



## Biathlon Australia Post AGM Meeting

Meeting Agenda November 26<sup>th</sup> 2022

<b>Date</b>	Saturday 26 <sup>th</sup> November 2022
<b>Start Time</b>	Meeting opened 2:50pm
<b>Finish Time</b>	Meeting closed 4:07pm
<b>Location</b>	Online
<b>Chair</b>	Paul Cullen
<b>Attendees</b>	Paul Cullen, Ben Martin (Arrived 2:55pm), Nicolle Greentree, Brooke Kneebush, Toni Hulme, Sandra Willis, David Windsor
<b>Apologies</b>	Murray Johnson

### Meeting Etiquette

<b>Resolutions</b>	<ul style="list-style-type: none"><li>• Resolutions should not be proposed without prior notice to support due consideration</li><li>• Resolutions should be provided in advance and included within the agenda with all supporting information</li><li>• Resolutions will need to be supported by both a mover and a seconder</li><li>• Once a resolution is supported by a mover and a seconder it will then be voted on</li><li>• Resolutions passed/failed will be recorded in the resolutions register</li></ul>
<b>Reports</b>	<ul style="list-style-type: none"><li>• Need to be emailed to the executive officer for inclusion in the agenda a week from the meeting date</li><li>• Report documentation needs to be included in the meeting agenda as a supporting attachment to the relevant agenda item</li></ul>
<b>Invited Guests</b>	<ul style="list-style-type: none"><li>• A guest is considered anyone other than appointed board members</li><li>• Invited guests to the meeting must be listed in the agenda against the agenda item they are representing or talking too</li><li>• Once the guest's agenda item has been concluded the guest will then be asked to leave the meeting</li></ul>
<b>Apologies</b>	<ul style="list-style-type: none"><li>• Apologies are to be emailed or phoned to the executive officer</li></ul>
<b>Conflicts of Interest</b>	<ul style="list-style-type: none"><li>• Each member is expected to declare active conflicts of interest at the commencement of each meeting</li></ul>
<b>Sensitive or Personal information</b>	<ul style="list-style-type: none"><li>• 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</li></ul>
<b>Action Items</b>	<ul style="list-style-type: none"><li>• Action item register is to be updated ahead of each meeting to track progress</li></ul>

<b>AG.1</b>	<b>Attendance and apologies</b>
	<i>Murray Johnson is noted as an apology</i>
<b>AG.2</b>	<b>Declaration of conflict of interest</b>
	Acknowledged in conflict of interest register Sandra Willis declares – nothing to declare David Windsor declares – nothing to declare <b>ACTION: BK to update register in Sharepoint and on website, email website link to SW and DW</b>
<b>AG.3</b>	<b>Appointment of Board Chair (President)</b>
	<b>Motion moved by NG:</b> Appoint director Paul Cullen to the board position of chair <b>Seconded By: TH</b> <b>Motion Carried by: All</b>
<b>AG.4</b>	<b>Appointment of Deputy Chair (Vice President)</b>
	<b>Motion moved by PC:</b> Appoint director Ben Martin to the board position of Deputy Chair (vice president) <b>Seconded By: BK</b> <b>Motion Carried by: All</b>
<b>AG.5</b>	<b>Appointment of Finance Director (treasurer)</b>
	<b>Motion moved by PC:</b> Appoint director Nicolle Greentree to the board position of Finance Director(treasurer) <b>Seconded By: BM</b> <b>Motion Carried by: All</b>
<b>AG.6</b>	<b>Schedule and platform of Board Meetings</b> <b>Motion moved by PC:</b> Board meetings will be scheduled on the second Sunday of each month at 18:00PM and held virtually via Microsoft Teams <b>Seconded By: BK</b> <b>Motion Carried by: All</b> <b>ACTION: PC to send out updated meeting series calendar invites.</b>
	<b>Other Business:</b> <b>1. Bank Signatories</b> Retiring director Bruce Mann had been a BA bank signatory. Bruce has agreed to stay on to co-sign payments until the new signatories are set up. The current BA Bendigo Bank account is not meeting BA’s needs as transacting in Euros incurs significant fees and exchange rate losses are significant. NC is working on setting up a new bank account. Motion moved by PC: BA will appoint three active bank signatories – Nicolle Greentree, Paull Cullen, Brooke Kneebush and Sandy Willis as a “back up”. Two signatories will be required to approve a transaction. <b>Seconded By: TH</b> <b>Motion Carried by: All</b> <b>ACTIONS:</b> <ul style="list-style-type: none"> <li>DW to liaise with NG as he has a client that may be able to assist establishing a bank account to effectively deal with receiving Euros without conversion losses and reduced fees for international transactions.</li> <li>BK to add “Bank Account Solution” to BA Board Meeting Agenda 11.04.22</li> </ul>

## **2. Executive Officer Role**

Retiring Director Bruce Mann had been filling the Executive Officer role and a solution needs to be found, particularly to field the EO email inbox. Note that BM has kindly agreed to continue managing the IBU database in a voluntary capacity. In the interim, an automated response will be sent from the EO email advising that communications will be responded to within two business days where possible. Responsibility for fielding the EO inbox will be rotated around board members for the time being. BK will monitor the [info@biathlonaustralia.com.au](mailto:info@biathlonaustralia.com.au) inbox.

An advertisement has been published with Sportspeople.com.au for an Executive Officer to work 3 days per week. This is a paid operational role. So far, two Expressions of Interest have been received.

It was agreed that the EO should be engaged as a contractor rather than part-time.

It was noted that, being a small organization, the role of Directors necessarily includes a significant contribution to operational matters.

### **ACTIONS:**

- **BK to post automated response for EO inbox.**
- **BK to share EO Position Description with SW and DW**
- **PC to set up BA email addresses and access to Sharepoint, website etc. for SW and DW**
- **PC to decommission retiring Director Gwen Young's accounts and access**
- **BK to share personal email addresses of SW and DW until BA emails are set up**

## **3. Overseas Program 2022-23**

Athletes are currently at a training camp in Austria and will then move to Martel.

National Team Athlete Darcie Morton is recovering from injury and looking to recommence competing soon.

It was noted that the BA National Coach was removed at the beginning of 2022 due to nepotism (he was married to a senior athlete). The IBU is firm in its requirement that BA avoid nepotism across the organization in future.

Whilst most athletes have a payment plan in place, there is an issue with some athletes not currently paying their bills.

This issue has occurred largely because, under the previous administration, debt was allowed to drag on for months.

Some families chose not to pay some components of their bills although they had a commitment to pay and these expenses had already been incurred by BA.

The IBU race entry payments process was outlined. It was clarified that BA does not add any margin to costs for overseas programs and athletes are subsidized approximately 30-40% by IBU funding.

It was noted that BA implemented selection standards for the first time in 2022, following a process of consultation and feedback. It was noted that entering sub-standard athletes in IBU races is a poor reflection on the federation and not respected by the IBU. BA owes a duty of care to our athletes and also other competitors. Having a young Australian athlete finish 10-15 minutes behind the last competitor is not acceptable. The IBU is supportive of BA's improvements in setting standards.

A child safety issue has arisen in recent days as two athletes in the National Junior Team program have left the program to do their own thing without approval. One athlete, when disciplined regarding this has made a complaint in relation to bullying. The policy is being followed and advice is being received from Ian Fullagar.

Ian Fullagar is BA's lawyer on retainer, particularly involved in governance reform with the ultimate outcome to be Sport Australia recognition.

The Selection Committee met on 25<sup>th</sup> November to consider three extraordinary selection requests received in the past week. The Committee's decision is that they will not be approved and the advice is being reviewed by Ian Fullagar. BM is managing this issue.

	<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• <b>TH to email Europe and US program outlines to SW and DW</b></li> <li>• <b>BM to circulate details of athletes leaving national program without approval</b></li> </ul>
	<p><b>4. Board Roles</b></p> <p>For the benefit of the new directors, current Board roles were outlined –</p> <ul style="list-style-type: none"> <li>• NC – Financial responsibilities, member of AEPC, member of Unification &amp; Governance Committee</li> <li>• TH – Leads Athlete Experience &amp; Programs Committee (AEPC), member of Unification &amp; Governance Committee, oversees Athletes Commission</li> <li>• BK – Member of Selection Committee, member of AEPC, oversees Masters Working Group &amp; Athletes Commission, assists Executive Officer</li> <li>• BM – Vice President, Interim Complaints Manager, leads Unification &amp; Governance Committee</li> <li>• PC – President, member of Unification &amp; Governance Committee</li> <li>• Murray Johnson - Member of Unification &amp; Governance Committee, member Race Events &amp; Volunteer Committee</li> </ul> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• <b>PC to share BA Draft Strategy (feedback welcome), Board Charter.</b></li> <li>• <b>BK to respond to feedback on Draft Strategy from non-member Mark Elliot. BA would be prepared to provide a letter of support if Mark wishes to pursue roller skiing in Riverside Drive Lane Cove National Park with the NSW government.</b></li> </ul> <p><b>5. NSW Biathlon</b></p> <p>TH advised that NSW Biathlon, has been successful in a \$3.6 million grant application to develop Jindabyne Sport &amp; Recreation MultiSport Facility Upgrade and Extension.</p> <p>Kings School is planning on including Biathlon in their outdoor ed program. Pymble Ladies College has also been in contact.</p> <p><b>6. Integrity Matters</b></p> <p>As a requirement of Sport Australia recognition, BA first needs to become an approved National Integrity Framework sport of Sport Integrity Australia. This requires a National Integrity Manager and Complaints Manager. Whilst BA seeks to partner with other shooting sports to engage shared independent personnel for these roles, BM is covering the Complaints Manager role in the interim. DW agreed to cover the National Integrity Manager role in the interim.</p> <p><b>ACTION: TH to send DW BA NIF policies to understand the Integrity Manager role.</b></p> <p><b>7. Working Bee 3<sup>rd</sup> &amp; 4<sup>th</sup> December</b></p> <p>A working bee and meeting of those Board members available will be held at Mt. Hotham to put an asset tracking system, site maintenance and development plan in place. As the facility at Whisky Flat has been established since the early 1980s but with little investment and maintenance, the range does require significant works to bring it up to the standard of an international range where athletes from overseas could come to compete. A strategy is to be developed to this end. Fortunately Hotham Mountain is very supportive.</p>