

Board Meeting Minutes

Date	Sunday July 3 rd 2022
Start Time	6.00pm AEDT
Finish Time	8.02pm AEDT
Location	Online
Chair	Paul Cullen
Attendees	Paul Cullen, Ben Martin, Nicolle Greentree, Gwen Young, Brooke Kneebush, Toni Hulme, Bruce Mann, Murray Johnson
Apologies	

Meeting Etiquette

Resolutions	• Resolutions should not be proposed without prior notice to support due consideration • Resolutions should be provided in advance and included within the agenda with all supporting information • Resolutions will need to be supported by both a mover and a seconder • Once a resolution is supported by a mover and a seconder it will then be voted on • Resolutions passed/failed will be recorded in the resolutions register
Reports	• Need to be emailed to the executive officer for inclusion in the agenda a week from the meeting date • Report documentation needs to be included in the meeting agenda as a supporting attachment to the relevant agenda item
Invited Guests	• A guest is considered anyone other than appointed board members • Invited guests to the meeting must be listed in the agenda against the agenda item they are representing or talking too • Once the guest's agenda item has been concluded the guest will then be asked to leave the meeting
Apologies	• Apologies are to be emailed or phoned to the executive officer
Conflicts of Interest	• Each member is expected to declare active conflicts of interest at the commencement of each meeting
Sensitive or Personal information	• Sensitive information or personal information recorded in the meeting minutes will be redacted to support the sharing of minutes within the Australian Biathlon members portal
Action Items	• Action item register is to be updated ahead of each meeting to track progress

No.	TIME	ITEM DESCRIPTION	DOCUMENTS	APPROVALS	DESIRED OUTCOME	FACILITATOR
1.		Welcome & Apologies Declaration of Interests - Review and Update COI register	https://ausbiathlonassociation.sharepoint.com/:w:/r/sites/AustralianBiathlon/_layouts/15/Doc.aspx?sourcedoc=%7B6A81743D-C3FE-455B-AE51-6AA0057099B9%7D&file=220621%20conflict%20paper.docx&action=default&mobileredirect=true	Action approved to be updated as soon as possible	COI register updated prior to the next board meeting on August 8 th .	Brooke
2.		Minutes / Matters Arising / Actions - Declaration of Interests Ben Martin is a partner of Norton White - Confirmation of minutes of previous meeting – Motion for approval Proposed: Bruce Mann Seconded: Ben Martin CARRIED - Action Summary - Circular Resolutions since last meeting 1 Selection policy 22-23 – APPROVED 2 Range standing orders – APPROVED 3. Unification agreement - APPROVED	1. Paul Cullen – Meeting with Kathryn Fettel 2. Progress on compensations for Toscha Stopar and Paul Connor for taking on RO roles [REDACTED] 4. Finalisation of AOC acquittal 5. Club sports grants 6. Appointment of Auditor and accountant 7. Change of Bank	1. Completed 2. Emailed Hotham RMB for access to passes 3. [REDACTED] 4. Completed 5. completed 6. Not required 7. To be actioned	Investigation of new banking options to be actioned as soon as deemed necessary.	Bruce
3.		President's Report	https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F07%20Jul%2FMeeting%20Report%2FPresident%20Report%20%20%2D%20PC&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0	APPROVED		Paul
4.		Vice President Report	https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F07%20Jul%2FMeeting%20Report%2FVice%20President%20Report%20%2D%20BM&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0	APPROVED	Note: Norton White has paid the Late Payment fee – this needs to be repaid. Taylor Field to provide consent for the appointment of the new directors	Ben
5.		Finance, Risk & Audit Committee Report - Risk – Havent received from futures camp : 1. Approvals for Come and Try day 2. ID of Non-BA members involved 3. Range fees collected 4. Confirmation of coach:participant ration (suspect 2:18)	https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F07%20Jul%2FMeeting%20Report%2FDamon%20Debt%20Update&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0 https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0	APPROVED	Contact Toscha Stopar and Rob Findlay to provide outstanding details of the futures camp including a detailed list of ALL participants names.	Taylor Nicolle

No.	TIME	ITEM DESCRIPTION	DOCUMENTS	APPROVALS	DESIRED OUTCOME	FACILITATOR
		5. Follow up as no response to correspondence from BA - Damon Debt – Defer to 2023 - Evelyn Debt - RESOLVED - Financial Accounts - RESOLVED - Depreciation – Maintain as is - EOFY – AUDITOR to complete - Vans – Still awaiting final sale - Jillian acquittal – not compliant Jillian has provided more details and this has now been provided to the AOC who have approved the Acquittal	=2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F07%20Jul%2FMeeting%20Report%2FEvelyn%20Debt%20Update%20%2D%20PC&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0 https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F07%20Jul%2FMeeting%20Report%2FFinance%20Report%20%2D%20TF%20NG&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0 https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F07%20Jul%2FMeeting%20Report%2FVan%20Sale%20Update%20%2D%20PC&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0			
6.		Executive Officer Report - Correspondence	1. Dagmara Gerasimuk – Discussions regarding possible links with other NF's 2. IBU – result of applications for funding 3. Dinner Plain school – interest in developing a program in biathlon 4. Tom Hill – YOG criteria and training.	1. Opportunity timeline has expired – we need to now pursue our own line of enquiry – USA and/or Sweden 2. 3 grants – New targets, JNR Development project and Retired athlete grant 3. Cameron Morton has been contacted to pursue this opportunity 4. IBU would be best served to supply details of timelines	1. Contact relevant NF's to pursue this. 2. Retired athlete grant to be turned down – proposed athlete is not supporting the conditions associated with the funding 3. Setup meeting to organise logistics 4. Contact IBU	Bruce
7.		AEPC Report	https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F07%20Jul%2FMeeting%20Report%2FAEPC%20Report&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0	APPROVED	1. FTEM is still to be completed 2. Teams meeting with Cameron Morton to provide background on possible overseas trip locations in	Toni

No.	TIME	ITEM DESCRIPTION	DOCUMENTS	APPROVALS	DESIRED OUTCOME	FACILITATOR
					Austria and/or Sweden	
8.		Facilities and Assets Report - Rifle Ownership - Return of the ski grinder and other assets from Italy	- 1 ecoaim missing - Audit and confirmation of all rifle locations https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F07%20Jul%2FMeeting%20Report%2FRifle%20Ownership%20%2D%20NG&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0	1. No comprehensive assets listing 2. Whereabouts of ALL rifles is still being confirmed and awaiting feedback from members who can provide details 3. 1 Ecoaims rifle system location TBC? 4. 8 Anschutz rifles on file – Confirming member [REDACTED] apparently has one in their possession?	1. Completion of the Assets register is now a priority	Facilities and Asset Management Committee
9.		Events Report		N/A		N.A
10.		Coaches Committee Report		No report provided		Barry
11.		Membership Committee Report		N/A		Gwen
12.		Selection Committee Report - Selection Criteria - Set date for member information meeting	https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F07%20Jul%2FMeeting%20Reports%2FSelection%20Committee%20Report%20%2D%20CY&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0	1. 2 members of the committee have resigned. 2. Suggestion to include Bob Cranage on the committee due to his extensive knowledge.	1. EOI to go out for new members 2. Need to set a date for the members Q and A on the selection policies	Brooke
13.		Unification Committee Report - Next meeting - Everything is on track with Stage 2 unification processes looking to be completed ASAP				Ben
14.		Marketing and Branding Committee Report		1. Banners organised for pick up 2. Athletes consulted on uniform designs		Toni
15.		Isabella Moon Report		No report provided		Izzy
16.		Toscha Stopar Report		No report provided		Toscha
17.		Not On My Watch Report - Guidelines for parents / athletes / coaches / officials 1. Some athletes missed the session – this needs to be followed up to ensure compliance.	https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F07%20Jul%2FMeeting%20Report%2FNot%20On%20My%20Watch%20Update%20%20%2D%20PC&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0	NOTED		Paul

No.	TIME	ITEM DESCRIPTION	DOCUMENTS	APPROVALS	DESIRED OUTCOME	FACILITATOR
		2. People need to comply otherwise we are at risk				
18.		NSW Update	https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F07%20Jul%2FMeeting%20Report%2FNSW%20update%20%2D%20PC&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0	NOTED		Paul
19.		Uni Games			SPORT AUSTRALIA has provided preliminary support - Paul to follow up with them.	Toni
20.		Wax Policy	https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F07%20Jul%2FMeeting%20Report%2FWax%20Policy%20%20%2D%20PC&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0	NOTED	1. This needs to be clearly articulated to ALL athletes and coaches 2. Perhaps we link closely to what the XC standards are 3. At the moment, this should be directed at major events only – state and national titles	Paul
21		Range usage - non licensed members - Access - Equipment usage during winter - Coaching to athlete ratios and appropriate span of control and duty of care - QR Code checkin – not happening, not real names - Private bookings - Still waiting on coaches refusing to provide details of athletes they're training - Unlicensed people booking range - Athlete conduct – disrespect to volunteers - Range attendance without supporting registration			These are issues of compliance and of changing the culture of the NF. Athletes, coaches, volunteers and parents need to understand that the landscape of accountability applies to all areas of life including Biathlon Australia Needs to be communicated via NEWSLETTER	Toni

No.	TIME	ITEM DESCRIPTION	DOCUMENTS	APPROVALS	DESIRED OUTCOME	FACILITATOR
22		Uniform	See 14 above			Toni
23		IBU Grants – next steps	Awaiting confirmation from the IBU	NOTED		Toni
24		Membership approval - Process - timing		NOTED		Toni
25		Strategic planning meeting	Very important that we conduct a Strategic workshop to set foundational planning and aspirations for BA		Whole of board meeting to be planned for September/October this year	Paul
26.		Other Business Updated quote for Timing system – down to \$5000 from \$10000 Active negotiations in play with Hotham RMB regarding new annual lease fee. Need to update external stakeholders on new organisational name so that any online or relevant documentation can be updated. Next Meeting AUGUST 7th. Reports due by August 1st				
27.		End 8.02 pm				