

## Summary of TRA Ltd Directors Meeting October 2018

### 1. All directors and EO present

2. **Card Printer:** TRA Ltd will approach State Associations to print cards for Judges, Coaches etc. based on complete printing of cards (double-sided) to TRA Ltd design.

3. **TRA / TA Bank Account Signatories:** Directors resolved to change bank account signatories, tokens and bank account internet access following the 2019 AGM when new directors are elected.

4. **Day to Day Financial Management of TRA Ltd:** Directors resolved to refer the matter of Day to Day financial management of TRA Ltd to the Finance Committee together with a review of the EO's position, tasks, remuneration via the service agreement.

In future, TRA Ltd financial reports will be distributed to member bodies together with summaries directors meetings. (Action Point EO)

The TRA Ltd Finance committee will provide a 12 month cash-flow forecast for 2019 to the next board meeting.

### 5. Performance Grants Awarded to TRA Ltd Athletes:

Directors awarded small performance grants to the following athletes based on their performances:

Dane Sampson 8th place in the 50m Rifle 3 Positions Men, 4th place in the 50m Rifle Prone Men ISSF World Championships

Glen McMurtrie: 5th - Men's 10m Air Rifle standing SH1 Final WSPS World Cup

Natalie Smith: GOLD - R2 10m AIR RIFLE STANDING WSPS World Cup

Anton Zappelli: 6th - R6 50m RIFLE PRONE MIXED WSPS World Cup

Alex Hoberg – 5th in final of 10m Air Rifle Men – Youth Olympic Games

Tour Rossiter – 8th in final of 10m Air Rifle Women – Youth Olympic Games

Current performance grants guidelines will be reviewed and new guidelines will be drafted in accordance with TRA Ltd projected cash-flow forecasts.

### 6. Policies and Procedures

Shooting Australia is still in the process of developing policy templates which should be completed by October / November and circulated to member bodies. Directors resolved to wait until this documentation has been finalised by Shooting Australia and distributed before forwarding the appropriate template documents to TRA Ltd Member Bodies.

### 7. Strategic Plan 2019-2024

Directors approved the strategic plan which was circulated prior to the meeting. The plan will be circulated to Member Bodies for feedback together with a request for action plans to achieve the priorities as set down in the TRA Ltd Strategic Plan 2019-2024

8. **Committee / Panel / Working Group Restructure:** EO will distribute documentation notification concerning committees and representatives to SA committees to Member Bodies and members as soon as practically possible.

### 9. National Database:

Currently, two Member Bodies are on the TRA Ltd National Database. EO will write to other Member bodies requesting a copy of their member's databases in Excel or Access formats be forwarded as soon as practically possible in order to complete this project.

**10. 2018 TRA-RBA National Bench Rest Championships**

The 2018 TRA-RBA National Bench Rest Championships forms and details were circulated to Member Bodies and posted to the TRA Ltd website in late August. Medals have been sent to the organising committee. At the time of writing, there were approximately 35 entrants.

**11. 2019 TRA National Championships**

WASRA was advised of Board's responses to initial request for guidance and questions pertaining to 2019 National Championships Program. Directors resolved that TRA Ltd write to WASRA requesting an update on progress to date together with a detailed a timeframe and a program of events that meets the current requirements under the TRA National Championships manual.

**12. National Championships Perpetual Trophies and Medals**

**Perpetual Trophies:** Directors resolved that current Perpetual Trophies shall be "retired" and retained with the TRA Executive Officer until such time as a place for their permanent display can be finalised.

TRA Ltd will obtain quotations for A 5 sized plaques / awards including a photograph / description of the original trophy to replace the current TRA Ltd Perpetual Trophies. These will be awarded annually.

**Medals:** Directors resolved that the current TRA Medal design be scrapped as from the end of 2018 and that new medals be struck.

TRA will conduct a competition to design the new TRA Ltd Medal and advertise this to members via the TRA Website, E-Magazine and Social Media Platforms with a closing date for designs to be received 2 weeks prior to the next Board meeting. The competition winner will win 1 x case of Eley Edge ammunition.

**12. TRA Prone Team to New Zealand**

SISC has been booked for the selection shoot (scheduled for 24th -25th November). The details have been advertised to members via Member Bodies and Facebook.

The team manager position will be advertised as soon as possible together with a full description of their requirements, responsibilities. This documentation will be uploaded to the website and Facebook page.

**13. Proposal Competition Leagues**

The Executive Officer tabled a proposal for the conduct of TRA League competitions for the board to consider for approval at the next meeting.

**14. Pre-A4G Squad Update:**

The first meeting of PPMG took place on 26th September. SA was informed that TRA is still seeking what KPI's are in place for the program. SA advised that currently there are no KPI's in place for the pre-A4G squad at this stage. TRA Ltd reiterated that the organisation would like to see specific KPI's listed for the program.

Funding will be used to run a number of camps and include up to 6 x high performance coaches and a number of junior coaches to work with a small number athletes. Coach development will also form part of the program.

Carrie Quigley will be conducting a National Junior Development Camp in Adelaide in December. This is a camp open to all TRA Ltd Juniors as well as managing talent identification for the program.

TRA Ltd will continue to monitor nominated athletes as well as others being considered under Talent Identification procedures.

**15. 3 x Position Air Rifle:**

TRA director Jim Brown outlined a program conducted by the American Legion for 3-position air rifle and discussed ways that TRA Ltd might support member bodies to commence and develop 3-position air rifle programs.

It was resolved that TRA Ltd will allocate a maximum of \$5000 in the 2019 budget to assist member bodies / clubs to develop 3-position air rifle programs.

Jim Brown will finalise a full proposal to be presented at the next Board Meeting

**16. Member Recognition:**

Director Jim Brown tabled a costed proposal making membership recognition key-rings available to members. The TRA logo on the keyring is enamel so is long lasting. Directors approved the purchase of 100 x keyrings.

Members with 25 years or more of total membership with TRA Ltd shall be awarded the keyring free of charge upon receiving verification from their State Association.

A time limit for the offer has been set to 30th June 2019. Details appear in the current issue of the TRA Ltd E-Magazine.

**17. TRA Website**

The TRA website continues to be updated with the addition of new content particularly in the calendar section. Member Bodies are requested to forward their 2019 calendars of events for inclusion on the TRA Calendar.

The website format has been changed to a Word Press format to allow for easier training of content administrators. Additionally, some of the navigation and backgrounds in the website are being updated / changed.

**18. TRA E-magazine**

The November edition of the TRA E-Magazine has been uploaded to the TRA Website and a link to the document has been posted on the TRA Facebook Page.

The next issue due out prior to Christmas around 15-16 December.

Directors discussed various options for the future of the magazine and resolved to seek expressions of interest for a new editor in the next edition with a deadline for such expressions of interest in mid-February 2019.

Directors considered a proposal from a commercial publisher for the production of the TRA Ltd E-Magazine, however the quotation not economically viable for the organisation as the proposal for production would cost \$220 per page per edition or \$ 4400 for a 20 page edition or \$26400 for 6 x editions annually.

**19. Target Sprint**

Directors discussed supporting the Target Sprint discipline with the option of including it the 2020 National Championships as a Demonstration Event. TRA Ltd will liaise with the 2020 host State (NSWSARAI) on this matter

**20. RBA Bench Rest Working Group Progress Report**

The initial RBA Working Group was finalized on 31st August. Group members are: Bill Collaros (NSW), Richard Lightfoot (VIC), Darren Morgan (VIC), Neil Digweed (QLD) and Michael Schneider (QLD).

An initial meeting of the RBA Working Group took place in early October with the next meeting of the Working Group to be held at the 2018 TRA –RBA National Championships in November / December. The 2019 TRA-RBA National Championships are scheduled to be held at the Brisbane International Shooting Centre in November of 2019.

**21. Shooting Australia AGM and Members Forum**

The Shooting Australia Annual General Meeting and Member’s Forum has been scheduled for 9<sup>th</sup> and 10<sup>th</sup> November. The TRA President and Executive Officer will attend the meeting.

**21. National Grading System**

Directors considered a proposal for TRA Ltd to run a standard National Grading System.

Directors approved that the National Grading System as tabled at the meeting be adopted for competitions sanctioned by TRA Ltd to come into effect as from 1st January 2019.

The document will be distributed to member bodies once the grading system has been finalised to include WRABF / RBA grades.

**22. Next Meeting:**

12<sup>th</sup> -13<sup>th</sup> January – at QTS Board Room (subject to confirmation with QTS)

<b>Corporate Timelines for 2018 – 2019</b>			
<b>End Of Year Financial Statements</b>		<b>Corporate Matters</b>	
<b>Event</b>	<b>Date</b>	<b>Event</b>	<b>Date</b>
Stock Take	31 <sup>st</sup> December 2018	Preliminary Notice of AGM, Special Resolutions and Director nominations to Members	By 1 <sup>st</sup> February 2019
Figures to MHW to prepare Statutory accounts	By 31 <sup>st</sup> January 2019	Last day for receipt of Elected Director nominations, Special and Ordinary Resolutions	8 <sup>th</sup> March
accounts prepared (by MHW)	By 1 <sup>st</sup> March 2019		
Directors approve Accounts by circular resolution	By 8 <sup>th</sup> March 2019	Despatch of final agenda for AGM and all related documents (including end of year financial statements)	15 <sup>th</sup> March 2019
<b>AGM – 18<sup>th</sup> May 2019</b>			