i></p>									
9.	<p><b>MOTIONS ON NOTICE</b> <i>Include the full wording of all motions on notice and attach relevant supporting documentation. - NIL</i></p>									

**10. GENERAL BUSINESS -**

1. 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**

2. Branch Safari – NOMINATED ON Collinsville Calendar –

- Club Calendar 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**

3. 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.**

4. 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.**

5. New laptop for Score Recorder

- refer Treasurers motions

6. 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.

**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.**

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.

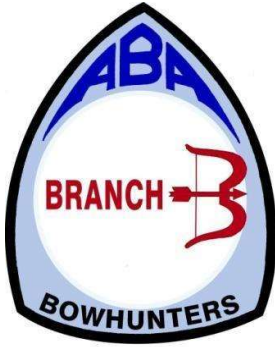
9. Calendar & Invitationals in Branch B and the ABA Invitational Shoot Policy

- 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

<b>05.09.23</b>	<b>\$26,228.17</b>	
Incoming funds in that period:	<b>\$1,087.50</b>	
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:		<b>-\$3,276.98</b>
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](mailto:treasurer@abafnqbranchb.com)

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