

Exec Branch B Meeting Agenda

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

Regular Business & Rebate compliance

Every Meeting

Risk Management Issues to Report - <i>Ken Henderson is the point of contact for all Risk Management reports and enquiries and any problems with OHS or RM should be promptly advised to Ken Email address is nco@bowhunters.org.au</i>	Risk Mgmt Officer	Nil to report
Previous Meeting Minutes sent to National	Secretary	Yes
Has the monthly transactions been entered and reconciled in Xero to ensure the National Treasurer can complete National's GST obligations	Treasurer	Yes
All scores have been forwarded to the National Score Recorder	Score Recorder	Yes
Have all Branch Officers read the association's constitution, bylaws, policies, and procedures	All	Yes

AGENDA ITEMS

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

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

	<p style="text-align: center;">Branch decision regarding this information to be added to flyers</p> <ul style="list-style-type: none"> ▪ Costs are a major factor in attendance at invitationals especially for Families. <ul style="list-style-type: none"> • It was discussed as to what role Branch can have in this area, as only Branch shoots are annual Branch Titles and occasional State titles. It was decided that an example of a cost to a common 2 adult, 2 child family expense be used along with a request for club to be aware of cumulative costs when running an event. <ul style="list-style-type: none"> ▪ Action Secretary to send out emails to clubs ▪ Sport profile. It was raised that though members may win national event and hold title of an Australian Champion or similar there is no recognition beyond 5 minutes on the day. Could the branch address this with media coverage or publishing of results in the general media or similar <ul style="list-style-type: none"> • As the Branch has no public relations officer there is no one to undertake this role. There is a possibility that a publicist may wish to work with Branch to fulfil this role <ul style="list-style-type: none"> ○ Secretary to follow up. 															
<p>4.</p>	<p>CORRESPONDENCE 89 Emails <i>Correspondence In</i></p> <ul style="list-style-type: none"> • National Minutes • Pensioner Discount vs Retirees – response from national • Withdrawal of Cross Participation Statement • Sting Ray Claims B Butson • Changes to Towers Bowhunters Calendar • Jim Burnworth Safaris – response from national <p><i>Correspondence Out</i></p> <ul style="list-style-type: none"> • National Minutes Broadcast • Pensioner Discount vs Retirees – query to national • Jim Burnworth Safaris – query to national • Follow up on Coaching Certificates – to branch Coach 															
<p>5.</p>	<p>BUSINESS ARISING FROM CORRESPONDENCE - NIL</p>															
<p>6.</p>	<p>TREASURER'S MOTIONS</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Move outstanding expenses to be paid as per report be Approved</td> <td style="width: 20%;">NIL</td> <td style="width: 30%;"></td> </tr> <tr> <td>Moved –Kyra Siely</td> <td>Seconded – Frank Hall</td> <td>CWO</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Move Upcoming Expenses Payable as per Report be Approved</td> <td>NIL</td> <td></td> </tr> <tr> <td>Moved -Kyra Seily</td> <td>Seconded -Michael Seily</td> <td>CWO</td> </tr> </table>	Move outstanding expenses to be paid as per report be Approved	NIL		Moved –Kyra Siely	Seconded – Frank Hall	CWO				Move Upcoming Expenses Payable as per Report be Approved	NIL		Moved -Kyra Seily	Seconded -Michael Seily	CWO
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	<p>TREASURER'S REPORT Refer attached</p> <p>BUSINESS arising from Treasurers reported</p> <ul style="list-style-type: none"> • NIL
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 <i>Include the full wording of all motions on notice and attach relevant supporting documentation. - NIL</i></p>
10.	<p>GENERAL BUSINESS -</p> <ol style="list-style-type: none"> 1. Purchases for Branch Safari <ul style="list-style-type: none"> ○ Targets 2 sets Set 1 & Set 1 to be delivered to Collinsville postal addressed <ul style="list-style-type: none"> ▪ Wayne Salmon to organise ○ Trophies to be ordered, Juniors and Cubs to receive Medallions Senior to receive Certificates <ul style="list-style-type: none"> ▪ Michael Seily to organise ○ Chevrons to be awarded Krya Seily organise and order ○ Hunting awards Beck Nelson to organise
12.	<p>NOTICE OF MOTIONS - Nil</p>
13.	<p>NEXT MEETING – General Meeting at TDB Saturday night 5:30pm</p>
14.	<p>MEETING CLOSE 7.30pm</p>

Treasurer Report

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

\$217 Safari Rebate
\$149 Purchase of Tablet for Bec

\$280.00 Mackay Shoot Fees
\$92 Townsville Shoot fees
\$16.00 Collinsville Shoot Fees
\$88.00 Hinchinbrook Shoot Fees
\$176.64 3 months interest
\$10.00 Mt Isa Shoot Fees

24553.14 Bank balance as of 31 March 2024

\$366.00 \$564.64

\$24,383.14
Difference between balances is money owed by ATO for Tax Withholding

Invoices sent out to be paid
Townsville \$120
Towers \$156
Mackay \$58

Total - \$334

To Be ratified

Safari Rebate 2023 - \$217

Accounts to Pay

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