

Brief Summary of the TRA Board meeting

of 15 June 2014

Summary

Attendance

Mr Rod Sampson (RS)

Mr Jim Brown (JB)

Mr Glenn Braybon (GB)

Mr Nick Sullivan (NS)

Mr Richard Toye (RT)

Ms Andrea Wilkinson Executive Officer (AW)

Correspondence

TRA letter of 23 March 2014 to Shooting Australia in support of Aado Maranik's nomination for Chairman of the ISSF Technical Committee.

TRA letter of 15 May 2014 to support TRV range funding application.

TRA letter of 30 May 2014 re TRV as 2016 Nationals host

Email from Ranges Unit of NSW Firearms Registry, re info from Associations on approved matches, types of firearms, range approvals, insurance. Dennis Claxton responded on 6 May 2014.

Action Items

TA budget to be finalised. 23/6/14: Budget was tabled at previous meeting but was to be held over for further work.

Schools Programme. 23/6/14: JB reported Clay Frederick would like to continue with the project and they would work together, specifically focusing on private schools. State Schools harder as nothing currently exists.

Search for Magazine / website editor. 23/6/14: NS has experience in developing the AISL website and *NS will put together a small work group to come up with a proposal for the Board re the TRA / TA websites. NS will also work with TVN on the next one or two e-magazines with TVN to consider a way forward.*

External Fundraising. 23/6/14: General discussion. Occurs mostly at State Association level: Qld & SA do this well. Angle for TRA is perhaps to give assistance / advice in preparation of applications.

Align junior development policy. 23/6/14: General discussion. States already doing this: Qld, SA, Vic already doing. AW to distribute TRA draft documents to the board.

TA - GST deferral application approved.

Communications Committee re hardcopy magazine_23/6/14. GB discussed quote received. Minimum run of 1,000 copies: - 16 pages = 8 x A5 pages, folded in middle @\$5.05 including GST; 20 pages = 10 folded @\$6.60.

Address database setup fee of \$66.

Postage including labels / return address @ \$1.85 per envelope.

Envelopes per 2,000 @\$165 B&W; @\$275 colour.

To leave on table until we decide what to do re the website

REPORTS

Executive Officer – verbal from AW/copies then circulated to Board.

Discussion ref OH&S issues in relation to insurance claims – TRA should recommend to States that they conduct an audit of OH&S issues in their associated ranges.

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Target Ammunition Terms and Conditions Policy needs to be reviewed.

Shooting Australia has requested an update on the NDT progress by 26 June 2014.

Finance Committee – TA balance sheet and P&L as distributed to board. Waiting on TRA Balance Sheet / P&L from PR

RS distributed Finance Committee Charter to Board.

Draft letter to States ref Financial report.

Technical Committee – verbal report re Class 2 benchrest

Competition Committee – no report.

Development Committee – report as circulated. Looking to States to suggest new members; some interest expressed but nothing definite.

Motion: Advertise - TRA website / magazine / via State Secretaries for expressions of interest: New Board appointed director with skills in marketing, finance &/or promotion, Committee Members actively interested in Competitions, Coaching, Development Committee (reminder), Attach Charters. Responses no later than 30 July 2014.

Also include considering setting up an Athlete's Committee (use AISL charter as template for TRA).

GENERAL BUSINESS – MANAGEMENT TARGET RIFLE AUSTRALIA

Budget for 2014 and 2015

Confirm projects to be funded for 2014/15.

General discussion re ideas: NDT ongoing; Develop Coaching Roadshows; send person to ISSF course / get ISSF guru here; target Clubs that were past members; national membership drive; hold a workshop for State members to identify what they want.

Action item: Hold a "Futures Workshop" to provide input. Proposed dates 18-19th October 2014. RT to develop / distribute agenda.

Determine criteria for funding (teams, development etc).

Appoint Company Secretary for TRA / TA.

Motion: Richard Toye will take on this role.

Appoint AISL representative.

Motion: Key contacts – RS/AW; Technical Committee: Paul Golden; Coaching Committee, TVN; High Performance committee, TVN; Athlete's Committee, Robyn Ridley.

Corporate Timetable. Including setting Capitation Fees, stock-take and submission of accounts for audit.

Company Solvency Resolution "There are reasonable grounds to believe that the company can pay its debts as and when they become due and payable".

AW to scan and post original to MHW, copy to RS and PR.

Peter Robinson's proposal ref financial work. Motion to accept the proposal as corrected. *RS to advise PR*

Board proposed a note of thanks to AW for her efforts.

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Corporate Calendar and Event Timetable		
2014		
14-15 June 2014	June Board Meeting	SISC
31 July 2014	ETA Eley Ammo Shipment Melbourne	
w/o 11 August 2014	Stocktake – approximate timing	Albury
20-21 September 2014	September Board Meeting	SISC
18-19 October 2014	Futures Workshop	QTS?
22-23 December 2014	December Board Meeting	SISC
31 December 2014	Stock take	Albury
2015		
31 January 2015	Draft accounts prepared	
3 February 2015	Last day for receipt of Director nominations and Special Resolutions	
4 February 2015	Notice of AGM, Special Resolutions and Director nominations to Members	
12 February 2015	Directors approve by circular resolution	
13 February 2015	Figures to MHW to prepare Statutory accounts	
27 February 2015	Final accounts to be received by	
1 March 2015	March Board Meeting to approve accounts	
4 March 2015	Last day for receipt of Ordinary Resolutions	
5 March 2015	Despatch of final agenda for AGM and all related documents	
5 April 2015	April AGM (date subject to Nationals Programme)	

Meeting closed at 3.45 pm

ACTION LIST – COMPLETED THIS MEETING

Meeting Date	Item	Nature	Action By	Date completed
15/6/14	5.5	CF to write to TRV to align junior development policy. Merge with item 10.2 of 17/2/13. Early Development Squad. New item 5.10.	AW	Completed
15/6/14	5.6	GST deferral application.	PR	Completed

ACTION LIST – PENDING

Meeting Date	Item	Nature	Action By	Date completed
15/6/14	5.1	Item 7.1 of 23/3/14. TA budget to be finalised. 23/6/14: Budget was tabled at previous meeting but was to be held over for further work. RS to get final / latest soft copy from PR and to distribute to the board.	RS	
15/6/14	5.2	Item 12.5 of 23/3/14. Schools Programme. 23/6/14: JB reported that Clay Frederick would like to continue with this project and that he and JB would work together, specifically focusing on private schools. State Schools harder as nothing currently exists.	JB / CF	

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		JB to follow up.		
15/6/14	New	RT noted that Jamie Webb has developed a package for Queensland Schools. RT to get info and pass onto board.	RT	
15/6/14	New	Carrie Quigley has info on junior Air Rifle. NS to contact Carrie and pass info onto AW for distribution.	NS	
15/6/14	5.3	Item 12.7 of 23/3/14. Search for Magazine / website editor. NS will put together a small work group to come up with a proposal for the Board re the TRA / TA websites. NS will also work with TvN on the next one or two e-magazines with TvN to consider a way forward.	NS	
15/6/14	5.4	Item of 22/9/13. External Fundraising. 23/6/14: General discussion. Occurs mostly at State Association level: Qld & SA do well. Angle for TRA is perhaps to give assistance / advice in preparation of applications.	All	
15/6/14	5.8	Item 15 of 28/7/13. Athlete Financial Support Policy. 23/6/14. RS to distribute draft paper to the board	RS	
15/6/14	5.9	Item 17 of 28/7/13. Communications Committee re hardcopy magazine. 23/6/14. Quote received: costs between \$7,050 to \$8,655 for 1,000 copies (16xA5 or 20xA5 folded +stapled), B&W or colour printed envelopes, postage and address database setup. Action: To leave on table until we decide what to do re the website	All	Ongoing
15/6/14	5.10	Item 10.2 of 17/2/13 Early development Squad – follows from NDT. 23/6/14 Merged with Item 5.10 Item of 22/9/13. CF to write to TRV to align junior development policy. 23/6/14: General discussion. States already doing this: Qld, SA, Vic already doing. AW to distribute TRA draft documents to the board.	CF / JB	C/Fwd

ACTIONS LIST – NEW THIS MEETING

Meeting Date	Item	Nature	Action By	Date completed
15/6/14	6.1.1	Discussion ref OH&S issues in relation to insurance claims – TRA should recommend to States that they conduct an audit of OH&S issues in their associated ranges. NS / RT to send examples to AW to assist with drafting of letter.	NS / RT / AW	
15/6/14	6.1.2	Target Ammunition Returns Policy. GB to review draft and recirculate	GB	
15/6/14	6.1.3	Shooting Australia has requested an update on the NDT progress by 26 June 2014, as basis for payment of next grant amount. RS / TVN to develop.	RS	25/6/14
15/6/14	6.3.1	RS distributed Finance Committee Charter to Board. AW to distribute.	AW	20/06/14
15/6/14	6.3.2	Draft letter to States ref Financial report. AW to tell PR changes made and then distribute.	AW	24/06/14
15/6/14	6.10	Advertise - TRA website / magazine / via State Secretaries for expressions of interest: New Board appointed director with skills in marketing, finance &/ or promotion, Committee Members actively interested in Competitions, Coaching, Development Committee (reminder), Attach Charters. Responses no later than 30 July 2014. Also include considering setting up an Athlete's Committee (use AISL charter as template for TRA). AW to handle.	AW	
15/6/14	7.2.1	Board member review in context of Eley visit, marketing and sales. General discussion – ideas re dealer's incentives e.g. mixed packs for	JB	

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		retailers / develop info package / brochure. <i>JB to develop marketing strategy for the Board</i>		
15/6/14	7.2.2	Need to establish general email address / link to TRA website etc. <i>RS / RT to talk with Morgan.</i>	RS / RT	
15/6/14	8.2	Plan to hold a "Futures Workshop" to provide input for projects to be supported and what our State Members want from TRA. Proposed dates 18-19 th October 2014. <i>RT to develop / distribute agenda.</i>	RT	
15/6/14	10.1	A number of suggestions were made to amend the original draft Shooting Rules, but no updated version appears to have been circulated. <i>GB to follow up.</i>	GB	
15/6/14	12.2	Appoint Sub Committee Chairs (on-going / see action item 6.10)	All	
15/6/14	12.3	AISL Key contacts – RS/AW; Technical Committee: Paul Golden; Coaching Committee, TvN; High Performance committee, TvN; Athlete's Committee, Robyn Ridley. <i>AW to advise SA.</i>	AW	20/06/14
15/6/14	12.6	Consideration of Board Appointed Directors. <i>AW to send ASC list from 2013 to Board members</i>	AW	20/06/14
15/6/14	12.7	Company Solvency Resolution "There are reasonable grounds to believe that the company can pay its debts as and when they become due and payable". <i>AW to scan and post original to MHW, copy to RS and PR.</i>	AW	20/06/14
15/6/14	12.8	Peter Robinson's proposal ref financial work. Clause 5.1 to be corrected to \$100 per month. Motion to accept the proposal as corrected. <i>RS to advise PR.</i>	RS	