

TARGET RIFLE AUSTRALIA LTD
SUMMARY OF DIRECTORS MEETING

5th - 6th May, 2018

Brisbane International Shooting Centre, Belmont, Qld

Meeting Opened: 1:52pm on 5/05/2018

1. **Attendance:** Mr Nick Sullivan (NS)
Mr Glenn Braybon (GB)
Mr Anton Wurfel (AW)
Mrs Yvonne Hill (YH)
Mr Richard Toye Executive Officer (EO)

2. **Apologies:** Mr Jim Brown (JB)
(Proxy form submitted to meeting with YH acting as proxy for JB.)

3. **Action List from 4th March, 2018:**
 - 3.1 **2018 Nationals:** National championships Entry Forms and portal for online entries have been uploaded to the TRA Website

 - 3.2 **Postal Competition Pennants:** 2017 Pennants will be completed by mid-June. Directors resolved to continue providing pennants for TRA Postal competitions for the foreseeable future.

 - 3.3 **TRA Technical Committee Meeting:** an impromptu meeting of the majority of the TRA Ltd Technical Committee was organised at Commonwealth Games on 13/04/2018. Summary of Key Outcomes from that meeting:
 - TRA Presenters and Assessors List updated.
 - Draft Qualifications for Presenters and Assessors for Officials courses discussed
 - Alex Maranik gave updates on the TRA Supplementary Rules, TRA Officials Licence renewals and Range officials courses
 - Members were given copy of the ISSF Officials course assessment sheets for consideration by TRA to use in TRA Ltd Officials education courses
 - Discussion concerning the Technical Delegate for 2019 Nationals in Perth

4. **Financial Reports:**
 - 9.1 Financial Reports of TRA Ltd to 30th April 2018
 - 9.2 Financial Reports of TA Pty Ltd to 30th April 2018

Financial reports as listed above were circulated and tabled and directors resolved to accept the financial reports as presented.

5. **Governance:**
 - 5.1 **Vote of Thanks:**

The directors of Target Rifle Australia Ltd. formally thank Rod Sampson for his service as a director and President of the Company for the last 8 years.

 - 5.2 **Election of President for 2018 – 2019**

Acting Chair (EO) called for nominations for President of TRA Ltd for 2018-2019.

Two nominations were received. Directors conducted a secret ballot with Glenn Braybon winning the ballot 3-2.

EO declared Glenn Braybon elected as President of TRA Ltd for 2018-2019 and stepped down as acting chairman of the meeting.

5.3 Appointment of Director to fill Casual Vacancy

Directors discussed the need to find candidates with appropriate skill sets to assist the board in governance matters. Skill sets particularly required include Financial Management, Marketing and Promotion.

Directors resolved to call for nominations for position of director to fill a casual vacancy with above skill sets. Nominations must be forwarded to the Executive Officer **by Friday 28th July 2018**.

The Executive Officer will formally correspond with all member bodies concerning this matter.

5.4 Capitation Fees 2020 – 2021

TRA Board resolved that the capitation fees due in **2020** will be as follows:

Full Year Members		Half Year Members	
Full Member	\$ 62.00	Full Member	\$ 31.00
Junior	\$ 45.00	Junior	\$ 23.00
Family*	\$ 124.00	Family*	\$ 62.00
Concession	\$ 45.00	Concession	\$ 23.00
Non-Shooter	\$ 20.00	Non-Shooter	\$ 10.00
Sub-Junior	\$ 28.00	Sub-Junior	\$ 14.00
Provisional	\$ 30.00	Provisional	\$ 15.00
School Program Member	\$10.00		

Directors tentatively approved the following capitation fees for **2021**:

Full Year Members		Half Year Members	
Full Member	\$ 63.00	Full Member	\$ 32.00
Junior	\$ 46.00	Junior	\$ 23.00
Family*	\$ 126.00	Family*	\$ 63.00
Concession	\$ 46.00	Concession	\$ 23.00
Non-Shooter	\$ 20.00	Non-Shooter	\$ 10.00
Sub-Junior	\$ 29.00	Sub-Junior	\$ 15.00
Provisional	\$ 30.00	Provisional	\$ 15.00
School Program Member	\$10.00		

The Executive Officer will formally notify Member Bodies of Fee Structures for 2019 and 2020.

5.5 2019 Annual General Meeting

Directors discussed holding future AGM's separate from the National Championships. EO advised that AGM must be held no later than 31st May each year.

Directors resolved that the date for the 2019 TRA AGM will be 8th May 2019 at a venue and time to be confirmed.

Venues considered included the Qantas Club Melbourne or Airport Motel (Attwood)

5.6 TRA Policies and Procedures Documents:

Directors resolved to examine Shooting Australia policies to determine their relevance to TRA Ltd and whether they can be endorsed by TRA Ltd and / or re-branded for publication to TRA Website.

Directors will also investigate what other policies TRA Ltd needs to develop and adopt for use as an organisation.

5.7 Strategic Plan:

Directors discussed the need to develop a new strategic plan for the next 12 months with a view to a long term (5 years) strategic planning document.

One critical area of any future strategic plan must be succession planning for directors and governance of the organisation.

6. Competition Committee Business

6.1 2018 National Championships

Directors resolved to send member bodies a reminder notice concerning 2018 TRA Ltd National Championships

6.2 2019 National Championships

Directors resolved to contact WASRA requesting draft program of events to be forwarded to Competitions Committee as soon as possible.

6.3 Performance Grants to Commonwealth Games Athletes

Directors approved the issue of a number of small performance grants to athletes who made finals or won medals at the 2018 Commonwealth Games.

Directors will also consider small performance grants to athletes who made finals or won medals at WSPS World Championships at the next board meeting.

7. Technical Committee Business

7.1 Australian Supplementary Rules Revision

Directors were advised that the Technical Committee was still waiting on recommendations from Bench Rest Committee before finalizing the TRA Ltd supplementary rules update.

In response to Member's Forum following the 2018 AGM, directors resolved to make no changes to the existing TRA Ltd Bench Rest rules concerning rifle classes and that the supplementary rules can be updated and distributed to member bodies when completed.

The Executive Officer will formally correspond with Member Bodies concerning this decision.

The Executive Officer will also formally correspond with Bench Rest committee members advising them of board's decision based on feedback received from members as well as the Member's Forum and thanking members for their work and input.

7.2 TRA Ltd. Officials Course and documentation

The board was advised that final assessment documentation for the TRA Ltd Officials course was being finalised and will be forwarded to technical committee for comment / approval prior to being submitted to the Board for ratification.

8. Coaching Committee Business

8.1 Pre-A4G Squad – Progress Report and Budget

The Board is still waiting to receive a report from Shooting Australia outlining a strategic plan, Key Performance Indicators and a Memorandum of Understanding together with a proposed budget for this joint venture.

The Board will continue to liaise with Shooting Australia on this matter and provide updates as and when they are received.

9. Promotions and Marketing Committee Business

9.1 Starter Pack document

The final version of the starter pack document for publication / upload to TRA Ltd Website was tabled. Directors resolved to proceed with distribution of the initial starter pack document and publication to TRA Ltd Website with other documents.

9.2 TRA Website

The Board was advised about discussions with Cornerstone Web Systems concerning costings for a package to train four people to update the website. As yet costings are still to be finalised.

It was suggested that a representative from each of the competitions, technical and coaching committees and the Executive Officer be trained in Adelaide for a one day course which will incur some travel and accommodation costs.

Directors will continue to liaise with Cornerstone Web Systems on this matter.

The Board was also advised that ongoing website hosting and maintenance costs will be approximately \$300 per quarter.

10. Bench Rest Committee Business

10.1 2018 RBA National Championships

The Board was advised that expressions of interest have been called for clubs / member bodies to host the 2018 TRA – RBA National Championships since the original proposed host club advised that it was unable to conduct the nationals.

Expressions of interest are due in by 31st May, and a decision will be finalised as soon as practically possible following this deadline.

The Executive Officer advised that a draft rolling calendar of future National Championship events and Major International Championships will be distributed to Member Bodies to assist with future planning.

11. Shooting Australia Business

11.1 National Come and Try Day Updates

The Executive Officer reported that 31 TRA Ltd member bodies and / or affiliated clubs are involved with the Shooting Australia Come and Try May initiative for 2018.

Further information will be distributed as and when it is received from Shooting Australia.

11.2 Shooting Australia Members Forum 25th – 26th May

The Executive Officer advised that the next Shooting Australia Members Forum is scheduled for 25-26 May at the Pullman Hotel, Brisbane Airport. Key contacts for all Shooting Australia Member Bodies (i.e. Presidents and EO's) have been invited.

Directors discussed the appointment of another delegate in addition to the EO to attend the forum and resolved that Yvonne Hill would attend the forum as the TRA Ltd delegate for the forum.

12. Next Meeting: 11th – 12th August 2018 at Brisbane International Shooting Centre (subject to confirmation)

Meeting Closed 11:26am Sunday 6/05/2018

2018 – 2018 Corporate Timeline Overleaf.

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