



Biathlon Australia Limited
ACN 167 329 044

Board Meeting Minutes

When 1pm, 23 May 2023

Where Google Meet

Present Dave Windsor, Tristan Creed, Mark Bradford, Murray Johnson, Brett Jones, Sandy Willis

Apologies

Meeting opened at 1:02pm

Chair

Unanimously resolved that David chair the meeting.

David welcomed and thanked everyone in attendance.

Previous Meeting Minutes

Unanimously* Resolved to accept the minutes of meeting conducted on 4 May 2023.

* Mark abstained as he was not present at the previous meeting.

Matters arising from Minutes

Item	Who	When	Action
Change registered address	TC	By next meeting	Done

PO Box redirect etc	TC	By next meeting	TC reported that there is no PO box so no need to renew or redirect
Board Charter review	BJ	ASAP	BJ has reviewed AICD material and reviewed the charter on paper with a view to simplifying. BJ needs a word version so he can mark it up.
ADF Interservice games response to Paul Garai	MJ	ASAP	Done
Appointment of Mark Bradford	DW & SW	8 May 2023	Done
Contact Carina Ford	DW	ASAP	Done, Carina has yet to respond. Agreed to focus on Libby.
Pay Invoices Advise Greg Glanville	TC, DW, SW MJ	ASAP	Done
Replace Auditor	TC	ASAP	We've received a fee proposal from Lyndal McKenzie.
Appoint TC as Public Officer	TC	ASAP	TC to do it
Set up Wise Account	TC	ASAP	Done
Renewals & Website	MJ	ASAP	Done
New Member list requiring approval	MJ	ASAP	Done
Order targets	TC & MJ	ASAP	Quotes received
Work on acquittals Notify Greg McKenna	TC & MJ DW	Ongoing	In progress
Progress NF partnerships	MJ	Ongoing	In progress
Share Isabella & Julia News	MJ	ASAP	Done
WYOG Selection	DW	ASAP	In progress
SA Alliance	DW	Ongoing	In progress

Unification meeting	DW		MB reported that there is a meeting scheduled for Friday, 26 May 2023. The Board remains committed to unification. MB and BJ managing unification
IBU 13 point plan	MJ & DW		In progress
Sports integrity training table and plan	SW		In progress. SW reported that it's a bit messy because prior board didn't adopt new policies. SW to go through documents received from Ian Fullagher for adoption. SIA have no details from BA. MJ doesn't recall prior board adopting any of the integrity policies. Anti-doping is a required training. SW to pursue and work with Ian Fullagher and try to align them with Snow Australia.
Damon Morton	DW		TBD
Dismiss interns	SW		Done

General Business

The board considered, agreed and resolved the following:

Board Charter:

Brett has reviewed AICD material and reviewed the charter on paper with a view to simplifying.

Brett needs a word version so he can mark it up

ADF Annual Event at Hotham:

MJ to continue liaising with ADF and Hotham.

MJ reported that Hotham will give BA a permit for the entire season.

Noted that we will need to review the agreement especially as to costs, such as electricity.

If we are charged for ADF access then we need to be reimbursed by ADF.

To be discussed offline and concluded.

MJ to co-ordinate

Libby Maynard

Everyone is impressed with Libby's CV.

DW to continue to engage with her.

Kerryn Rim

DW reported that he has chatted with ex-Olympian Kerryn Rim.

Agreed that she'd be a possible athlete mentor.

DW to continue to engage with her.

Business Names, ASIC and ABR

Change contact details with ASIC (Ryan Buckley (former EO) is current contact and 11 Drevermann St Bairnsdale VIC 3875 is the address on record)

TC to continuing to work on this

Website

Management and updates

MJ reported that Seb Hales has been helping out and MJ and Seb are slowly chipping away.

BJ happy to help out as well with a fresh set of eyes noting that there seems to be some out of date stuff.

Social Media

Management and updates

MJ doing his best to manage social media

Olympic Member Sport Commercial Program 2023

DW referred to email from AOC dated 18 May 2023.

Agreed that this is currently outside our wheelhouse.

Finances

Bendigo Bank Balances: David reported that as at 22 May 2023 we have:

- \$483.54 in our Debit Mastercard Account
- \$304,699.30 in our Main Working Account
- \$137,141.09 in our Term Deposit Account (which has one month remaining in the term)

Last month Tristan tabled a draft Delegations of Authority spreadsheet to be discussed.

TC and MB to review and make recommendations.

Outstanding Invoices:

Resolved to reimburse Sandy and Murray for their travel expenses.

Sandy and Murray abstained respectively.

Auditor replacement: Our prior auditor has resigned due to ill health.

Tristan tabled a fee proposal from Lyndall McKenzie. It comes in cheaper than our prior auditor

Unanimously resolved to appoint Lyndall McKenzie as BA's new auditor.

TC to advise Lyndall

Public Officer appointment:

TC to update ATO via portal

GST Status

MB & TC – to review and make recommendation to the board

Money owed by Damon Morton

DW to follow up the \$1,704 owed by Damon Morton. Agreed that we could offer a payment plan.

Adding FX functionality to XERO

TC reported that he's added FX functionality to XERO. This ought to assist with reporting, acquittals and dealing with FX generally.

Insurances

Noted that we have paid Snow Australia's invoice that covers

- Public liability at the Hotham range
- D&O

SW to undertake a deeper dive into the insurances we have and might need.

Agreed that BA membership coverage at the range is limited to PL only.

BA Membership & Renewals

Murray to prepare a list of applicants for Board approval.

Resolved to admit the following new members:

- Simon Bedak
- Edward Woodhouse Bedak
- Joe Oberlacher

MJ to prepare a list of:

- Renewals. Noting that they ought to auto renewal unless they are not in good standing
- New members that don't use Hotham as a primary reason for using a Firearm
- New members that propose to use Hotham as a primary reason for using a Firearm

Agreed to consider having a new member process with a proposer and seconder, especially given that firearms are involved.

Brett to consider and draft a process

East Gippsland Biathlon Club (EGBC) has requested affiliate membership of BA. It was noted that this is consistent with the Unification Process.

Agreed that we should consider honouring the unification plan and affiliate EGBC.

MB to liaise with EGBC.

NSO Status

DW tabled the draft letter & email from Laura Giblett dated 18 May 2023.

Agreed that we focus on SA alliance, unification, important to consider impact on 13 point plan and unification.

IBU Grants

Targets:

Review of 3 pro-forma invoices emailed by TC (11 for €10,925; 12 for €11,800; 5 for €5,675)

2022 IBU Grant - €3,500 + matching

2023 IBU Grant -

Unanimously resolved to order 11 targets (+ 1 for TC at his cost).

BA to send out a comms once order is placed.

Tristan and Murray to liaise with Paul Conner and Toscha Stopar regarding the most appropriate targets for our range. Unanimously agreed to keep it simple and the same as what we currently have.

Acquittals: Murray and Tristan are working on the Acquittals. Tristan reported that there are some 160 invoices vaguely named in a sharepoint folder that need to be figured out.

Tristan and Murray to keep working on them.

MJ reports that we are in a much better place as IBU have shared their ledger.

Keep work

David to ask Greg McKenna about what proportion (%) of IBU grants should be passed through to athletes / coaches.

David to follow up with person recommended by Greg.

What if the members spend less than amount of grant? Then maybe it should be up to the grant.

We need a clearer process on it.

MB to put something together.

In the meantime, the board agreed to maintain the status quo of 100% pass though.

National Federation Partnerships:

Poland

In progress. DW has asked Aleks for an update

Czechia

Nothing to report. Czechia has submitted a grant proposal.

MB noted that there could be date conflicts

IBU Camps

Summer Camp and Coaching Course:

Done. In train

MJ reported that IBU are happy

Winter camps – EOIs have been received from numerous athletes to attend two IBU winter camps. Accordingly, we'll need to establish a selection process in time.

SW has the list.

Deal with selection later.

Winter Youth Olympic Games selection

Murray declared his conflict (his son Samuel is a potential athlete).

To be taken offline.

Alliance with Snow Australia

Currently Confidential

David to continue talking to Daniel Bosco at Snow and also advice Greg McKenna at IBU.

Biathlon Unification

Mark, Brett and Brigid to represent BA on the unification sub-committee with BEA.

IBU 13-point plan

The Board unanimously agreed that we are committed to keep it progressing.

Murray reported that a lot of it has been achieved and there are only a few milestones to go, most notably unification.

Murray to email the plan to Tristan and Brett

DW to reach out to Greg McKenna and discuss our progress to date and upcoming plans

Business as usual

Sports Integrity

Sandy to compile and circulate a table of who needs to do what (anti-doping, child safeguarding, etc).

Ensure we have all necessary integrity processes and paperwork in place for WYOG purposes.

SW to continue to liaise with Ian Fullagher seek his recommendation.

DW is Integrity Manager.

Sub-Committees

DW & TC to reach out to Belgravia

Selection committee needs more members

Race, Events & Volunteers Committee – Paul Connor

Katarina Paul (tech delegate of FIS XC races, ex biathlon Olympian) and Andrew Paul – offer to pay them to assist.

MJ to keep liaising with Paul and Toscha and the Pauls re timing.

Other business

Damon Morton: Damon has appealed / objects to the sanctions imposed by Biathlon Australia during the tenure of the former board.

Discussed at length.

Unanimously agreed to seek Ian Fullagher's advice with a view to withdrawing the sanction. Acknowledge time served. Move forward with him. Acknowledge the IBU warning. Offer him mentorship/counselling.

DW to correspond with Damon

Interns:

Sandy to reach out to them again and find out what's going on, ie why, when, how, etc.

DONE

Felix Letter:

DW reported that Felix has requested a letter from BA acknowledging his coaching services over the 22-23 Northern winter.

Agreed.

Meeting closed 3:01pm

This is a true and correct minute of the meeting

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David Windsor

Director & Meeting Chair