September Committee Meeting held on: 05/09/2024 18:30

## Attendance

Cherie Theyers Kirsty Lewis

Ian Crawford Melissa Adams

Rebekah Brown Elizabeth Brew

Sangay Dorji Caitlin Slack

Meeting was a general committee meeting.  
Agenda Items:

1. Apologies
   1. Ian MacKinnon
   2. Rachel Morgan
2. Previous Minutes.
   1. accepted.
3. President’s report
   1. Asset register started.
   2. Ipads being used for POS concept in canteen.
   3. GST issues: Cherie/Rachel looking at cost to update accounting package to full package including POS.
   4. Cherie and Steve attended a meeting about the Masters Games in Canberra 18-25 October 2025. AACT is to make a decision whether to participate, and if so what events and what age groups, contact clubs and organise. Medical Support is supplied by event organisers. A possibility (as it is the week after Open Nationals) is for it to be field.
   5. Cherie to set up Youth Nationals sub committee.
4. Treasurer’s report (from email)
   1. I have a few bills that need to be paid (see attached), I've set them up for payment, they just need approval
   2. I have managed to set up QuickBooks and have processed everything that is outstanding since 20 May (I don't know why it chose this date), but I need the paperwork on the desk to be signed for Tyro so that I can get access to all of the payments made by the machine (a lot of receipts are missing). We may need either Kevin or Gary to sign them. QuickBooks is set up for GST, so every transaction that needs it will have it calculated and the system does an automatic reconciliation for the end of the quarter, and I can submit it electronically to the ATO. I'll bring a summary report to the club on Sunday so you can see it.
   3. Could I please have the spreadsheet of the trial of the POS system so that I can enter the transactions accurately? Do we have (or can we set up) a PayPal account so that entities can pay invoices via credit card?
   4. I've reconciled the Hall and Tournament accounts up to the end of July and will work on getting the August stuff done before the next meeting. I am unable to reconcile the Main account at the moment.
   5. I have set up a Bunnings and Officeworks account, please let me know who needs a Bunnings card from Tuesday group and I will order one, Ian they are sending cards through the mail, please leave them in the office when they arrive. We are only able to have one physical Officeworks card, but I do have an electronic copy if it's needed.
   6. I have access to the club card and will do a big shop for items in the canteen, could I recommend that we get a Costco card?
   7. Please make sure that everyone knows we are not accepting memberships through direct deposit anymore, I need to get in touch with AA and AACT about getting invoices for the members who have paid directly so that we can have their memberships validated. Also, some people have paid the wrong memberships (not the right amount) and need to pay the extra to make them valid. I will work with Steve to have this fixed.
   8. Discussion: President to check with Treasurer why minutes from AGM are needed to change various accounts. Minutes would not be ratified until the next general meeting.
   9. Invoice needed from Poo Carters to approve payment.
   10. Electricity seems to be a duplicate already paid.
   11. No to suggestion of setting up a PayPal account.
   12. Fire Services invoice to be paid.
   13. Change Fire Services to O’Neill and Brown based on received quote.
   14. When quote on fixing Outside/Oyster lights comes through, needs to be sent to Mens Shed: fire related.
5. No registrar’s report
   1. Club can now fix incorrect details such as date of birth or email contact.
6. Groundskeeper report
   1. Draw board in workshop broken: $429 to replace through TOBAS archery: (in previous meeting this was to be looked at as a warranty claim: how did that go?)
   2. Suggestion to trial PE30 Close cell foam in outdoor target butts: 10mm ($55 for two targets) and 20mm ($89 for 2 targets) from ACT Foam and rubber: trial to proceed. A concern was raised about bounce outs for low poundage bows. Club has 28 targets.
   3. Parking dot markers for YNAC on main range: 60 @ $4 each
   4. Hall Lights: up to 8 lights not working, Elevated work platform hire $379 per day plus $267.30 for each of delivery and pickup. Also to check on trampolining points.
7. No decisions between meetings.
8. Website: web master to address simple issues, in consultation with Jason. Auto archiving of dated notices has already been implemented. People to look further at original report to discuss more complex issues.
9. SouthFest Community Day 16th November
   1. Kirsty to contact to progress, see what is required, and ask general membership for help if we are to go ahead.
10. Vikings Group Scholarships
    1. Rachel to send out to membership list.
11. Ministers Award for Excellence
    1. Kirsty to look into this. Cherie thought that there was a conflict of interest for her to do it: but it is a club award, for event organisation, not a personat award.
12. Expense Claim Form.
    1. Ian suggested two alterations, to be provided to treasurer.
13. Reporting Roles
    1. Still to be determined, Cherie wanted them in constitution, others thought they needed to be flexible for example when a committee member is filling a role, do they need to raise concerns with someone else or directly to the committee.
14. General Business (around the table)
    1. Cherie
       1. Engineering report for Bhutan structures received and forwarded to ACT government, along with request to have an additional container.
    2. Elizabeth
       1. Nothing
    3. Bec
       1. Organising for end of year AACT function: contacted Vikings and a few dates were available, decided on Friday 13th December, will lock that in.
       2. Catering options/function packages to be distributed to decide which option to go for.
    4. Caitlyn
       1. 9 November fletchlings shoot, JETYS here, +QRE and Defence Families day
       2. AACT AGM coming, this month last sitting before AGM.
    5. Melissa
       1. Asked about ramp railing from downslope, someone needs to organise this: can we speak to the Tuesday group?
       2. Asked about covered area for Western Range: what plans are there? ACT government grants now go to local bodies (AACT): how does this work? Who puts in the grant request?
       3. Asked about a Halloween shoot: Cherie said she had been talking to Rachel about this, pencilled in for the first weekend after November, hall needs to be booked.
    6. Ian C
       1. Reported that he will not be around for two weeks in October, someone will need to record the next committee meeting. Kirsty volunteered to look after mailbox for that period: webmaster to arrange email forwarding.
       2. Cleaners sent email about they not being available: Cherie believed that can be covered by volunteers.
       3. WebMaster also unavailable: will check on backup.
    7. Sangay
       1. Has sent events listing through.
       2. Asked about 4 replacement BCE targets to be ordered: Cherie to check
       3. Another range: Cherie to check on Sunday, may not be enough room, cannot infringe on clout area
       4. Was asked about fees being charged for tournaments and flow to TAC: with this and BCE, need to have a discussion about annual fees.
       5. Will not be at next meeting: needs to organise a stand-in.
       6. Is linking in to Signal chat.
    8. Kirsty
       1. Ian M is looking at updating the constitution based on the current “Model Constitution” available- 1-2 weeks before ready for discussion.
       2. Had enrolled for a conflict resolution course which was cancelled on the day of the course: needs to be recheduled.
15. Discussion about complaint.
    1. Follow up emails have been sent, waiting on responses.
    2. Looking into redress process, and what is wanted.
    3. There is currently no local protection officer under Sports Integrity Australia, which is causing issues.
    4. Kirsty will create a report.
    5. Will also update Member Protection form to cover that complaints can be made to the club directly, if they don’t want to use Sports Integrity Australia, the organisation that AA has organised for all clubs to use.
16. Next Meeting first Thursday of October: 3rd @ 6:30pm
17. Meeting Close 8:22pm