

TARGET RIFLE AUSTRALIA LTD
SUMMARY OF DIRECTORS MEETING

June 2019

1. **All directors and executive officer present.**
2. **Election of President / Chair for 2019-2020:** Yvonne Hill nominated Nicholas Sullivan. The nomination was seconded by David Wright and Nicholas Sullivan accepted.

There being no other nominations, Nicholas Sullivan was elected unopposed.
3. **Summary Update:** Incoming Directors were given a summary of current areas of focus for the Board including:

Coaching - pre A4G squad joint initiative with SA
RBA - including team to Africa
Policy development
Strategic Plan and Action Plans
Draft funding policy
Completion of database,
Ranking system was an item at AGM....need member organisations buy in.
Target Ammunition Pty Ltd
Issues facing TRA Ltd:
 - Engagement with member organisations
 - Perpetual trophies/plaques for national championships
 - How to support prone shooting
 - Changes to Shooting Australia direction in response to Sport Australia priorities
4. **Capitation Fees Notification:** member organisations were notified of capitation fee structures for the period 2020-2022 via email on 1st April, 2019. Capitation Fee calculations for 2019 were issued to member organisations via email on 21st May 2019. The majority of member organisations have already finalised payments for 2019. Payment of 2019 capitation fees is due by 31st July 2019.
5. **Financial Reports:** The financial reports for TRA Ltd and TA Pty Ltd were circulated prior to and tabled at the meeting. The reports as tabled were accepted.
6. **TRA Term Deposits:** Both TRA Ltd term deposits are due for renewal again in late July. Directors resolved renew the two term deposits for periods of up to 4 months for the \$400,000 and a longer term for the \$500,000 term deposit.
7. **Draft TRA Funding Assistance Policy:** A draft TRA Funding Assistance Policy was circulated prior to and tabled at the meeting. A number of clauses in the policy were amended prior to adoption. The amended policy and application forms will be distributed to member organisations after receiving final approval from directors.
8. **Member Firearms and Equipment Insurance:** Information received from TRSA and Marsh Insurance concerning Member Firearms and Equipment Insurance was circulated for discussion as to whether TRA should opt to take out this insurance policy on behalf of all members at a cost of approximately \$6 per member. Directors resolved to contact Marsh Insurance to determine what arrangement could be made to cover the entire TRA membership and whether this could be a service provided by TRA Ltd.
9. **Capitation Fee Category Definition Review:** Following a request from member organisations at the 2019 AGM the board reviewed the definitions for capitation fee categories, specifically the definition of the Concession category as some member organisations felt that the wording was ambiguous.

Directors discussed the various fee categories at length and noted that it was extremely difficult to cover every possible scenario or type of member. It was decided that capitation fee category definitions will remain unchanged.

10. **Appointment of External Director:** Directors were advised that there was scope for the Board to appoint another external director to the organisation if the board wishes to do so. However it was resolved not to appoint an external director at this time.
11. **TRA Strategic Plan and Action Plans:** The TRA Strategic plan and draft action plans were circulated to member organisations again (at their request) again on 27th May 2019. Directors felt that the plan needs a review and input from all member organisations and will examine the feasibility of conducting a members' forum in order to give member organisations greater input into the strategic planning of the organisation.
12. **Board Member Roles 2019 – 2021:** The current TRA Committee Structure was outlined to directors. Director roles and responsibilities for 2019-2021 are as follows:

Technical Committee:	Rodney Sampson
Coaching Committee:	Robyn Ridley
Promotions and Marketing Committee:	David Wright
RBA Committee:	Nicholas Sullivan (until 2020 AGM)
Finance Committee:	Yvonne Hill, Rod Sampson, Sue Lott, Stan Kosmala, Richard Toye

Directors also resolved to remove a requirement in a number of committee charters that directors assume roles as chairs of TRA committees. It was felt that all TRA committees should have one director as a member to represent the board, however the director may not necessarily assume the role of chairperson.

13. **National Database Update:** SA, TSARA and TRV are now on the national database. Information was distributed to other member organisations on 4th April 2019. QTS responded via email on 13th May seeking further clarification concerning the purpose of TRA holding the data requested, and how often would it be envisaged that it would be updated. Clarification was forwarded to QTS via email on 14th May. To date, no further information has been provided by other member organisations.
14. **TRA Policy Update:** Directors discussed the draft life membership policy document tabled at the meeting and resolved that the policy as tabled be adopted. This policy will be distributed to member organisations as soon as practically possible. Other policies that have been drafted to date include:
- Fairness, Respect and Diversity Policy
 - Integrity, Gambling and Match Fixing Policy
 - Heat Policy
 - Lead Handling Policy
 - Member Protection Policy
 - Social Media Guidelines
 - Sports Science Policy
 - Privacy Policy
 - Risk Management Policy

The policies are currently under review prior to submission to the board for ratification and distribution to member organisations.

15. **2019 National Championships report:** Directors received a verbal report concerning the 2019 National Championships. NS thanked the number of dedicated volunteers who managed to run a successful event at very short notice. A written report from the TD will be delivered to the board as soon as practically possible.
16. **National Championships Perpetual Trophies:** Correspondence was received concerning plaques awarded at the 2019 National Championships to replace perpetual trophies. TRA will investigate the costs involved to either restore existing perpetual trophies to a presentable standard or replace them. Following this, the board will make a determination concerning the transportation of the trophies to future national championships.
17. **2019 Oceania Championships:** TRA Ltd. has been advised by Shooting Australia that SA will be selecting A and B Teams (i.e. where there are sufficient numbers of eligible athletes) in all events, including 50m Prone Rifle. No "C" Teams will be selected in any event this year.

Subject to budget being available, Shooting Australia will be looking to cover Participation Costs for members of all A Teams, including in non-Olympic events.

Directors discussed what funding assistance TRA Ltd could provide to members of B Teams selected in all events and resolved to provide funding assistance to members selected in teams who are not funded by

Shooting Australia in a similar manner as in previous years. More specific funding arrangements will be finalised once team selections are known.

18. **2020 National Championships:** NSW SARAI has advised that the organisation is prepared to host the 2020 National Championships of behalf of TRA Ltd. at SISC in Sydney. Directors indicated that if possible, a provision for the conduct of an air rifle mixed team event should be included in the 2020 national championships program of events.
19. **2021 TRA Prone Team to New Zealand:** Directors discussed sending another TRA team to contest the 2021 TSNZ National Championships in a similar manner to 2019 as one means of supporting the prone shooting discipline. Discussions centred on logistics, selection criteria etc.

It was also noted that selection criteria for the 2020 event need to be finalise if TSNZ intends to send a team to Australia to contest the event either as part of the 2020 TRA National Championships or as a separate event. Consideration was given to using a national ranking list in the selection criteria rather than a specific selection event.

Directors resolved to contact TSNZ to ascertain whether NZ will send a team to Australia contest the event in 2020.

20. **Proposed TRA Ranking System:** Directors discussed instituting a TRA Ltd Ranking System across all disciplines. Directors noted that any such system would need to be supported by member organisations and resolved to contact member organisations to nominate the next 4 competitions for the period July 2019 – March 2020 that could be used to initiate a TRA ranking system.
21. **Australian Supplementary Rules Revision:** A draft update of TRA Supplementary Rules was forwarded to directors and Technical Committee members via email on 22nd March 2019. To date there has been no further feedback concerning the proposed update. Directors will liaise with the Technical Committee to finalise the revision and submit updated TRA rules to the board for ratification.
22. **TRA Ltd Officials Course Documentation:** An updated TRA Officials Course and associated documentation is currently being prepared and will be distributed when finalised and approved. Until then member Organisations are able to use the current official's course documentation to conduct official's courses as necessary. Directors continue to liaise with the Technical Committee in order to finalise the documentation and submission to the board for ratification.
23. **Appointment of Technical Director for 2020 National Championships:** At the March meeting it was agreed that Alex Maranik be approached to fill the role of TRA Ltd Technical Delegate for the 2020 National Championships with a proviso that another technical delegate be mentored during the competition to gain experience for future competitions. Directors will continue to liaise with Mr Maranik on this matter.
24. **TRA Grading Scales:** Correspondence has been forwarded to (TRV) seeking clarity on a submission made in February 2019 concerning the introduction of equivalent grading scales for decimal scores similar to the existing TRA Grading Scales comprising integer scores. Specifically directors requested clarification on the methodology used to determine decimal score equivalents. To date, no response has been received.

Directors will also liaise with the national coach and national talent coach (rifle) in order to determine a set of decimal scores for TRA grading scale purposes.

25. **TRA Supported Shooting Rules:** Correspondence received on 22nd February 2019 from TRV concerning TRA Rules for Supported Air Rifle has been referred to the technical committee for a recommendation by the next board meeting.
26. **Pre-A4G Squad Progress Report:** Directors received a verbal report. In summary:
- A meeting with Shooting Australia will be convened as soon as practically possible following the handover to the incoming Shooting Australia CEO
 - Planning is underway to conduct another National Camp for December – venue to be decided (potentially SISC or BISC)
 - Concerns have been raised by participants in the previous National Camp and by directors about reduced focus on 50m shooting.

- A regular reporting process concerning the initiative needs to be implemented so that the TRA Ltd board and member organisations are kept informed of progress and developments.
- Directors resolved to appoint Robyn Ridley to the Program Performance, Planning and Reporting Group (PPMG) and to facilitate the next meeting of the PPMG as soon as practically possible.

27. Proposal by Target Rifle Victoria Inc.: An ordinary resolution by Target Rifle Victoria put to the TRA Ltd Annual General Meeting on 18th May was circulated to directors. The resolution stated: “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.” The resolution was ruled out of order at the AGM however members of the company felt that there was merit in the proposal and referred it to the board of directors for consideration.

Directors discussed the proposal and resolved to request more detailed information about the objectives, scope, sequence, logistics and key performance indicators that should be applied to the proposed initiative.

28. Funding Assistance for 3P Air Rifle Development Programs: Funding assistance application documentation has been drafted for proposed development programs and will be distributed to member organisations as soon as final board approval has been received.

29. Member Recognition Keyring Project: To date 78 x commemorative keyrings have been issued to members with 25 or more years of membership with TRA Ltd. The project concluded on 30th June. Remaining keyrings may be purchased by members / member organisations at a cost of \$15 each.

30. TRA Website: Directors discussed NSW SARAI’s recommendation to source volunteer(s) to manage and maintain the TRA website. Director Robyn Ridley volunteered to take on this role. Directors with social media profiles will also be given access to TRA Social Media Channels to assist in maintaining and updating these.

Directors resolved to contact Cornerstone Web Systems to organise the establishment of a generic email address directors@tra.org.au for all directors to access.

31. TRA E-Magazine: The next issue of the TRA E-magazine will be published as soon as practically possible.

32. TRA Ltd Logo: Directors considered a number of designs for a new TRA Ltd Logo and resolved to consider this further at the next meeting.

33. Rim-fire Bench Rest Committee Progress Report: Directors received a verbal report. In summary:

- The committee has recently met and approved appointment of N. Bardell as team manager to WRABF World Championships assisted by R. Lightfoot.
- S. Frost and G. Seaman have been appointed as team captains for the event.
- The committee recommended that Australia apply for the 2023 WRABF World Championships to be hosted at BISC.

This recommendation was accepted and supported by directors.

34. 2019 TRA – RBA National Championships: The 2019 TRA – RBA National Championships are scheduled for 13th – 17th November at the Brisbane International Shooting Centre. Entry forms have been provided by the organising committee and circulated to member organisations and members.

35. TRA Interstate Bench Rest Postal Competition Proposal: A proposal for an interstate TRA Bench Rest Postal Competition was received. Directors resolved to trial the event. TRA will liaise with the proposer to develop the rules and conditions of the competition.

36. Next Meeting – 31st August / 1st September. Venue subject to confirmation

37. Proposed Corporate Timeline 2019-2020: appears overleaf.

Proposed Corporate Timeline for 2019 – 2020			
End Of Year Financial Statements		Corporate Matters	
Event	Date	Event	Date
Stock Take	31 st December 2019	Preliminary Notice of AGM, Special Resolutions and Director nominations to Members	29 th January 2020
Figures to MHW to prepare Statutory accounts	By 31 st January 2020	Last day for receipt of Elected Director nominations, Special and Ordinary Resolutions	6 th March 2020
Final accounts prepared (by MHW)	By 28 th February 2020		
Directors approve Accounts by circular resolution	By 6 th March 2019	Despatch of final agenda for AGM and all related documents (including end of year financial statements)	13 th March 2020
AGM – 16th May 2020			