

## Board Meeting Minutes

<b>Date</b>	Sunday 08 <sup>th</sup> January 2023
<b>Start Time</b>	6:08 PM AEDT
<b>Finish Time</b>	20:34 PM AEDT
<b>Location</b>	Online
<b>Chair</b>	Paul Cullen
<b>Attendees</b>	Paul Cullen, Ben Martin, Nicolle Greentree, Toni Hulme, Murray Johnson, David Windsor, Sandy Willis
<b>Apologies</b>	

### 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>

No	ITEM DESCRIPTION	DOCUMENTS	APPROVALS	OUTCOME	FACILITATOR	TIMING
1.	Welcome & Apologies			Meeting start 608pm All present – no apologies		
	Declaration of Interests Standing note: A quorum for a board members’ meeting is comprised of a minimum of 4 board members (75% of which must not be co-habiting with or related to an athlete who is a member of one of the organisation’s recognised national teams), one of whom shall be empowered to act as Chair			No updated COI		2 MIN



			DW asked what Joes relationship is. Confirmed Joe is DM private coach.		
4.	Vice President Report	No written report All issued are listed in other business		Ben	5 MIN
5.	Finance, Risk & Audit Committee Report	Accounts update <a href="#">Finance</a> Van disposal update Westpac update AISC / CAV Lodgement NG invoice approval accommodation Athlete Billing / USA & Europe	Swix to be paid Awaiting update on van NG to liaise with Westpac NG to liaise with ASIC	NG	10 MIN
6.	Executive Officer Report	No report Email box being managed	Review and approve	PC	2 MIN
7.	AEPC Report	USA update – AnnaClara meeting?/ parent meetings?  Europe update – Phoenix S update - continuation, Boris S Update- return date, Felix / Samuel current program  YJWCH update – attendance, logistics update  Uni Games update – attendance, logistics update  Darcie Morton – Trim 2 World Cups and IBU Cup 5 enter (Pokjulka relocated)  Noah Bradford – SoHo training and support at IBU Cup 7 & 8  Waxing Support at IBU Junior Cups 4 and YJWCH  Coaching Support – 2 <sup>nd</sup> stage of season / athletes attending / logistics to complete	Had a meeting with ACF. Good feedback out of USA parents / athletes etc  Sam is still in Europe with Felix  Paperwork submitted. Airfares booked. Work to be done in next week  Sam and Isabella confirmed. Will is injured – not sure if he is able to compete. Coach has been engaged.  Entered by BM  TH to discuss with NB for coaching support	TH	5 MIN

				<p>Reach out to Canada to see if they will collaborate – reach out next week</p> <p>IBU 3 – common waxing by IBU</p>		
8.	Facilities and Assets Report	<p>2023 Working Bee dates</p> <p>Metal targets – location of ones in AUS</p> <p>Update - order to two from Kurvenun with IBU grant</p>		<p>4/5 Feb Board to attend Hotham for working bee</p> <p>Working bee scheduled for 8/5 as well</p> <p>Targets collected inc the one in Melb</p>	PC	5 MIN
9.	Events Report	No Report			Abigail	5 MIN
10.	Coaches Committee Report	No Report			Barry	5 MIN
11.	Membership Committee Report	No Report				1 MIN
12.	Selection Committee Report	Jack Hirst – NST update as per Presidents Report			Colin	5 MIN
13.	Unification Committee Report	<p>Meeting to be held</p> <p>Affiliation Agreement to be reviewed and finalised</p> <p>Assets Transfer document to be drafted</p> <p>U&amp;G Committee should meet and review tracking to timeline</p>			Ben	5 MIN
14.	Marketing Uniform Branding Committee Report	<p>Uniforms – uniforms arrived. awaiting SWIX invoice. Uniforms with Bob.</p> <p>17/1 meeting being held for 2023 designs</p>		<p>SWIX meets requirements</p> <p>White beanie is for training not racing</p>	TH	5 MIN
15.	Athletes Commission Report	No Report			Boris & Isabella	5 MIN

16.	Isabella Moon Report	No report			Isabella	1 MIN
17.	Toscha Stopar Report	No report			Toscha	1 MIN
18.	Policies	NIF policies submitted		Awaiting feedback		
19.	Other Business I. NST Jack Hirst update II. Interns Update III. EO Appointment IV. Communications Manager Appointment v. MPIO / Child Safety Officer Update Vi. Damon Morton – IBU Report Vii. Board Charter Viii. Parent Conduct – KS Letter of Warning Ix. Strategic plan Status x. 2023 Calendar Xi. Coaching EOI			I.Update in Presidents report II.TH met with Kueva and awaiting meeting with Ruby III.Sent out new PD to applicants. 2 <sup>nd</sup> IV with Preyanash. IV.Defer comms manager V.Talk to Shooting Australia and Ice Skating. Advise membership there is a vacancy VI.As Per Presidents Report. BM advised Board wanted information from IBU re complaint. DM wanted it dealt with immediately. DM denied details. DM now wants it delayed until IBU information comes in. Once information comes in we will share with DM and ask for him to make representations then a decision can be made as to sanctions. VII.Reminder we are bound by Board charter VIII.3 issues - KS letter, DM letter and KS letter re conduct. Need to be careful re firearms and		

			<p>mental health. Parents have obligation to disclose medical information when accept position. Latest corr is difficulty with coach not just PS assessment. KS would hold board liable if hes made return. Training policy was agreed to by everyone. Returning to program doesn't change fact that there's an issue with Felix as well.</p> <p>BM PC SW to have call with KS/SS re return possibilities SS letter – review of camps to be completed at season end and not mid season. SOHO Conflict- There is no conflict. BM drafting a motion to be circulated for approval regarding there being no conflict with TH and SOHO BM to draft KS letter in coming weeks re conduct</p> <p>IX.Strategic plan updated and will be sent out this week for 10 days consideration.</p> <p>X.Need to finalise 2023 calender by mid Feb XI. EOI has been sent out for Level 0/1 course. Awaiting applicants</p>	
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20.	End 834 pm				
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