

Branch B Annual General Meeting Minutes

Meeting title:	Annual General Meeting
Meeting time and date:	9-7-22 7:30pm
Meeting venue:	Mackay District Bowmen Grounds
Attendees:	Wayne Salmon, Frank Hall, Jennifer Hall, Jimmy Mathews (TDB), Steve Menso (FBA), Peter Ellis (MDB), Lindsay Mackie (CBH), Steve Shepperdson (TB), Michael Sielge (HAC)
Apologies:	Graham McComskie, Tracey Smith
	Meeting Opened 8:00pm
	Meeting Closed 8:30pm

Regular Business & Rebate compliance

Annual	
Branch Audit completed and accepted by the members at their AGM and signed (by two members)	Moved Lindsay Mackie Seconded Jimmy Mathews Carried without Objection
Distributed AGM 2021 meeting minutes (noting reports & budget are passed – auditor appointed for 2023 etc)	Moved Lindsay Mackie Seconded Jimmy Mathews Carried without Objection

AGENDA ITEMS

2.	MINUTES OF THE PREVIOUS MEETING – AGM Meeting / / minutes reviewed and accepted Moved Lindsay Mackie Seconded Peter Ellis Carried without Objection
3.	BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING - Nil
4.	TREASURER’S REPORT - See attached Budget for 2022/23 year presented (See attached)
5.	REPORTS <i>Branch B Controllers Report at meeting</i> <i>Note:- Other Reports circulated with Agenda, accepted as read by Reps present</i>
6.	ELECTION/APPOINTMENT OF OFFICE BEARERS <i>If applicable.- NIL</i>

7.	<p>MOTIONS ON NOTICE</p> <p>Motion 1 -To accept Auditors Report Moved - Jennifer Hall Seconded - Wayne Salmon Carried without Objection</p> <p>Motion 2 -To appoint the Certus Group Accountants as Auditors for Branch B books for the 2023 financial year (ending 31st May 2023).</p> <p>Information - They are the Auditors for the National Association and will know the structure and requirements for the branch. Also they will be aware of the changeover to a Company. Certus Group Accountants Level 1, 260 Morayfield Road, Morayfield QLD</p> <p>Moved - Jennifer Hall Seconded - Wayne Salmon Carried without Objection</p> <p>Motion 3 – To approve 2022/23 Budget Moved - Jennifer Hall Seconded - Peter Ellis Carried without Objection</p>
8.	<p>General Business</p> <ul style="list-style-type: none"> ● Club Rebate from Branch Suggestion varied in so far as some clubs wanted Branch to supply set of Targets to all clubs, others though straight \$ value could better align with Club needs, other thought were around Value back to clubs, e.g. prorata or fixed value. Reps to take it back to Club and topic to be raised at next meeting in Collinsville ● Support for Clubs to attend ALL away shoots It is suggested Branch could subsidise a Coach to long away invitationals due to Cost of fuel, E.g. Isa is wanting to hold Branch titles in 2023 a Coach could be hired from the Coast and take archers from central point, picking up others along the way. Tickets could be sold to offset expense to branch. Similarly Isa, Weipa or others in reverse
9.	<p>NEXT MEETING – 2023 Branch Safari (TBA)</p>
10.	<p>MEETING CLOSE 8:30 pm</p>



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

DATE 8.6.2022

Treasurer's report for Branch B AGM 9/7/2022

Bank balance as at 1.6.21	\$ 20,647.60
Bank balance as at 30.5.22	\$ 22,386.91
	Therefore an increase of \$1,739.31
Assets valued at	\$nil
(Refer asset table pg 3 – all older than usual life as per ATO depreciation rules)	

(NOTE On advice from the National Treasurer the branch books are kept on Cash basis)

Total income	\$5,583.55
Total Expenditure	\$3,826.52
<u>Profit</u>	<u>\$1,757.03</u>

compared with last 3 years:

2021 loss (434.65) 2020 profit 690.68 2019 loss (761.47) 2018 profit 1,162.58
therefore over those 4 year period we made about \$660 profit

GST movement for the year: To explain this, all of our income from shoot fees needs to have 10% sent to the ATO, but not the rebate income from ABA national. However, most of our expenses GST component can be claimed from the ATO, thus although our profit was \$1757.03, we overall paid no GST to ATO, rather they paid us \$5

The accounts have been audited by Certus Group this week and the audited financial statements have been checked by the Treasurer, are signed by the Branch Controller and Treasurer, and tabled with this report.

NOTE, They are on Accrual basis so some of the income and/or expenses shown in Xero actually relate to last financial year and appeared on the 2021FY audited statements.

The actual profit is less than the budget, which was sent to National last july, Profit was about \$743 less than the budget.

Income was the same overall. We received more than expected from the 2021 Safari fees, but less than guessed would come from clubs for shoot fees.

Expenses were hard to guess, some cost less (trophies) and some cost more (training course costs) and an extra \$639 to setup the Branch Website and email hosting service for branch anc club officeholders.

The budget for 1.6.22 to 31.5.23 is tabled for discussion and finalisation once decisions about Advertising for State Titles Oct 22 and Whether 2nd training course offered to clubs since 2022 feb courses were just reaccreditation.

Budget needs to be approved at this AGM and forwarded with audited financials and our assets details to the National Treasurer.

Branch Treasurer

Jennifer Hall

Email ababbranchbtreasurer@gmail.com

Mob: 0414652889

APPROVED AT BRANCH B AGM 9/7/2022

branch B Profit and Loss budget 2023

INCOME

Branch B SAFARI 2022 shoot fees

State Titles 2022 Shoot Fees

Raffles

Sale of Manuals at training courses

club aba shoot fees

national rebate membership

national rebate travel 1 person to AGM 2022

TOTAL INCOME

EXPENDITURE

FOR SAFARI 2022

targets

advertising

trophies - both ABA and Hunting

FOR STATE TITLES 2022

targets

advertising

trophies

FOR 2022 AGM (via Online meeting, rather than travel required)

flights x 2 person

acommodation x 2

taxi x 2

FOR BRANCH ACCREDITATION/REACREDITATION Courses

Catering

Club coach & FIA manuals 20@\$38.25

Bowhunting Instructor Manuals 5@ \$16.15

measurer books 10@\$10

Bowhunting Proficiency Course manuals 10@\$19

GENERAL

stationery, postage & Printing (reimbursements to exec committee for their requirements e.g. reports, audit, certificates)

auditor fees

PO Box rental

Events calendar incl booking function

Put aside for replacement Laptop for Score Recorder

Annual Microsoft License to give Score recorder Access database

TOTAL EXPENSES

profit (loss) budgeted

NOTE:

Website and Email hosting expenses (bi-annual)

CASH BASIS

Act Budget

incl GST

excl GST

prepared by Jennifer Hall branch b treasurer

notes about estimates

\$ 1,800.00 \$ 1,636.36

\$ 2,400.00 \$ 2,181.82

\$ -

\$ - \$ -

\$ 1,932.00 \$ 1,756.36

\$ 2,300.00 \$ 2,300.00

\$ -

\$ 8,432.00 \$ 7,874.55

based on 90 shooters @ average \$20 (A \$25, Ch\$15, Fam \$50 hosted by Full Boar Archers - estimate 120 @ average \$20 (A \$25, Ch\$15, Fam \$50

INCOME TO HOST CLUBS FOR SAFARI AND STATE
Branch will provide Training Manuals free to Club s for Field Archery and Coach courses, club Measurers handbooks and Bowhunting Proficiency trainers

in 2022: 7 clubs ABA rounds average 11 per month about 8 mths of the year plus 5 clubs run invitationals average 2022 70 per shoot past years: \$1128 in 2017, \$1181 in 2018, \$340 in 2019, \$690 in 2020, \$357 in 2021, \$1360 in 2022

based on amt rcd 2022 - no GST to be confirmed...if AGM not held as online meeting was \$1000 in 2019 & 2020 for 1 person each time - hopefully it will cover travel & accommodation costs

already bought for 20 safari so Still unused
no GST archery action advert for Apr/May edition for Safari \$581 both ABA & hunting 2022 safari but in 2021 Graeme org hunting trophies \$322

2 sets incl freight - allowing 10% incr from last purch 2021 approx 10 colour fliers to be posted to each of 26 clubs in Qld State Titles est 50% more than safari for ABA \$460 (may invoice less \$120 for mugs)

Question - novelties at Safari and State are run by host club so any trophies or prizes are club responsibility?

was \$835 for Jennifer 2018, Tsv, \$1031 in 2019 for Rhonda from Mt Isa, \$680 in 2020 for Graham was \$270 in 2018

based on Feb 2022 courses all one weekend hosted by TDB
new and reaccreditation - in 2022 only the clubs received these, not all the attendees

for new measurers estimate 5 from the clubs who don't have a measurer training?? Will branch fund this training?

individuals may be able to to online modules with ABA

\$ 150.00 \$ 136.36

\$ 418.00 \$ 380.00

\$ -

\$ 75.00 \$ 75.00

\$ 650.00 \$ 590.91

\$ 169.00 \$ 153.64

\$ 6,007.05 \$ 5,559.20

\$ 0.00

\$ 2,315.34 Profit

As per email from Cirtus April 2022

PO box cancelled

no GST OS supplier

save the year's share for Biannual renewal \$18.12+425.70+236.39

Branch B General Meeting Minutes

Meeting title:	General Meeting
Meeting time and date:	9-7-22 7:30pm
Meeting venue:	Mackay District Bowmen Grounds
Attendees:	Wayne Salmon, Frank Hall, Jennifer Hall, Jimmy Mathews (TDB), Steve Menso (FBA), Peter Ellis (MDB), Lindsay Mackie (CBH), Steve Shepperdson (TB), Michael Sielge (HAC)
Apologies:	
	Meeting Opened 8:30pm
	Meeting Closed 9:15pm

Regular Business & Rebate compliance

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

AGENDA ITEMS

2.	MINUTES OF THE PREVIOUS MEETING – General Meeting / / minutes reviewed and accepted Moved Jennifer Hall Seconded Lindsay Mackie Carried without Objection
3.	BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING - 1. NIL
4.	CORRESPONDENCE <i>Correspondence In</i> <ul style="list-style-type: none"> • Email National - Branch B - 2021 Audit Review Sun, 22 May 2022 17:57:15 +0930 • Email National – Notice of transfer from an incorporated association to become a public company Thu, 9 Jun 2022 16:41:27 +1000 • Email National - 2022 Notice of Special General Meeting Thu, 9 Jun 2022 14:22:51 +1000 • Email National – Response to Controller on Letter regarding concerns on voting structure in new Constitution (Dated Friday, 25 February 2022 12:55 PM) Forwarded Fri, 6 May 2022

	<p>12:03:53 +1000 (see attached)</p> <ul style="list-style-type: none"> Email National Treasurer – Confirmation Branch 2021 Branch Audit Review is Compliant making us eligible for remaining rebate to be paid. 22nd May 2022 (See attached) <p><i>Correspondence Out</i></p> <ul style="list-style-type: none"> Email National: Branch B General Meeting Minutes 30/4/22 Thu, 5 May 2022 17:12:09 +1000
5.	BUSINESS ARISING FROM CORRESPONDENCE - NIL
6.	<p>TREASURER'S MOTIONS</p> <p>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 AGM Report</p>
7.	<p>SUBCOMMITTEE AND OTHER REPORTS</p> <p><i>Attach reports - NIL</i> <i>Risk Management - NIL</i></p>
8.	<p>ELECTION/APPOINTMENT OF OFFICE BEARERS</p> <p><i>If applicable - NIL</i></p>
9.	<p>MOTIONS ON NOTICE</p> <p>New Bank account Jennifer (Treasurer) has investigated multiple Banks and the QCCB has the best spread of Branches in region in relation to Clubs. The account suggested is the “<i>Business Online Saver</i>”.</p> <p>With changes away from Cheques, it was suggested that Branch set up a procedure where all Payments as initiated by Treasurer only, the system will then record final approver.</p> <p>0. I Move the following:</p> <p>That the Australian Bowhunters Association Ltd Branch B , authorise the existing Executive committee to open a bank account with the Queensland Country Bank, per the new constitution and bylaws</p> <ul style="list-style-type: none"> That the type of account be 'Business Online Saver' The following Office-holders are thereby authorised to sign on the Branch B's behalf: <ul style="list-style-type: none"> Branch Controller Wayne Salmon Treasurer Jennifer Hall Secretary Francis Hall Score Recorder Rebecca Nelson ABA representative Graeme McComiskie That the National Australian Bowhunters Association Ltd has nominated to receive

	<p>any surplus funds in the event that the ABA BranchB ceases to operate,</p> <ul style="list-style-type: none"> • The assets and Income of the Australian Bowhunters Association Ltd Branch B are applied solely to further its objects and are not distributed directly or indirectly - in whole or in part - to the members of the association except as genuine compensation for services rendered or expenses incurred on behalf of the association. <p>Moved Jennifer Hall Seconded Frank Hall Carried without Objection</p> <p>2. Advertising for Qld State titles</p> <ul style="list-style-type: none"> • I Move that Advertising be undertaken via direct Mail out to all Clubs in Queensland also Branches A & E <p>Moved Frank Hall Seconded Jennifer Hall Carried without Objection</p>
<p>10.</p>	<p>GENERAL BUSINESS -</p> <p>1. Website review</p> <ul style="list-style-type: none"> ○ To keep Event Calendar - \$75 per year (currently free until Oct 2022) <ul style="list-style-type: none"> ▪ Allows for all club events to be on line and for Nominations online ○ Online Payments for online registration <ul style="list-style-type: none"> ▪ Cost is 2.9% + \$0.30 per transaction <ul style="list-style-type: none"> • e.g \$50 registration will cost \$1.75 ▪ Can only do Paypal at this stage ▪ Branch Treasurer would need to setup Paypal account <p>Online registration for Branch titles work well with bulk of nominees registering online. This is a great help for the Branch Recorder. There was some delays as page froze for some but the got through in the end. The next Branch event is the State Titles at FBA, FBA to supply flyer for event and information to go up on site. Repristration online to be made available for State Titles, and online payment system to be made available through PayPal on line for early registration.</p> <p>2. Advertising for State titles, Magazine or Letter to Clubs with flyers.</p> <ul style="list-style-type: none"> • It was also raised that Branch would need to Purchase 2 sets of Targets. • Small target get shot out so extras should be ordered • Treasurer to Organise the purchase of <ul style="list-style-type: none"> ○ 1 set of Set 1 plus 2 extra Series 1 & 2 extra Series 2 & ○ 1 set of Set 2 plus 2 extra Series 1 & 2 extra Series 2 <p>See Motion 2</p> <p>3. Not all participants of the February re-acreditation weekend and have received any correspondence relating to that - e.g. certificate or updated card. Lindsay sent out an email requesting a form to be filled out, Lindsay to be contacted and form requested and the circulated.</p> <p>4. Can Clubs please send in annual reports ready for our AGM,</p> <p>5. On advice from the National ABA Treasurer, all branches are required to open a new bank account.</p> <p>See Motion 1</p>
<p>12.</p>	<p>NOTICE OF MOTIONS - Nil</p>
<p>13.</p>	<p>NEXT MEETING – To be Advised</p>
<p>14.</p>	<p>MEETING CLOSE – 9:15pm</p>

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

22nd May 2022

Branch B ABA Committee

Dear Jennifer,

31 May 2021 Branch Audit Review

Thank you for submitting your 2021 Branch audit, budget and minutes from your AGM held on 14th August 2021.

This letter is to confirm that your Branch is compliant with the audit requirements and this result will be used in conjunction with other milestone criteria to pay your Branch membership rebate. A part payment was made around 31st October 2021 with the balance was recently paid.

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

- Your financial statements do not include any assets. I have previously provided a template to assist your Branch in recording any assets on hand before the next audit & received some emails to clarify the recording. This was also listed in your 2019 & 2020 letter. Please let me know if I can assist here or if no assets are held, I can remove this feedback
- GST is slightly out of balance @ 31 May 2021 – this may be rounding or Crowe's accrual basis method, I can get this fixed for you

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

Kind regards,

Kerry Chandler

Office Manager

Australian Bowhunters Association

Archery Action Magazine



PO Box 152, Redbank QLD 4301

T: (07) 3256 3976

E: officemanager@bowhunters.org.au

From: president@bowhunters.org.au <president@bowhunters.org.au>

Sent: Friday, 25 February 2022 12:55 PM

To: Kerry Chandler <officemanager@bowhunters.org.au>

Cc: secretary@abafnqbranch.com

Subject: voting at general meetings (ABA Ltd)

Dear Wayne,

Thank you for forwarding your letter of concern re the new company constitution.

Your concerns as raised in the letter were discussed at the National Executive Committee (NEC) meeting in November. A response was included in those minutes and duly circulated.

At the AGM (Oct21') the NMC voted and accepted the new constitution dated 'Oct 2021' be endorsed as the constitution of ABA Ltd upon start-up of the company structure. I am aware that the Branch Secretary raised some concerns at AGM relating to the voting entitlements of the association prior to this issue being voted upon and ultimately passed by the meeting. In this letter outlining your case after, the constitution was passed and you have not provided a signed 'petition'

as outlined in Section 12(a)(ii) of the ABA Inc constitution there is no need to call a Special General Meeting(SGM) to oppose the motion.

I note in your letter (attachment) you indicated that the general membership had a very tight timeframe to review the constitution. In fact nothing is further from the truth, the constitution was provided in May 2021 for review and was made available to all members. Certainly there were some changes made before the release of the Oct dated issue, but the voting rights and eligibility did not. The Executive has been nothing but transparent relating to the rollout of these changes and I am disappointed that you don't see the efforts made to keep members involved and informed on all issues pertaining to the Association. I also note a number of other points that you make in your letter and believe that the basis of these are arguable and are personal opinions.

I believe that most, if not all, of the National Management Committee (NMC) also does not agree with your points, given you forwarded a copy of this letter to them prior to circulation to me and I (and ABA executive) have not received any response from those branches. I have spoken personally to a handful of controllers on this issue and they do not support changing the motion as passed at the AGM.

I accept your position on this matter, but I do not believe this is the feeling of the general membership of ABA, including the Branch representatives who were present at the AGM. If you continue to feel so strongly about this issue as a branch, I ask you to consider implementing discussions at the next AGM.

Feel free to contact me if you wish to discuss the matter further

Regards

Tony Hartcher

President

Australian Bowhunters Association Inc.

Branch B Meeting Minutes

Meeting title:	Exec Meeting
Meeting time and date:	4.30pm 28/7/22
Meeting venue:	131 Framara Dv. Kelso
Attendees:	Jennifer Hall, Frank Hall, Bec Nelson, Wayne Salmon,
Apologies:	Mark Turnbull, Graham McComiskie
	Meeting Opened 4.30pm
	Meeting Closed 6.00pm

Regular Business & Rebate compliance

Nil	Every Meeting Risk Management report
Yes	Previous Meeting Minutes sent to National
End of June	Bank Req to end of month to date complete for GST

AGENDA ITEMS

2.	MINUTES OF THE PREVIOUS MEETING – General Meeting 10/11/22 minutes reviewed and accepted Moved Wayne Salmon Seconded Beck Nelsen Carried without objection
3.	BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING - <ol style="list-style-type: none"> 1. Treasurers report in previous meeting did not record Seconder this is to be updated to reflect Beck Nelsen seconded motion to accept treasurers report. 2. Score Recorder laptop to be replaced, Frank Hall to investigate cost of purchase & Lease. Laptop to include virus protection and quotes to include option of software to include Microsoft Access.
4.	CORRESPONDENCE <i>Correspondence In</i> <ul style="list-style-type: none"> • 2022 Updated Notice of the Special General Meeting - Details of Candidates - 7/19/2022, 2:26 PM • Branch D Secretary Email Details - 7/20/2022, 11:46 AM • TDB Calendar - 13/7/22 • Collinsville Calendar - 11/7/22

	<ul style="list-style-type: none"> • Towers Calendar – 27/7/22 • Fwd: ABA AGM Travel Allowance 2022 - 7/13/2022, 11:38 AM • Re-accreditation form from National Coach – 14/7/22 <p><i>Correspondence Out</i></p> <ul style="list-style-type: none"> • Nomination of Wayne Salmon as Branch voting Representative – 7/4/22- National • AGM & General Meeting Minutes to National 14/4/22 – National • 						
5.	BUSINESS ARISING FROM CORRESPONDENCE - Motion to be added to Collinsville agenda to Vote for Branch Rep. Frank to send Email						
6.	<p>TREASURER’S MOTIONS</p> <p>Move outstanding expenses to be paid as per Refer Report report be Approved</p> <table> <tr> <td>Moved – Jennifer Hall</td> <td>Seconded - Frank Hall</td> <td>Carried without Objection</td> </tr> </table> <p>Move Upcoming Expenses Payable as per Refer Report Report be Approved</p> <table> <tr> <td>Moved - Jennifer Hall</td> <td>Seconded - Frank Hall</td> <td>Carried without Objection</td> </tr> </table> <p>TREASURER’S REPORT Refer attached</p> <p>BUSINESS arising from Treasurers reported</p> <ul style="list-style-type: none"> • Revised format for Club Fees to better track <ul style="list-style-type: none"> ◦ Score recorder will advise Treasurer of scores submitted from Clubs and the Treasurer will create an invoice to align with submitted scores, if payment has been made it will immediately be acquitted, if no payment has been made or mis matching payment an invoice showing amount of Credit or Debit will be forwarded to club for action 	Moved – Jennifer Hall	Seconded - Frank Hall	Carried without Objection	Moved - Jennifer Hall	Seconded - Frank Hall	Carried without Objection
Moved – Jennifer Hall	Seconded - Frank Hall	Carried without Objection					
Moved - Jennifer Hall	Seconded - Frank Hall	Carried without Objection					
7.	SUBCOMMITTEE AND OTHER REPORTS <i>Attach reports.- Treasurers</i> <i>Risk Management -</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 -</p> <ol style="list-style-type: none"> 1. Fee structure for State titles <ul style="list-style-type: none"> • Fees will include novelty 3D and IFAA Animal rounds and payment of \$7.5 per archer to be paid to FBA. • Fee structure to be <ul style="list-style-type: none"> ◦ Adult - \$35 ◦ Junior/ Cub - \$25 ◦ Family - \$70.00 ◦ Retiree / Pensioner - \$25 2. Trophies for State Titles <ul style="list-style-type: none"> ◦ Trophies to be the same Medallions as was ordered for Branch Safari. 						

	<ul style="list-style-type: none"> ○ Leftover Branch Medallions to be used with centers replaced (Bec to follow up) ○ Centers to use State logo – Frank to Contact Branch D to see if they have master copy of State Logo <p>3. Next years Safari, last spoken about was to be at TDB but new gossip is Isa in November 2023.</p> <ul style="list-style-type: none"> ● Refer item 6 <p>4. This years plan 2022/23 - are we having training</p> <ul style="list-style-type: none"> ○ Training to be organised to be held at Townsville on first weekend of March ○ Frank to email Graham, Jyri & Trevor <p>5. Branch Bus hire support for long distance invitationals</p> <ul style="list-style-type: none"> ○ 2 Prices sourced (based on Mt Isa Safari 2023) <ul style="list-style-type: none"> ▪ Premium is 48 person Coach with driver over 4 days departing Mackay with pick up at Mackay, Bowen Townsville, Charters Towers & return – Cost \$45,000 ▪ Alternate is Bus hire with self drive – 25 seater \$1,500 for 4 days plus fuel plus 400klm mileage fee. plus Est fuel \$500 TOTAL ~ \$2000 ▪ Branch will negotiate a subside with Clubs to help support greater inter club involvement <p>6. 2023 – AGM date to match Audit dates</p> <ul style="list-style-type: none"> ○ Financial year ends 31/May – ○ Audit take usually over 2 Months ○ Suggest AGM to be in August ○ AGM Minutes need to be into National by September <p>The current difficulties with holding the AGM in June due to timing for financial year and National AGM it is agreed that the AGM a motion will be put to the Branch general meeting that the AGM be moved to August and the Branch Safari to be held to align with AGM.</p> <p>Mt Isa is having its 100th and has asked to hold the Branch Safari, this clashes with Collinsville requested time for holding invitational</p>
12.	NOTICE OF MOTIONS - Nil
13.	NEXT MEETING – To be Advised
14.	MEETING CLOSE

5. Reimburse Graham McComiskie for Pmt to Atherton Trophies inv 10786 dated 31.5 for hunting trophies for Safari \$521.00

Cheques received not yet banked: Nil

CORRESPONDENCE:

OUT: today I sent all annual financial reports to National treasurer - Financial statements, signed Auditor's report, Budget for 23FY, Asset register, AGM minutes showing Accepted Audit report and budget & Appointed Auditor

Discussion topics ongoing:

- Bank account - I have gathered all required information from National and forwarded to Queensland Country Bank for advice about the process going forward
- I am researching the process to setup a branch Paypal account for receiving online payments in conjunction with the branch website booking system. Branch D uses Paypal and I have asked their feedback.

Branch Treasurer

Jennifer Hall

Email ababbranchbtreasurer@gmail.com

Mob: 0414652889

Branch B Meeting Minutes

Meeting title:	Branch Meeting
Meeting time and date:	13-08-22
Meeting venue:	Collinsville Barebow Hunters
Attendees:	Jennifer Hall, Wayne Salmon, Frank Hall, Jimmiy Mathews, Tracey Smith, Peter Ellis, Glenville Drinkwater, Ian Lepinath
Apologies:	Bec Nelson,
	Meeting Opened 8:12pm
	Meeting Closed 10:12pm

Regular Business & Rebate compliance

Nil
 Email 7/14/2022, 7:54 PM
 As of 11/08/22
 -

Every Meeting

Risk Management report
 Previous Meeting Minutes sent to National
 Bank Req to end of month to date complete for GST
 Scores sent to National Score recorder

AGENDA ITEMS

2.	<p>MINUTES OF THE PREVIOUS MEETING – General Meeting 9 / 7 / 22 minutes reviewed and accepted</p> <ul style="list-style-type: none"> • Moved Frank Hall • Seconded Jimmiy Mathews <p style="text-align: right;">CWO</p>
3.	<p>BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING -</p> <ol style="list-style-type: none"> 1. Travel subsidies Coach Hire – report to Reps on Costs as discussed at Exec meeting. It was agreed that the process of smaller bus hire organised and subsidised by Branch in line with agreement between Club and Branch Management Committee to reduce the cost of travel and encourage greater attendance at more isolated clubs. 2. Financial support to Clubs <ul style="list-style-type: none"> • Targets, Projects, Other. - Discussion Continued referred to next General Meeting
4.	<p>CORRESPONDENCE <i>Correspondence In</i></p> <ul style="list-style-type: none"> • ABA AGM Travel Allowance 2022 Date: Tue, 12 Jul 2022 20:40:04 +1000 <ul style="list-style-type: none"> ◦ Allows for 2 attendees • Details of Candidates for Board Positions Date: Tue, 19 Jul 2022 14:26:06 +1000

- The National Policy of not sanctioning any invitational around Easter also becomes a problem.
- Lastly the need to hold the AGM in August to fit with Auditors and National AGM and the general agreement that the AGM and the Branch Safari should align also causes issues.

As per General Meeting 11/09/21 where poor scheduling of dates Club Invitational scheduling continues to be discussed.

Extract from meeting Minutes

“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.”

What has been done/Trialed in 2022

The Branch has applied the National Invitational Policy of each Club being only able to hold one invitational per year. An invitational being a shoot recognised and promoted by the Branch. Other Club activities that invite shooters to join them is the responsibility of the Club and not considered an invitational e.g. Fluffy Toy shoot at TDB. These shoots would not be supported by branch in form of subsidies, targets trophies special rebates etc.and should not appear on Branch Media (e.g. Website or facebookpages etc.)

The suggested solution implemented in 2022 was to move the dates where agreed and to only “advertise” one event per Club spaced where possible at short notice 6 weeks apart.

This year on the request for Club calendars included 7 suggested weekends starting in 11-February and finishing 15-October with suggestion first in best dressed.

Clubs wishing to hold invitationals (North to South) in 2023

1. Hinchinbrook Archery Club
2. Townsville District Bowhunters
3. Full Boar Archers
4. Charters Towers
5. Mount Isa
6. Collinsville
7. Mackay

- **Shoot Calendar over Due**

- Received Towers, Townsville, FBA's & Collinsville's Calendars.

12.	NOTICE OF MOTIONS - Nil
13.	NEXT MEETING – To be Advised
14.	MEETING CLOSE 10:12pm



Australian Bowhunters Association Ltd - Branch B

DATE 11th August

Treasurer's report for Branch Meeting: Collinsville 13th August 2022

Bank balance as per last report	30.4.22	\$ 22387.89
Receipts since last report:	\$3756.29	
Being to 31.5		
Club ABA fees from		
Collinsville 4 mths		\$66.00
TDB - 4 Mths & invitational		\$354.00
ABA membership final rebate		\$805.29
Being to 28/7		
Club ABA fees from		
Towers Feb, Mar, Apr		\$56.00
Mackay for May & June		\$30.00
Safari cash deposit total		\$2445.00
being Float returned \$550.00		
plus nominations \$1895.00		
Payments since last report:	\$3494.27	
Chq 317 ABA for GST Feb		\$7.00
chq 197 reimburse TDB for Feb training weekend expenses		
\$606.67		
Chq 319 reimb W Salmon for team nomination fees Nationals		\$40.00
Chq 320 \$290.80 & 196 \$290.80 inv 001 Etching by Dave		
\$581.60		
chq 198 ABA GST Mar/Apr		\$ 31.00
Withdrawal for Safari Float		\$ 550.00
chq 199 for Action Graphics		\$1506.00
chq 200 for ABA GST May/June		\$ 172.00
Bank account balance 11.8.22		\$22,649.91

Cheques received not yet banked: Nil

Cheque 201 completed but not yet posted to Graeme McComiskie - awaiting info from Ruth about address and correct reimbursement claim form

GST for July will be a refund of \$134.00

Accounts for Payment:

3. CAS Distributors inv 2022391 \$112.75 printing colour State Titles Fliers
4. Reimburse J Hall for purchase of 40 stamps \$44.00

Business arising:

- Bank account - Now all paperwork is completed - awaiting BSB & acc number. 4 Signatories have signed, pending Graeme getting into Atherton branch to sign his form.

MOTION: that \$20,000 be withdrawn from the branch's old Commonwealth Bank account be and paid into the new bank account with the Queensland Country Bank. The old bank account to remain open until 30.9.2022 or until outstanding cheques are presented, whichever occurs last, whilst the treasurer informs all clubs of the new account details for paying ABA fees. Moved by Jennifer Hall Seconded by Glenville Drinkwater / CWO

- Branch B Paypal account for receiving online payments in conjunction with the branch website booking system. Branch D uses Paypal and I have asked their feedback. Work in progress

Branch Treasurer
Jennifer Hall

Email ababranhbtreasurer@gmail.com
Mob: 0414652889
C/O 131 Framara Drive KELSO QLD 4815

Branch B Exec Meeting Minutes

Meeting title:	Exec Meeting
Meeting time and date:	23/01/23
Meeting venue:	131 Framara Dv. Kelso
Attendees:	Jennifer Hall, Frank Hall, Bec Nelson, Wayne Salmon,
Apologies:	Graham McComiskie
	Meeting Opened 7:00pm
	Meeting Closed 9.00pm

Regular Business & Rebate compliance

Nil	Every Meeting
Yes	Risk Management report
End of December	Previous Meeting Minutes sent to National
Ongoing	Bank Req to end of month to date complete for GST
	Have all Branch Officers read the association's constitution, bylaws, policies, and procedures

AGENDA ITEMS

2.	MINUTES OF THE PREVIOUS MEETING – General Meeting 10/11/22 minutes reviewed and accepted Moved Wayne Salmon Seconded Frank Hall Carried without objection
3.	BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING - 1. -
4.	CORRESPONDENCE <i>Correspondence In</i> 1. On 1/23/2023 2:56 PM, Graham McComiskie - Report 2. 1/17/2023 4:31 PM, Damien Smith wrote: ABA Grant application for endorsement 3. 12/16/2022 4:29 PM, officemanager@bowhunters.org.au wrote: Agenda Item: Have all Branch Officers read the association's constitution, bylaws, policies, and procedures? 4. 12/16/2022 11:39 AM, officemanager@bowhunters.org.au wrote: Field Archery Subcommittee - Expression of Interests 5. 12/14/2022 3:52 PM, officemanager@bowhunters.org.au wrote: 2023 National Measurers/Coaching Re-Accreditation Course - Revised Date 7th – 9th July 2023 6. 12/9/2022 4:21 PM, officemanager@bowhunters.org.au wrote: Adopted Bylaws 7. 12/9/2022 4:17 PM, officemanager@bowhunters.org.au wrote: National Board Meeting

documents.

- Some members have Constitution and Bylaws, Other members part part of each
3. Idea for ABA to support Branch B clubs
- A5, double sided,150gsm cost \$30 per 50 or \$40 per 100 @ officeworks
 - It was agreed this could be a good action and Branch Secretary is to contact a couple of Club to develop brochures with them and to Develop one for Branch. Some of initial Club ones will be held back and circulated to other Clubs as examples.
 - Secretary is Authorised to spend up to \$300 to get ball rolling.
4. Score Recorders Laptop - **Quote for Laptop \$867 with Outlook, Word, Excel, PowerPoint, and OneNote (plus Access and Publisher for PC only). Plus Trend Micro Internet Security 1 Year**
- No Action to be taken at this time.
 - Score Recorder's laptop is to be cleaned up and cleaned out to see if speed issue can be fixed.
5. Branch rebate and Risk Mgmt
- There were issues with the rebate amounts and in discussions with National Treasurer, Branch B was recorded as not recorded Risk Management. It was pointed out that it was in our Minutes and if recorded as "NIL" it meant "NIL" to report. Rebate amount has been corrected but some money are still being with held
 - Discussion also occurred around Development Plan and that Secretary did not have anything to forward to National as part of National AGM documents.
6. Training for Coach, BPC, and Measures
- Secretary to Email to all clubs
 - Post to go on Facebook
 - TDB will be approached to run the event again
 - Courses will be run Sat 4th March, Closing Date for nominations 20th February
 - Fish will confirm with Jyri to run BPC, Fish will run Coaching Course, Graham to do Measurers.
 - Fish will contact Lindsay to look at get training for Level 1 for Club Coaches eligible.
7. A general discussion occurred about the relevance of the Branch to the Clubs and
- It was raised to one member of Branch Executive as to whether there should be a Branch Safari at all.
 - Question came up when would Branch awards be presented if not at a Safari.
 - Concern was raised that the thoughts expressed may not be representative of the wider membership but still was representative of some and should be considered.
 - Branch B does not operate the same as other Branches and the format of ABA is more commonly aligned with Branch running multiple shoots at varying Clubs across the year.
 - It was reported that the Reps were uncomfortable making decisions at meeting. This seemed to indicate a belief amongst those expressing these concerns as to the Role of the Reps as members of the Branch Committee, not passive observers.
 - * The Branch has only recently over come complete collapse of Branch Structure a couple of years ago so Committee believes it should approach all Clubs and honest feed back from as there is what is expressed at the meeting and what is expressed outside of the meetings.
 - ACTION
 - Beck will contact Clubs to organise either a visit to them or from them or at least a phone call. Part of this contact will be to discuss training in March and request input into Development Plan.

12.	NOTICE OF MOTIONS - Nil
13.	NEXT MEETING – To be Advised
14.	MEETING CLOSE: 9.00pm



Australian Bowhunters Association Ltd - Branch B

DATE 20.1.2023

Treasurer's report for Branch Meeting: DATE 23.1.2023

Profit to date this Financial year from 1.6.22 (Cash basis)

\$3415.78

CBA Bank balance as per last report **11.8.22**

\$22,649.91

Receipts since last report:

\$5423.39

Club ABA fees from below clubs (to 15/11)

\$680.00

Collinsville (\$148+\$18+\$150 to CBA acc)

invitational Aug 2021 (previously not paid)

June 2022 ABA shoot (no shoot July)

Aug 2022 Invitational

FBA July (no shoot Jun or Aug) \$20

Mackay July invitational, Aug, Sept **\$146+\$20+\$24**

Hinchinbrook July, Aug (Jun Safari) **\$26+\$34+\$84**

Mt Isa Aug (Jun Safari, no shoot July) **\$10**

ABA GST refunds July & Aug & Sept \$233+\$3

\$236.00

QCB interest Sept, Oct, Nov, Dec

\$97.85

ABA National Rebate (members & AGM travel less Xero\$110.40) \$2176.54

State Titles Nomination fees forwarded from FBA (host) \$2195.00

Payments since last report:

\$2068.55

- Chq 201 reimburse G. McComiskie –appr. 2 meetings ago
\$521.00

- chq 202 CAS Distributors inv 2022391 appr. 13.8\$112.75

- chq 203 Reimb. J Hall – appr. 13.8

\$44.00

- Chq 205 Certus Group pay inv 9653 \$418.00

- Chq 206 Etching by Dave 50% deposit inv 001Sep22

\$317.90

- QCB Bank tfr Etching by Dave final 50% inv 001Sep22 \$317.90

- QCB Bank tfr Hinchinbrook Club Safari Rebate

\$252.00

- QCB bank tfr ABA National inv 1165 AGM accom

\$85.00

New QCB acc opened 8Sept and received \$20,000 from CBA Acc Chq 204

CBA Bank account balance 13.9.22 (nothing since then) \$1,552.26

QCB Bank account balance 20.1.23

\$24,414.49

THEREFORE TOTAL CASH AT BANK

\$23,614.59

Upcoming amounts we will receive

Club ABA fees outstanding: \$270.00
TDB \$38+\$82 – reminder sent for first Qtr overdue
Towers \$142
Mt Isa \$8

QCB Oct interest % withheld for first 2 mths as account was opened without noting ABA branch is a Tax – free entity (to get refunded) \$13.15+\$8

Accounts paid since last meeting **to be Ratified** at this meeting

1. Certus Group inv 9653 for Audit 2022 financial year \$418.00
2. Etching by Dave 50% deposit inv 001Sep22 \$317.90
3. final 50% Pmt Etching by Dave inv 001Sep22 \$317.90
4. Rebate to Hinchinbrook club @\$3 each for 84 shooters. Report on actual Safari income and expenses below. \$252.00
5. ABA inv 1165 AGM accommodation for attendee \$85.00

Accounts for Payment to be approved at this meeting and actioned by bank transfer ASAP:

1. Reimbursement F Hall for Pmt Website Calendar and booking functions Pd 3.10.22 \$US52.66 plus O/S pmt bank fee \$AU1.25 = \$84.76
2. ABA GST Nov less Oct Cr - Inv 1203 \$184.00
3. State Titles rebate to FBA inv 202261 – (refer table at end of report income and expenses relating to the Qld State Titles) \$570.00
4. Reimbursement W Salmon for Travel to AGM (taxi ~\$191 + Airfares \$...Wayne to provide receipts and complete reimbursement claim form

Business arising:

1. CBA Bank account to be closed as all cheques have now been presented - Wayne and Jennifer to attend together to handle this
2. Branch B Paypal account – still to be actioned

Branch Treasurer

Jennifer Hall

Email ababranchbtreasurer@gmail.com

Mob: 0414652889

C/O 131 Framara Drive KELSO QLD 4815

ABA Branch B Calculation of Shoot income and expenses and host club rebate

<u>Shoot type, date & location</u>	Qld State ABA Tiltes	Full Boar Archers
No. of Shooters		76
Shoot Income	\$	2,195.00
Ex GST	\$	1,995.45
Total Net Income	\$	1,995.45
Targets	\$	1,369.09
Ex GST	\$	1,244.63
Trophies	\$	578.00
Ex GST	\$	525.45
Advertising - Printing fliers	\$	102.50
Ex GST	\$	93.18
Postage	\$	40.00
Ex GST	\$	36.36
Club Rebate for Full Boar Archers	\$	570.00 at
Total Net Expenses	\$	2,469.63

LOSS - \$ 474.17

20 shooters in 5 families pd \$75= \$375
 plus 14 kids or pensioners/retired pd \$25=\$350
 42 each pd \$35 = \$1470

2 sets ABA & freight
 Etching by Dave
 CAS Distributors
 Australia post
 \$7.50 as per branch meeting dated

63% shooters were branch B
 24% were Branch C
 13% were branch D
 TDB, Mt Isa, FBA were largest Branch B attendances (9-12 each)
 Moranbah & Full Draw Archers were next attendee numbers (9 each)
 14 clubs of the state's 26 were represented + 1 independent

Branch B Meeting Minutes

Meeting title:	Branch Meeting
Meeting time and date:	28-04-23 3:00pm
Meeting venue:	Townsville District Bowhunters
Attendees:	W. Salmon; F. Hall; J. Hall; B. Nelsen, I. Lepinath; M. Beard; J Sargent; A Smith; L. Yuile; J McGuckin
Visitors	Damien Smith (Mt Isa); D.Knudson (Mt Isa)
Apologies:	Graham McComiskie
	Meeting Opened - 4:07pm
	Meeting Closed - 5:24pm

Regular Business & Rebate compliance

No Accidents
 Email 15 Aug 2022 11:28 AM
 As of 27/4/2023
 As of 27/4/2023

Every Meeting

Risk Management report
 Previous Meeting Minutes sent to National
 Bank Req to end of month to date complete for GST
 Scores sent to National Score recorder

AGENDA ITEMS

2.	<p>MINUTES OF THE PREVIOUS MEETING – General Meeting 13 / 8 / 22 minutes reviewed and accepted</p> <ul style="list-style-type: none"> • Moved Frank Hall • Seconded Mick Beard <p style="text-align: right;">CWO</p>
3.	<p>BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING -</p> <ol style="list-style-type: none"> 1. Branch Rep to National <ul style="list-style-type: none"> • Current Branch rep to National is Wayne Salmon as per previous meeting vote but Wayne has since taken the role of Director of the Company. To simplify matters within the Branch it is suggested a new rep be elected. • Lindsay Yuile attends national meeting as Branch Coach but does not have a vote and most matters he sits through are not directly relevant to his role. So as person already attending National meetings and with his experience, Lindsay is in a good position to represent the Branch. <p>Refer Section 8 - ELECTION/APPOINTMENT OF OFFICE BEARERS</p>
4.	<p>CORRESPONDENCE <i>Correspondence In</i></p>

	Apparently last I heard Proficiency Instructors were going to be done on line.
8.	<p>ELECTION/APPOINTMENT OF OFFICE BEARERS Move that Branch accept Wayne Salmon resignation as Branch Rep and that the Branch appoints Lindsay Yuile to be Branch rep from meeting date forward. <i>Moved Wayne Salmon Seconded Andrew Smith CWO</i></p>
9.	<p>GENERAL BUSINESS -</p> <ol style="list-style-type: none"> 1. Ways in which Branch can support Clubs was discussed again, no real progress. Suggestion, such as buy each club a set of targets works for some clubs and not for other Clubs etc. the suggestions were same as previous meeting, ABA rep to go back to Clubs and develop strategies that strengthen our sport in FNQ to the benefit of all clubs and grow the sport in the region and in so promote membership in Clubs in preparation for next meeting. 2. Cost of target is a major issue especially for smaller clubs, the question was raised can branch utilise the images to get pricing from local suppliers to reduce transport cost and lower cost printing. <ul style="list-style-type: none"> o Controller to raise at next National meeting and report back. 3. Paypal account – Branch Treasurer raised the possibility of the branch getting a Paypal account to take nominations for Branch events etc. Some other Branches have set them up and worked quite successfully. The process is fairly complex but National Treasurer has help other do it and is on board. <ul style="list-style-type: none"> o It was discussed and receipt of payment for nominations for last years State titles worked well. So it was agreed that The Branch should continue to pursue the setting up of the Account, initially to be used only for Branch events but after bugs worked out system could be used to help clubs for their invitationals. o Moved that Treasurer pursue establishing a Paypal account and linking it with the Branch website. o Moved - Mick Beard, Seconded - Frank Hall CWO 4. Call from ABA for Club to host Nationals next year <ul style="list-style-type: none"> o No club in isolation has the ability to host an event of that size but clubs working in conjunction could do it rather easily. Clubs with sufficient land such as FBA work with other clubs with larger memberships to develop Ranges, Clubs further away could support by supplying marshals, workers, etc. during the event. All profits split between contributing Clubs. o Reps to talk to Clubs and get input to see if considered feasible and if there is interest.
10.	MOTIONS ON NOTICE - Nil
11.	NOTICE OF MOTIONS - Nil
12.	NEXT MEETING – Hinchinbrook Club 3/6/23
13.	MEETING CLOSE - 5.24pm



Australian Bowhunters Association Ltd - Branch B

DATED 28th April 2023

Treasurer's report for Branch Meeting: 29 th april 2023

Profit to date this Financial year to 28.4.23 (Cash basis)
\$3437.77

Expected expenses not incurred incl branch coaching course which was cancelled by National, and have not yet purchased planned laptop and software for Score recorder

Combined Bank balances as per last report **13/8/22** **\$22,649.91**

Incoming funds since last report: **\$6,678.70**

Club ABA fees from below clubs (to 28/4/2023) **\$3,307.24** or **50% of total incoming**

State Titles Oct

Collinsville Prev Yr Invitational + Jun, aug, Jan, Feb, Mar, Apr

Mt Isa Aug, Sep, Mar & Apr

FBA July, Dec, Feb

Mackay july, Aug, Sep, Mar, Apr

Hinchinbrook July, Aug, Sep, Oct, Nov, Jan

Towers Sep Invitational, Oct, Nov

ABA GST refunds July, Aug, Sep, Jan, Feb **\$339.00**

QCB interest since opening account Sep 2022 **\$226.42**

ABA National Rebate & Travel rebate for AGM **\$2,806.04** or **42% of total incoming**

Outgoing Payments since last report: **\$3,515.53**

Cheques from CBA – Printing, Audit, Deposit for Trophies, reimbursements to committee for Stamps, Trophies

Bank transfer Pmts from Qld Country Bank – Trophies final pmt, Safari Rebate to Hinchinbrook, AGM accommodation W Salmon, State Titles Rebate to Full Boar Archers, GST Oct & Nov, Reimb Committee for Website renewal fee, AGM travel

THEREFORE TOTAL CASH AT BANK at 28.4.2023 \$25,834.23

NOTE this incl \$21.15 tax on first 2 mths interest withheld and should be returned by ATO after end of Financial Year

- NOTE old CBA acc was closed and the balance deposited to new Qld Country Bank acc as approved at last meeting \$1552.25
- Upcoming amounts we will receive
 - Club ABA fees outstanding per 28.4 report from Score recorder
TDB \$38+\$82 - reminders sent for first & 2nd Qtrs overdue, and
TDB \$168 will be due for Mar Apr shoots
Towers \$26 Jan & Feb + \$10 Mar
Hinchinbrook \$62 will be due for MarApr
FBA \$ 6 Mar
TOTAL FEES EXPECTED TO END APRIL \$392 PLUS Apr FBA
& Towers not yet reported
 - ABA rebate – final portion will be \$251.84 – this was withheld in
October due to not having the required Risk Management report in all
our meeting minutes June21 to May 22

Accounts for Payment to be approved at this meeting:
Pay March GST \$19 ABA inv 1308

Business arising:

- Due to new ABN for the company, Qld Country Bank required us to open a new 'member' and a new bank account. All Company directors are required to be on the application form but not listed as signatories to manage the account. After a long process of researching this, I informed the National treasurer 20th April, and she add it to the agenda for their Director's meeting 30th April.
- MOTION: moved by Jennifer Hall
 - That as soon as possible in May 2023, the North Qld Branch apply for a new membership and business account in the name of Australian Bowhunters Association Ltd - North Queensland Branch
 - That, as required by the bank, and to be minuted at the next Company Director's meeting 30th April, all the Company Directors will register on the Qld Country Bank membership form to be identified.
 - That the account will be 2 to sign

- signatories on that account are to be
 - Wayne Salmon – Controller
 - Jennifer Hall – Treasurer
 - Frank Hall – Secretary
 - Rebecca Nelson – Score Recorder
 - Graeme McComiskie – Field Rep
 - The above will have access to internet and mobile banking for viewing transactions and authorising transactions. None of the other individuals (directors of the Company
 - transactions will be by Online transfers – 2 to authorise. The treasurer will initiate all transactions when practicable.
 - The account will not operate a Cheque book
- Co-signatories may not be in any way related or reside at the same address.
- Branch B Paypal account no further action has been taken. Does the meeting still wish Treasurer to restart the application process to use with branch website for the Branch Safari Mt Isa? The application is likely to require committee role holders' contact information to be given.
- Quote for the 2022-23 Financial Year Audit is \$495 and Jennifer emailed 11.4.23 to book for late June with Certus Group as appointed at last Years' AGM.

Branch Treasurer

Jennifer Hall

Email ababranhbtreasurer@gmail.com

Mob: 0414652889

C/O 131 Framara Drive KELSO QLD 4815

Branch B Meeting Minutes

Meeting title:	Branch Meeting
Meeting time and date:	03/06/2023 TBC (4:30pm)
Meeting venue:	Hinchinbrook Club
Attendees:	W. Salmon; F. Hall; J. Hall; I. Lepinath; M. Beard; T Smith; J McGuckin ; G McComskie; L Mackie
Visitors	
Apologies:	Beck Nelson
	Meeting Opened -2:45pm
	Meeting Closed -3:50pm

Regular Business & Rebate compliance

Every Meeting

Nil to Report
 Emailed 4/5/23
 Completed

Risk Management report
 Previous Meeting Minutes sent to National
 Bank Req to end of month to date complete for GST

I am up to date with entering all scores received into the database and forwarding them via email to national score recorder as well as our branch and national webmasters. I would like to thank all clubs that have been so diligent in getting their scores to me in such a timely manner. Your efforts are very much appreciated. There are however, some scores still outstanding for some clubs for the month of May. If the club ABA representatives could please check in with their score recorders and either follow up on scores or thank them for their efforts, I would be ever so grateful.

Scores sent to
 National Score
 recorder

In Progress

Have Branch Officers read the association's constitution, bylaws, policies, and procedures. (National requirement)

AGENDA ITEMS

2.	<p>MINUTES OF THE PREVIOUS MEETING – General Meeting 13 / 8 / 22 minutes reviewed and accepted</p> <ul style="list-style-type: none"> • Moved Frank Hall • Seconded Wayne Salmon CWO
3.	<p>BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING -</p> <ol style="list-style-type: none"> 1. Wayne to report back re Copyright of ABA Target for local printing. In Progress awaiting response 2. Club feed back re cooperation for hosting Nationals in 2024 <ul style="list-style-type: none"> ○ Refer attached report and summary

3. Opportunities & thoughts for Branch to directly support Club development
 - Current suggestions have been the supply of a set of targets to each club
 - This was not seen as a priority by all clubs
 - A grant system to be run by branch to a maximum amount
 - This may go outside the authority of the Branch and conflicts with the national grants system
 - Branch undertake to get bulk pricing for A4 tri-fold fliers customised for each club to help support come and try days and quick reference for new members
 - This was well received by all Reps
 - Further suggestions were presented by Jessie from TDB after discussions at club
 - Branch to run a First aid Provider course at next ABA branch training weekend
 - This got a lot of support from all reps – Estimated budget for Branch would be \$150 per person and training last 3 years before refresher required.
 - Branch to run other courses such as butchering or similar at next ABA branch training weekend
 - There was some discussion as to what these courses could be and need to be relevant to a club and align with ABA Objectives.
 - Purchase and issue first aid equipment (First aid Kit &/or Defrib unit) to each Club
 - Again good support but some concerns as to the Cost of Defribs may exceed possible budget
 - Cost for Defrib unit \$3000 ± 50% and ongoing Maintenance is required with suggested annual servicing to check & replace Batteries & Pads as required.
 - With the cost of fuel being so high and training being held in Townsville it was suggested fuel cards be given out to subsidise cost for those that have to travel.
 - Amounts for cards could be based on 10km/L per vehicle

Reps are encouraged to discuss these topics at their next Club meeting to see if we can get consensus at July meeting in time for next Branch Training event this year.

4. Progress on PayPal account – Have been waiting to finalise Branch bank account – This is now complete and process can start
5. Progress on New Bank Account – Opening new account was completed 31-May

4. **CORRESPONDENCE**

Correspondence In

- Subject - ABA Fees from - Towers Bowhunters
- Kerry Chandler
 - RE: General meeting minutes 28/4/23 11/5/23
 - Upcoming IFAA Shoots 8/5/23
 - 2023 Club & Branch Secretary Handbook 12/5/23
 - National Board Meeting Minutes 30th April 2023 12/5/23
 - Field Archery Subcommittee - Expression of Interests 15/5/23
 - 2023 National Bowhunting Instructors Re-Accreditation Course 18/5/23
 - Expression of Interest to host 2024 National Safari 19/5/23
- Mackay District
 - Request for new details for Emails setup Treasurers 12/5/23

9.	<p>GENERAL BUSINESS -</p> <ul style="list-style-type: none"> • Branch Coach & Measurer re-accreditation in July, who will branch be sending <ul style="list-style-type: none"> ◦ Branch Coach current – Wayne Salmon ◦ Branch Measurer – Graham McComskie <p>Wayne and Graham stated they are willing to continue in these3 roles. Meeting accepted</p> <ul style="list-style-type: none"> • FYI <ul style="list-style-type: none"> ◦ Nomination for Branch positions due by 30 June – Nomination form available on website, and copy has been circulated to all reps ◦ Open division was removed from Rules at last years National meeting, now back to Mens and Ladies • Bus hire to run to Isa was discussed again and was agreed there was insufficient interest to pursue further
10.	MOTIONS ON NOTICE - Nil
11.	NOTICE OF MOTIONS - Nil
12.	NEXT MEETING – Mackay Invitational 22 July 2023
13.	MEETING CLOSE -3:50pm

Report Re hosting Nationals – Summary of Discussions

At the April meeting in Townsville, in response to call by National for expressions of interest for hosting the Nationals the possibility for the titles to be held in North Queensland was discussed.

It was identified that no club in Branch B was capable in its own right to undertake the task, but, cooperation between clubs could provide grounds and infrastructure to fulfill/exceed hosting requirements.

A brief discussion identified the largest Club by land area (FBA approx 500 Acres & sufficient infrastructure) did not have the man power and the Largest Club by member numbers did not have the infrastructure of area to provide ranges. Also running the event with wardens, volunteering staff etc. would be a challenge but with other Clubs support during the event would help bring the Titles back to the birthplace of the ABA.

Reps were to take the concept back to Clubs to gauge interest and support.

June meeting – Reps responses

The responses from majority of Reps present at the meeting reported that the Clubs overwhelmingly supported the concept.

The bulk of ABA members represented by Club felt it would be an excellent opportunity but felt that 2024 may be too soon. To commit to a Branch project with elections being held in August this year the commitment would not be the new Committee's. It was felt that it would be a better approach to await the new Committee and apply for the 2025 Nationals.

It was the general consensus that Townsville would be the logical location but with distances to most Clubs logistics would be an issue. The bulk of the building work would therefore fall to TDB & FBA who stated that they are happy to undertake the task but identified the normal concern of Working Bee attendance that all club experience. Other clubs identified that they would be in a better position to provide administrative support leading up to the event and works during the event rather than infrastructure development works.

Discussions identified that the process would need to have a “Champion” to drive the process and coordinate tasks between all clubs.

External support

Townsville City Council has the new tourist promotion tags of “*Events Capital of the North*” and have introduced new grants to support this marketing drive. Some of these were used for the 2022 State titles and the Council has been well represented at TDB & FBA events and activities by both Councilors and Department personnel.

It was also considered that the North Queensland Tourist industry could be tied in for visiting archers and the involvement of Townsville enterprise would be an opportunity to extend the scope of the event.

Outcome

Discussions identified that the process would need to have a “Champion” to drive the process and coordinate tasks between all clubs and that it should be ratified by the next Branch committee.



Australian Bowhunters Association Ltd - Branch B

DATED 2nd June 2023

Treasurer's report for Branch Meeting: 3rd June 2023

Profit this financial year to 31.5.23 (Cash basis) **\$3621.57**

Comparison with budget & with previous years are at end of this report.

Expected expenses not incurred incl. branch coaching course which was cancelled by National, and laptop/software for Score recorder.

Bank balance as per last report 28.4.23 **\$25,834.23**

Incoming funds in that period: **\$195.35**

- Club ABA fees from below clubs (to 31/5/2023) \$94.00
 - Mackay April
 - Hinchinbrook March April
- QCB interest April May \$101.35

Outgoing Payments in that period: **\$19**

GST for March as approved at last branch meeting

BANK BALANCE at 31.5.2023 **\$ 25,989.43**

NOTE also \$21.15 tax on first 2 mths interest withheld and should be returned by ATO after end of Financial Year

Bank Balance increased by \$3,602.52 from 31st May last year

6. ABA rebate – final portion will be \$251.84 expect to receive soon

1. Outstanding Club ABA fees as per 31.5 report from Score recorder

TDB \$38+\$82 - several reminders were sent for June to Nov fees and \$232 due for Jan Mar Apr shoots invoice dated 30.4

Towers \$26 Jan Feb invoice dated 15.3

Mackay \$32 May inv dated 12.5

TOTAL FEES invoiced for shoots to end May not yet paid **\$410.00**

TDB for May Invitational not yet reported

FBA \$40 Mar/Apr May reported, to be invoiced

Towers to be invoiced: Mar \$10 + Apr May not yet reported

Mt Isa May not yet reported

Accounts for Payment to be approved at this meeting:

7. Action Graphics for 2 sets ABA vinyl Targets for Mt Isa – Approx \$1380 – 1400.

8. ABA April and May GST \$16.00

9. Auditor Certus Group as quoted \$495.00

10. Trophies for Aug Safari Mt Isa will need to be ordered – Budget \$500 based on last 2 events

11. It is moved that the deposit for Trophy order be paid when Score Recorder places the order.

It is moved that payment of the above payments be approved when invoices are received Moved Jennifer Hall Seconded Jesse McGukin CWO

Upcoming expenses

- July (8th & 9th) Re-accreditation for 2 Branch trainers – Flights will be reimbursed actual cost by National. Any incidentals (taxi parking etc) will need to be covered by Branch. Accommodation will be paid by National. Attendees please submit reimbursement claim to Branch before August AGM as Branch has 4 weeks after the training event to submit reimbursement claim to National.

Business arising:

- Due to new ABN for the company, Qld Country Bank New Bank account is opened 31.5.23 just in time for End of Financial Year. As per motion last meeting 5 signatories have been setup, 2 to sign any payments.
- Jennifer will email the new account details to ABA National treasurer and add into the Xero invoice template and handout details printed to all clubs attending this meeting.
- MOTION by Jennifer Hall that the balance of the Old bank account be transferred to the New bank account ASAP. Moved Jennifer Hall Seconded Wayne Salmon CWO
- 2022-23 Financial Year Audit is booked for late June with Certus Group as appointed at last Years' AGM.
- The annual Branch Budget will need to be prepared next and approved at the August AGM Please give input at this meeting for what expenditure will be expected e.g. assistance to clubs as per previous meetings discussions
- With the completion of opening of new Branch Bank Account PayPal account will now be applied for.

Branch Treasurer - Jennifer Hall - Mob: 0414652889

Email ababranchtreasurer@gmail.com

C/O 131 Framara Drive KELSO QLD 4815

APPROVED AT BRANCH B AGM 7/9/2022

from zero CASH BASIS prepared by Jennifer Hall branch b treasurer

branch B Profit and Loss budget 2023	Percent of budget	Actual excl GST	excl GST	notes about actuals
INCOME				
Branch B SAFARI 2022 shoot fees	105%	\$ 1,722.73	\$ 1,636.36	
State Titles 2022 Shoot Fees	91%	\$ 1,995.45	\$ 2,181.82	hosted by Full Boar Archers
club aba shoot fees	61%	\$ 1,078.20	\$ 1,756.36	past years: \$1128 in 2017, \$1181 in 2018, \$340 in 2019, \$690 in 2020, \$357 in 2021, \$1360 in 2022
national rebate membership	99%	\$ 2,266.53	\$ 2,300.00	NOTE - AWAITING \$410 (incl TDB \$352)
national rebate travel 1 person to AGM 2022		\$ 650.00		no GST
Bank interest income		\$ 348.92		no GST
TOTAL INCOME	102%	\$ 8,061.83	\$ 7,874.55	since Sept when opened Account qith Qld Country Bank

EXPENDITURE

FOR SAFARI 2022				
targets		\$ -	\$ -	already bought for 20 safari so Still unused
advertising	0%	\$ -	\$ 80.00	no GST archery action advert for Apr/May edition
trophies - both ABA and Hunting	58%	\$ 473.64	\$ 820.91	
club rebate		\$ 229.09		paid to Hinchinbrook
FOR STATE TITLES 2022				
targets	138%	\$ 1,369.09	\$ 993.00	2 sets incl freight
advertising (printing)	46%	\$ 102.50	\$ 224.55	approx 10 colour fliers to be posted to each of 26 clubs in Qld
trophies	92%	\$ 578.00	\$ 627.27	event
Club rebate		\$ 518.18		paid to Full Boar Archers
FOR 2022 AGM (via Online meeting, rather than travel required)				
travel x 2 person		\$ 437.19		Wayne Salmon one way as went to work event after
acommodation x 2		\$ 85.00		Wayne Salmon
FOR BRANCH ACCREDITATION/REACREDITATION Courses				
Catering		\$ -	\$ 551.82	not held
Club coach & FIA manuals 20@538.25		\$ -	\$ 765.00	
Bowhunting Instructor Manuals 5@ \$16.15		\$ -	\$ 80.75	
measurer books 10@510		\$ -	\$ 80.00	
Bowhunting Proficiency Course manuals 10@519		\$ -	\$ -	
Team nomination fees for Branch at 2022 Nationals		\$ 40.00		pd by W Salmon and reimbursed early June 22
stationery, postage & Printing (reimbursements to exec committee for their requirements e.g. reports, audit, certificates)	29%	\$ 40.00	\$ 136.36	
auditor fees	100%	\$ 380.00	\$ 380.00	As per email from Cirtus April 2022
bank fees		\$ 1.25		
Put aside for replacement Laptop for Score Recorder		\$ -	\$ 590.91	
part pmt for annual Xero subscription (rest paid by national)		\$ 110.40		
Annual Microsoft License to give Score recorder Access database		\$ -	\$ 153.64	
Events calendar incl booking function	101%	\$ 75.92	\$ 75.00	no GST OS supplier
TOTAL EXPENSES	81%	\$ 4,440.26	\$ 5,484.20	
profit (loss) budgeted	152%	\$ 3,621.57	\$ 2,390.34	

Branch B Meeting Minutes

Meeting title:	Branch Meeting
Meeting time and date:	22/07/2023 5:15pm
Meeting venue:	Mackay District Bowmen
Attendees:	J Hall, F Hall, W Salmon, I. Lepinath; M. Beard; M Masters; J McGuckin; L Mackie
Visitors	
Apologies:	Beck Nelson

Regular Business & Rebate compliance

Nil to report
 Emailed 08/06/23
 Completed
 Emailed 19/07/23
 In Progress

Every Meeting

Risk Management report
 Previous Meeting Minutes sent to National
 Bank Req to end of month to date complete for GST
 Scores sent to National Score recorder
 Have Branch Officers read the association's constitution, bylaws, policies, and procedures. (National requirement)

AGENDA ITEMS

2.	<p>MINUTES OF THE PREVIOUS MEETING – General Meeting 03 / 06 / 23 minutes reviewed and accepted</p> <ul style="list-style-type: none"> • Moved Frank Hall • Seconded Wayne Salmon CWO
3.	<p>BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING -</p> <ol style="list-style-type: none"> 1. First -aid Training and First Aid kits <ul style="list-style-type: none"> ○ Allens Training was approached for estimates <ul style="list-style-type: none"> ▪ HLTAID011 – Provide First Aid – Certification good for 3 years -\$125 pp ▪ First Aid Kit suitable for Club environment \$132 per kit • It is moved that a First aid Course be included in the next Branch training weekend and that at that weekend the trainees be issued with a First aid kit per club <ul style="list-style-type: none"> ○ Moved Lindsay Mackie ○ Seconded Ian Lepinath CWO 2. PAYPAL Account <ul style="list-style-type: none"> • The Paypal account requires a postal address and a legal entity contact name to be used for setup of the account. The progress will be handed over to the incoming Treasure to continue investigations. It was recognised that it was impractical for any management committee member to be that contact.
4.	CORRESPONDENCE

Correspondence In

- Nomination Forms
- Full Boar Archers
 - Request clarification on requirements for sign in book.
 - Request for clarification on IFAA Scores, are these to be sent to Branch score recorder.
- Kerry Chandler
 - Clarification on requirement for sign in book for FBA Score recorder
 - Request for 2024 Branch Shoot Calendar & Shoot Guidelines
 - National Board Meeting Minutes 25th June 2023
 - Reply to requirements for sign in book.
- Isa District
 - Save the Date Poster for Branch
- Certus Group Accountants Progress & Estimated Fee - \$418
- Email to Controller re Fwd: Covered in Shoes
- Notification for Domain Name Renewal on August 18, 2023 - \$43.09 2 years

Correspondence Out

- Broadcast/fwd to rep and Exec
 - Minutes 03/06/23
 - Nomination forms for Branch positions
- Confirm Mackay Score recorder Email Account Creation Details
- Save the Date flyer for Isa to Facebook admin
- Request for progress on ABA Branch B North Qld Annual audit

5. BUSINESS ARISING FROM CORRESPONDENCE -

1. Domain name renewal refer Treasurers report
2. Shoot Guidelines for branch events
 - Shoot guidelines were discussed and as the disruption to normal branch operations that the guidelines impose as Branch does not operate Branch Interclub shoots and the guidelines do not allow for this. It was discussed as to whether a shoot that was not advertised but common knowledge and attended by members of other clubs (as allowed being ABA members or Alliance Member) would still be considered an invitational shoot.
 - It was also discussed that the dissimilarity in the number of event held by clubs is affecting other clubs, especially as this is crowding other club's events.
 - It is requested that all Clubs consider other clubs when planning and be aware of the Invitational Policy especially Point 8 that tournaments run the risk of not being covered by Insurance.
3. Foot wear, on request from member an email was sent to National requesting clarification on whether "Crocs" foot wear was acceptable, reply from Kerry Chandler
 - Crocs are not considered to be suitable covered in footwear for outdoor ranges, as they don't seem to fit properly and are slippery to wear. They aren't suitable for ranges with steep inclines, sticks can go through the holes in the shoe, and they are not snake proof. You can always refer to Rule 15 as Shoot Director, if you think something isn't safe

6. TREASURER'S REPORT

It is moved that the treasurer's report be accepted

- Moved Jennifer Hall
- Seconded Lindsay Mackie CWO

It is moved that payments made since last meeting be ratified:

- Reimbursement W Salmon for travel \$856.73
- Reimbursement G McComiskie for travel \$656.47
- Reimbursement G McComiskie for Trophies \$451.00
- Tackleworld \$259.75
- (there are no further bills received to be paid)

	<ul style="list-style-type: none"> o Moved Jennifer Hall o Seconded Ian Lepinath CWO <p>It is move the upcoming expenses be approved once invoices are received</p> <p>1. Branch Domain name, Website hosting, Calendar function, Email hosting with Security plan renewal before 4th October budgeted \$1000 (\$500 per annum. Paying 2 yrs gets discount)</p> <ul style="list-style-type: none"> o Moved Jennifer Hall o Seconded Frank Hall CWO
7.	<p>SUBCOMMITTEE AND OTHER REPORTS</p> <p><i>Attach reports.-</i></p> <p>Score recorder</p> <p>I have sent an email to all clubs asking for their assistance in having all scores to me asap before safari and thank you to all who have. All scores that have been received have been entered into the spreadsheet and I will have them entered and sent off to national prior to safari.</p> <p><i>Risk Management – Nil to report</i></p>
9.	<p>GENERAL BUSINESS -</p> <ol style="list-style-type: none"> 1. Two positions for Branch Committee have no nominees <ul style="list-style-type: none"> o It was discussed that there are two positions, Treasurer and Score Recorder that do not have nomination for AGM in August. All reps were encouraged to discuss with their clubs and promote members to step forward before the AGM in August. 2. Branch training <ul style="list-style-type: none"> o For coaching. FIA level will be scraped and all FIA will automatically become level 1 instructors and must accredited at this years training to Level 1. FIA who have sufficient coaching hours can be accredited to Level 2 after completing training at Branch training weekend o BPC reps will be re- accredited via virtual meeting and will not be required to travel to Townsville o Accreditations are to be completed with in 3 months, so it was agreed due to other events and AGM the 28-29th October would be an agreeable date for training. o TDB is the suggested location for training, Jessie will check and confirm that TDB are able to host and cater the event, then report back at general meeting following the AGM at Isa.
10.	MOTIONS ON NOTICE -
12.	NEXT MEETING – Mt Isa Bowhunters after the AGM
13.	MEETING CLOSE - 6:30pm



Australian Bowhunters Association Ltd - Branch B

DATED 20th July 2023

Treasurer's report for Branch Meeting: 22nd July 2023

Bank balance 31.5.2023 \$25,989.43

Incoming funds in that period: **\$1,500.76**

- Club ABA fees (FBA \$ 40 Mackay \$32)
- QCB interest 2 accounts \$53.13
- ABA reimbursed Travel costs \$1,375.63

Outgoing Payments in that period: **\$3,287.95**

- GST for April May as approved at last branch meeting \$16
- Action Graphics \$1048
- Flights and taxis reimbursed to W Salmon & G McComiskie \$1,513.20
(transfer most of funds from old acc to new \$24,900)
- Trophies Atherton Trophies (reimb Graham) & Tackleworld \$710.75

BANK BALANCE 20.7.23 Old acc \$104.88, New acc \$24,118.51 = \$24,223.39

NOTES:

3. **\$21.15 tax on first 2 mths interest withheld and should be returned by ATO after end of Financial Year**
4. ABA rebate – final portion will be \$251.84 still withheld due to Branch Development plan not submitted by Controller
5. GST for June will be \$89 National will refund to branch.
6. Outstanding Club ABA fees - Score recorder report 19th July
 1. **TDB** \$38+\$82+\$232 TOTAL overdue \$352 Several reminders were sent for June2022 to Apr 2023 fees. May Invitational, June, July total \$366 inv sent 20th July TOTAL OWING BY TBD \$718
 2. **Towers** \$26 Jan Feb inv date 15.3 awaiting cheque replacement as first was lost in mail?
 3. **Hinchinbrook** \$28 for May + \$154 Jun Invitational
 4. **FBA** \$22 for July
 5. **Mt Isa** \$22 for May June
 6. **Collinsville** \$16 for July

TOTAL FEES invoiced not yet paid \$ 986.00

Yet to be invoiced:

Mackay June 4 shooters – wait till July's Invitational is reported

Towers Mar 5 shooters. Not yet reported April to July

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

7. Reimbursement W Salmon travel expenses Accreditation training July \$140.30 and \$706.43 = \$856.73 pd 11.7
8. Reimbursement G McComiskie travel expenses Accreditation training July \$656.47 Pd 11.7
9. Reimbursement G McComiskie for Atherton Trophies \$451.00 pd 18.7
10. Tackleworld - trophies for best of each division. \$259.75 PD 18.7

Accounts for Payment to be approved at this meeting:

NIL

Upcoming expenses expected:

Auditor Certus Group as quoted \$495.00 (already approved at June meeting)

Branch Domain name, Website hosting, Calendar function, Email hosting with Security plan renewal before 4th October budgeted \$1000 (\$500 per annum. Paying 2 yrs gets discount)

Business:

1. New bank account is setup – one form to allow bank feed into Xero to be co-signed.
2. The 2023 Financial Year Audit with Certus Group almost complete
3. The 2024 Financial Year Branch Budget drafted & tabled for discussion. I will then finalise it to table for approval the Branch AGM
4. End of Year records to be submitted by the next Branch Treasurer to national treasurer by 30th Sept
 - Auditor's report co-signed by Branch Committee with the following reports:
 - Balance Sheet @ 31 May
 - Profit & Loss 1 June – 31 May
 - Asset & Depreciation Schedule
 - Budget for next financial year
 - Branch AGM minutes with specific notation to the audit and budget been passed
 - (If relevant Branch AGM minutes with any changes of auditor and passed)
5. Financial records – I will collate/scan the last 2 completed financial years' records to be uploaded to the branch website).
6. Paypal – I resumed the process of applying for an account only to find that it is required to give 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 their 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. I also read that 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.
7. I am not nominating to continue in the Treasurer role at the AGM. I Did enjoy putting my skills to use in serving the branch and it's clubs and members, but have retired from my bookkeeping business and turning to other more enjoyable and creative pursuits. I will support the incoming treasurer and the

National Treasurer is also very supportive and provides a manual to assist the use of Xero and recording GST.

Branch Treasurer - Jennifer Hall - Mob: 0414652889

Email ababranbhtreasurer@gmail.com

Postal: C/O 131 Framara Drive KELSO QLD 4815