

TARGET RIFLE AUSTRALIA LTD
SUMMARY OF DIRECTORS MEETING

January 2020

- 1 Five directors and executive officer present.
- 2 Apologies received from Director Robyn Ridley
- 3 **Policy and Guideline Documents:** Approved Policy and Guideline documents were distributed to member organisations on 4/11/2019.
- 4 **Member Protection Policy:** Directors approved the TRA Member Protection policy for distribution to member organisations and will have the documents uploaded to the TRA website as soon as practically possible.
- 5 **Sports Science Policy** A draft Sports Science and Medicine Policy document adapted from the Shooting Australia policy of the same name will be revised and adapted to ensure it is relevant to the wider TRA membership. The draft will be finalised and circulated to directors for approval the next board meeting before distribution to member organisations.
- 6 **Members General Property Insurance Quotation:** TRA's Insurance Brokers were contacted in September of 2019 concerning an upgraded Members general property insurance quotation. Currently a response from the underwriters has not been received.

Shooting Australia is also examining the issue of insurance in general and it has been recommended that TRA wait to ascertain whether there are any further developments in this area from Shooting Australia.

- 7 **National Championships Perpetual Trophies:** Replacement plaques have been ordered and existing plaques / shields have been submitted for engraving updates. All plaques will be finalized by 31/1/2020.

Directors resolved to update existing trophies to the end of 2019 before offering them back to the original donors or member organisations for display at their respective headquarters.

- 8 **Recommendation on appropriate investment strategy for TRA Cash Reserves:** Directors approved the recommendations of the Finance committee for the following investment strategy for a portion of TRA capital reserves. It was recommended that the total amount of \$400,000 be split and invested as follows:
 - \$250,000 – invested in Australian Government Bonds for a fixed term to be determined, currently returning around 6% return.
 - \$150,000 – split and invested as follows:
 - \$50,000 – buy shares in ANZ
 - \$50,000 – buy shares in CBA
 - \$50,000 - buy shares in Argo

- 9 **2019 SA Awards of Excellence:** Award recipients with connections to TRA were:

Anton Zappelli – Ashley Adams Perpetual Trophy - Athlete of the Year and High Performance Para-shooter of the Year

Tricia Van Nus – Coach of the Year Award.

Congratulations to the award recipients for 2019

- 10 **2020 TRA Rimfire and Airgun Bench Rest National Championships:** Expressions of Interest to host the 2020 TRA Rimfire and Airgun Bench Rest National Championships were circulated to Member Organisations in late November with a deadline of 15th December.

Only one EOI for the 2020 Rimfire and Airgun Bench Rest Championships received was from Hornets Rimfire Bench Rest Club (Qld).

Directors resolved to accept the expression of interest from Hornets Rimfire Bench Rest Club to conduct the 2020 TRA Rimfire and Airgun Bench Rest Championships.

- 11 **Promotions / Marketing:** A formal proposal to develop some TRA Ltd merchandise lines including items for specific events (e.g. shirts etc.) is being prepared for presentation to directors at the next board meeting
- 12 **Report from 2019 Shooting Australia AGM and Members Forum:** The 2019 Shooting Australia AGM and Member's Forum was held in Brisbane in November. This forum, for the first time in a number of years, included representatives from all bodies affiliated with Shooting Australia.

It was a productive and informative meeting with the main focus being on working together to benefit all shooters from club to Olympic level. Some of the key directions to come from this meeting included:

- Shooting Australia to investigate and implement, if possible, the Government paid appointment of a Club development officer for shooting in South Australia as a pilot, with a view to duplicating this in other States
- Shooting Australia is currently undertaking a feasibility study into a dedicated TV platform for the shooting sports given the need to promote our sport through the media in a positive light, including non-ISSF shooting.
- It was agreed that the National Come 'n try May is a good initiative and should be continued
- Victorian Clay Target and EPS have formulated an environmental Management Plan which they will share with other affiliates
- Coaching and Officiating Pathways need clarification and Shooting Australia will share any data they have with affiliates
- EO advised that TRA provided a letter of support for the project to employ a club development officer in South Australia.

- 13 **Executive Officer's Remuneration Review:** Directors resolved to increase the EO's service agreement by \$500 per annum to \$27,000 effective as of 1st January 2020.

- 14 **TRA National Championships 2021 Update:** TRV has confirmed that it will host the 2021 TRA National Championships on behalf of TRA Ltd. TRV has formed a committee of 5 comprising ISSF, bench rest and Sprint shooters. Julie Holcombe will be the chair and any correspondence required can be directed to her.

TRA Director Sue Lott is a member of the committee and her input in programming and events will assist TRV to stage the event.

TRV has indicated that a couple of options for venues are available and the organisation will be in a better position to advise the final decision sometime in the first few months of 2020.

- 15 **2021 Rimfire and Airgun Bench Rest National Championships:**

Directors resolved to seek expressions of interest from Member Organisations to host the 2021 Rimfire and Airgun Bench Rest National Championships. EO's to be submitted by 31st March 2020

- 16 **TRA National Championships 2022 and beyond:**

Directors discussed improving consistency in the conduct of TRA National Championships for 2022 and beyond.

Directors resolved to abandon the "traditional" rotation policy of member organisations hosting TRA National Championships and move to future Nationals being hosted based on an expression of interest process according to and per the TRA National Championships Operating Manual.

Member organisations will be formally notified of the change to the procedure for hosting of TRA Ltd National Championships for 2022 and beyond.

- 17 **TRA National Championships Operating Manual Review:** There are a number of inconsistencies in the TRA National Championships Operation Manual as published on the TRA Website. (TRA National Championships Manual Version 2.0 – 2018)

A newer (unapproved version) of the Manual (TRA National Championships Manual Version 1.0 – 2019) will be distributed to Directors for review with the objective of finalising the program for 2022 and calling for expressions of interest from Member organisations to host the event as per item 16.

18 TRA Database: Training for Member Organisation Secretaries / Administration Staff will need to be facilitated once the TRA Ltd National Database is ready for roll out. Instructional documentation adapted from the original TRV software package for using the database will be developed and circulated to member organisations once the National Database is ready to be rolled out.

19 TRA Membership Trends / Capitation Fee Review: Directors noted that current membership trends for the organisation indicate that over all membership remains relatively static. Full membership nationally is trending lower while concessional membership is trending upward. Junior membership has remained static over a long period of time.

These membership trends will have an impact on TRA revenue received from member organisations which will affect the ability of TRA to meet annual financial operational requirements.

Directors resolved to have the Finance Committee review the TRA capitation fee structure with a view to implementing changes for 2023 and presenting recommendations at the 2020 Member's forum following the AGM.

The Finance Committee will provide recommendations concerning the TRA capitation fee structure for the next board meeting

20 TRA Organisational Restructure: TRA will send formal correspondence to member organisations concerning the proposed restructure and publish a synopsis of the proposed changes to the organisation in the next edition of the TRA E-Magazine.

The TRA strategic plan will be reviewed and updated to reflect the outcomes from the outcomes from the meeting of member organisation presidents (i.e. State Consultative Committee) held in October 2019.

21. Next Meeting: 15th March at NRAA House – Belmont

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			

Proposed Corporate Timeline for 2020 – 2021			
End Of Year Financial Statements		Corporate Matters	
Event	Date	Event	Date
Stock Take	31 st December 2020	Preliminary Notice of AGM, Special Resolutions and Director nominations to Members	28 th January 2021
Figures to MHW to prepare Statutory accounts	By 30 th January 2021	Last day for receipt of Elected Director nominations, Special and Ordinary Resolutions	5 th March 2021
Final accounts prepared (by MHW)	By 27 th February 2021		
Directors approve Accounts by circular resolution	By 5 th March 2021	Despatch of final agenda for AGM and all related documents (including end of year financial statements)	12 th March 2021
AGM – 15th May 2021			