

TARGET RIFLE AUSTRALIA LTD
SUMMARY OF DIRECTORS MEETING

March 2019

1. **Attendance:** All directors and executive officer present
2. **TRA Ltd Life Membership Nomination:** Correspondence has been received from Queensland Target Sports nominating Rod Sampson for Life Membership of TRA Ltd. Currently TRA Ltd has no policy or procedure concerning Life Memberships. Directors resolved to defer the decision until an appropriate policy is formulated and circulated to member organisations.
3. **Correspondence to NSW SARAI re 2019 National Championships:** A letter of thanks to NSW SARAI for hosting the 2019 National Championships at short notice was approved and sent to NSW SARAI on 26/03/2019.
4. **WRABF World Championships Entry Fees:** Australian team entry fees were finalised and paid via international EFT on (19/02/2019) in the amount of (\$ 5510.19).
5. **Finance Committee Report and Recommendations:** Quotations were received from 3 x investment companies for provision of annual investment planning and advice services. Average cost quoted was between \$4000 and \$6000 per annum. The finance committee's recommendation was to defer any decision until after the Annual General Meeting and notify the investment companies of this decision.

A report from the finance committee was tabled concerning investment strategies and recommendations on how TRA Ltd accumulated funds could be used to benefit member bodies, affiliated clubs and members. Directors discussed the recommendations and resolved to formulate a policy concerning TRA Ltd Funding Programs prior to distribution to member organisations.

6. **TRA Term Deposits:** The TRA Ltd investment term deposits have been renewed for a period of 4 months at interest rates of 2.4% and 2.35% respectively.
7. **TRA Ltd Capitation Fees – 2021 – 2022:** Directors approved a motion that capitation fees for 2021 and 2022 remain the same as the capitation fees set for 2020. i.e.:

Full Year		Half-Year	
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		
School Program Member	\$10.00		

Member organisations will be notified by formal correspondence as soon as practically possible.

8. **Treasurer's Annual Honorarium:** Directors approved a motion to award the treasurer an annual honorarium of \$1200 per annum as a means of compensation for the day to day maintenance and preparation of the accounts for the end of year financial statements for the organisation.
9. **TRA Funding Commitment to WASRA: Directors** ratified the circular resolution of 20th March 2019 that as a result of WASRA's successful application for funding under the Sport Australia Community Sport Infrastructure Grant Scheme, (application CSI026312018 Whiteman Park Smallbore Air Rifle Range Upgrade), TRA Ltd. will provide a dollar for dollar co-investment in the project to a maximum amount of \$20,000.
10. **2019 TRA Ltd AGM**

Notice of the 2019 AGM was forwarded to all Member Organisations, Directors and Elected Director candidates on 15th March 2019 as per the requirements of the constitution and ASIC regulations. Six (6) nominations for the 4 x Elected Director positions available at the AGM were received by the deadline of 8th

March. Nominees are: Mr Rodney Sampson, Mr Anton Wurfel, Mrs Susan Lott, Mr Peter Robinson, Mr David Wright and Mrs Robyn Ridley.

The following special and / or ordinary resolutions were received by the deadline of 8th March to be considered at the AGM:

“That TRA board invest a similar financial commitment of \$23,000 each year over 5 years to assist Member Organizations in a National Coaching program as they do for the Pre A4G program.”

11. **TRA Strategic Plan and Action Plans:** No feedback has been received concerning action plans to date.
12. **TRA Committee Charter Updates:** Updated charters for the Technical and Coaching Committees were tabled. Directors approved the draft charters for distribution to member organisations and uploading to TRA websites when finalised.
13. **Induction of new directors:** Directors discussed developing an induction process and procedure for new directors of the company. Currently incoming directors are sent a director’s consent document, ASIC guide for directors of companies, strategic plan and minutes of at least two previous board meetings.
14. **2019 National Championships progress report:** NSW SARAI President Dennis Claxton and Secretary Sandra Maranik of NSW SARAI were welcomed to the meeting. Directors formally thanked NSW SARAI for taking on the 2019 National Championships at very short notice. NSW SARAI provided an update concerning the preparations for the 2019 National Championships. At the time of the meeting NSW SARAI advised that 55 entries (109 match entries) including 1 x Athlete with a disability had been received and that exact timings and schedule will only be available after entries close in April.
15. **2019 National Championships Ammunition Sponsorship:** Eley has offered 1 x case of Tenex and 1 x case of Match as ammunition sponsorship for the 2019 National Championships in accordance with previous years. This ammunition has been sourced and TRA treasurer, Rod Sampson will take the ammunition to NSW for the event. Directors accepted the sponsorship and resolved to send a formal letter of thanks to Eley for their continued support.
16. **National Championships Perpetual Trophies:** All perpetual trophies are now located at the Centenary Heights “Office”. 2019 award plaques have been delivered to the 2019 National Championships organising committee.
17. **TRA Prone Team to New Zealand – report:** A report from Team Manager, David Wright was circulated with meeting documentation. Directors discussed the report and feedback received. Directors resolved to send letters of thanks to each of the team members and manager commenting on how the team fared and how they represented the organisation. A selection process and procedure need to be finalised for the continuance of this project. Directors pass a motion that TRA send a team to the NZ Nationals in 2021 and that a selection policy and procedure for the selection of the team be formulated. The Executive Officer will liaise with TSNZ concerning the team in 2021 and how to incorporate the TRA Ltd team into the TSNZ National Championships.
18. **2020 National Championships:** Directors discussed the 2020 National Championships with President and Secretary of NSW SARAI. NSW SARAI indicated a willingness to host the event..
19. **TRA 2019 Postal Competitions:** Cheryl Knight and Peter Robinson agreed to coordinate the 2019 Warren Potent and Junior Postal Series competitions as in previous years. The executive officer has assumed the coordination of the Graham Lawler postal series for 2019 in accordance with the board’s decision of the last meeting. The 2019 TRA Ltd 3-P postal competition is still to be finalised at this stage.
20. **TRA 2021 National Championships:** Formal correspondence has been received from TRV indicating that TRV will host the 2021 TRA Ltd National Championships. The executive officer will continue to liaise with TRV in relation to this matter until a Technical Delegate has been appointed for the event.
21. **Australian Supplementary Rules Revision: Draft updated** TRA Ltd Supplementary Rules have been received and are to be distributed to the TRA Technical Committee for comment, feedback and recommendations prior to ratification by the Board at the next board meeting.
22. **Appointment of Technical Director for 2020 National Championships:** Directors discussed the appointment of the Technical Director for the 2020 National Championships and resolved to approach A. Maranik with the proviso that an assistant TD is also appointed for A. Maranik to mentor during the event.

- 23. Pre-A4G Squad Progress Report:** A report on the coaching camp conducted at the end of 2018 has been received however no further communication has been received from Shooting Australia and the first PPMG meeting for 2019 has not taken place to date. Directors resolved to contact SA expressing the board's concern about the ongoing development of the program and that continuance of TRA funding is conditional on achieving Key Performance Indicators for the program.
- 24. Member Recognition Keyring Project:** To date, 28 keyrings have been ordered by members – so far all have been issued free of charge as all orders have been from members with more than 25 years membership. Directors approved a motion that the board retain 10 x keyrings for presentations at the national level and following the conclusion of the keyring project at the end of June 2019 and the remaining keyrings be dispersed among member organisations to use for special presentations as they fit.
- 25. TRA Website:** Directors resolved that the calendar function be dropped in favour of an events page listing National Events (National Championships) and links to State Association and Shooting Australia event pages. Directors discussed the future management, updating and maintenance of the website including sub-contracting the maintenance and resolved to wait until after the AGM to ascertain whether any incoming directors would be willing to take on this role.
- 26. TRA E-Magazine:** The February issue of the magazine was uploaded to the TRA website in late January and circulated to member organisations via email on 30/1/2019. The next issue would be ready for publication after the 2019 National Championships. Directors discussed the ongoing publication of the TRA E-Magazine and sourcing a new editor and resolved to wait until after the AGM to ascertain whether any incoming directors would be willing to take on this role.
- 27. Rimfire Bench Rest Working Group Progress Report:** Sonja Frost and Glen Seaman have been appointed to the working group which now has 2 x representatives each from Qld, NSW and VIC. The group has prepared a document pertaining to a Rimfire Bench Rest Factory Class in addition to current classes of rifle recognised by the WRABF. The working group has also developed a Team Uniform Policy for WRABF teams. Another face to face meeting of the working group will be conducted as soon as practically possible.
- Team logistics for the WRABF World Championships South Africa are still being finalised. Shirt, sand and ammunition orders are being finalised with the organising committee. The WRABF has advised that permits are required for .22LR and members need to finalise their paperwork for importation procedures individually.
- 28. Shooting Australia:** The next Shooting Australia Members Forum is scheduled for May (date to be confirmed but likely 10th). Directors noted the resignation of Shooting Australia CEO – Damien Marangon and resolved to send a letter on behalf of TRA Ltd wishing him well for the future and to request a copy of the position description and recruitment process for the appointment of a new CEO.
- 29. Board Retirements:** Directors noted the retirement of Glenn Braybon at the conclusion of the 2019 AGM and formally thanked him for his service to the board over the last 8 years and the last year as President / Chairman and wished him all the best for the future.
- Directors also formally thanked Jim Brown for his service to the board as a director over the last 7 years and wished him all the best for the future.
- 30. Next Meeting:** The next directors meeting will be determined after the 18th May AGM. A tentative date of 6th / 7th July was discussed with the venue to be determined following the election for directors at the Annual General Meeting.
- 31. Corporate Timelines:** Corporate timelines for 2018-2019 appear overleaf.

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	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 2019
Final 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			