

## Board Meeting Minutes

<b>Date</b>	Sunday December 11 <sup>th</sup> 2022
<b>Start Time</b>	6.05PM AEDT
<b>Finish Time</b>	9:05PM AEDT
<b>Location</b>	Online
<b>Chair</b>	Paul Cullen
<b>Attendees</b>	Paul Cullen, Nicolle Greentree, Toni Hulme, Murray Johnson, David Windsor, Sandra Willis
<b>Apologies</b>	Ben Martin
<b>Minutes</b>	Nicolle Greentree

### 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</li> <li>• 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 / COMMENTS	APPROVALS	DESIRED OUTCOME	FACILITATOR	TIMING
1.	Welcome & Apologies	<p>Meeting open 6.05 PM PC advised that Brooke has tendered her resignation.</p> <p><a href="https://ausbiathlonassociation.sharepoint.com/sites/Australia%20Biathlon/Board/Forms/AllItems.aspx?isAscending=true&amp;id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F12%20December%2F1%2E%20Welcome%2C%20Apologies%2C%20Declaration%20of%20Interests%2C%20Introduction&amp;sortField=LinkFilename&amp;viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0">https://ausbiathlonassociation.sharepoint.com/sites/Australia%20Biathlon/Board/Forms/AllItems.aspx?isAscending=true&amp;id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F12%20December%2F1%2E%20Welcome%2C%20Apologies%2C%20Declaration%20of%20Interests%2C%20Introduction&amp;sortField=LinkFilename&amp;viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0</a></p>			PC	1 MIN
	<p>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</p>	<p>All board members to update their conflict of interests. New board members advised they have no conflicts of interests from any relationships with members in the last few years. David to disclose COI from his business and return to EO address for updating on website.</p>		<p>DW &amp; SW to update  Complete declaration of conflicts.</p>	PC	2 MIN
2.	<p>Minutes / Matters Arising / Actions</p> <ul style="list-style-type: none"> <li>- Confirmation of minutes of previous meeting</li> <li>- Circular Resolutions since last meeting</li> <li>- Matters Arising</li> </ul>	<a href="#">2. Previous minutes, Circular Resolutions since last meeting Biathlon Australia Board Meeting Minutes - 26th November 2022.docx</a>		<p>Proposed NG Seconded PC DW abstain SW abstain All in favour – Minutes approved</p>	PC	5 MIN
3.	President's Report	<a href="#">3. President Report - PC</a>		<p>Review and approve Proposed NG Seconded TH All in favour – Report approved</p>	PC	5 MIN
4.	Vice President Report	<a href="#">4. Vice President Report - BM</a>		N/A	BM	5 MIN
5.	<p>Finance, Risk &amp; Audit Committee Report <b><u>Bank Account Solution</u></b></p>	<p><a href="#">5. Finance Report - NG</a> Accounts monthly update Van disposal update</p>		<p>Receive accounts update Proposed - PC Seconded - TH</p>	NG	10 MIN

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		Van is still for sale is in Livignio. NG to resolve bank account issue / signatories. DW to assist.		All in favour Report approved		
6.	Executive Officer Report - Correspondence November	<a href="#">6. EO Report - BM</a> NG, TH and PC reviewing EO inbox		N/A		5 MIN
7.	IBU Report	<a href="#">7. IBU Report</a>  Nothing to report			PC	2 MIN
8.	AEPC Report - Masters Working Group Strategy	<a href="#">8. AEPC Report - TH</a> <a href="#">BA Masters Strategic Plan draft final DW 29 Nov 22 BK reply.docx</a>  First event was an improvement on last season. Working on IBU Cup 3 and 4 accommodation and transport. Flights and accom to end of season are locked in. TH provided update on Altenberg program. TH provided update on Europe and USA programs. Looks ok for qualification for YOG based on current results. Discuss need to improve shooting. If no snow in Altenberg there is a plan B locally. Discuss IBU recommending smaller countries teaming up with stronger countries. Funding comes from this system. Masters strategic plan – we should send marked up version to masters committee and organise a meeting.		Review and approve Review & approve Masters WG Strategy & advise next steps	TH	10 MIN
9.	Facilities and Assets Report - Update from Whisky Flat Precinct working party weekend - GPS Tracking quote - Toscha rifle - Cameras - Storage - Reorganise working bee dates so all directors can attend	<a href="#">9. Assets and Facilities Report - CC</a> <a href="#">9a. Hotham Precinct Planning Weekend Update</a> Update on working bee – thanks to those attended, update on planning committee GPS tracking quote coming. Storage in the moth – not large but effective storage would be of assistance. Talking to HRMB about storing Skidoo and Ginzu in their shed. Need cameras as rifles are stored on site. Hut to be demolished before winter season. Toscha removed a rifle without consent – PC to write to Tosha re return of rifle. Working Bee – Board is needed to attend to assist. It cant be left to the same families all the time.		Review and approve	PC – via report	5 MIN
10.	Events Report	<a href="#">10. Events Report - AC</a>		N/A	Abigail Clarke	1 MIN
11.	Coaches Committee Report - IBU Coach Education Course Selection Criteria	<a href="#">11. Coaching Report - BF</a> <a href="#">IBU Coach Course Board Email Discussion Chain.pdf</a> Background to 2022 process explained		No report submitted	Barry Field	5 MIN

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		EOI to go out for level 0 and 1 course. Selection committee to review the applications. SW to send out EOI. EOI close 7/1/23 Selection committee reply 18/1/23 Circulating resolution by 25/1/23				
12.	Membership Committee Report	No update, as no meeting held this past month  <a href="#">12. Membership Committee Report - GY</a>		No report	Seb Hales	1 MIN
13.	Selection Committee Report	<a href="#">13. Selection Committee Report - CY</a>		No report	Colin Young	1 MIN
14.	Unification Committee Report	<a href="#">14. Unification Report - BM</a>		No report	BM	5 MIN
15.	Marketing Uniform Branding Committee Report	<a href="#">15. Marketing Uniform and Branding Report - KS</a> DW / SW to get quotes for tshirts and hoodies. Branding meeting in January Aligning website and socials		No report	NG TH	5 MIN
16.	Athletes Commission Report	<a href="#">16. Athletes Commission</a>		No report	Boris Stanish & Isabella Moon	1 MIN
17.	Isabella Moon IBU Athlete Ambassadors for Sustainability Program Report	<a href="#">17. Isabella Moon Report - IM</a>		No report	Isabella Moon	1 MIN
18.	Toscha Stopar IBU Women's Mentoring Program Report	<a href="#">18. Toscha Stopar Report - TS</a>		No report	Toscha Stopar	1 MIN
19.	World University Games Lake Placid 2023	<a href="#">19. University Games - TH</a> Maddie has been employed as a coach 3 athletes Uniforms obtained Waxing resolved			TH	5 MIN
20.	Policies  - COVID / Health policy  - SIA Lodgement of 5 Policies	Covid policy released – Proposed PC, Seconded NG, all in favour SIA policies – TH to send to SIA the 5 NIF policies that are remaining. Need to send so we can get recognition in July 2023.			PC	10 MIN
21.	AGM Debrief	Have Consent and ASIC forms been lodged Responses to be given to members as part of newsletter of items raised in AGM. PC to do in newsletter.			PC	5 MIN
22.	Other Business - Board Charter - Familiarisation - Board Meeting Practice/Process Review - EO Appointment & Contractor Arrangements - 2023 Calendar	All board to confirm they have reviewed Board Charter Board Meeting Process – PC, DW, SW, BM to discuss  3 applicants. Need to consider if contractor / employee. Applications close 19/12, interview committee SW, TH, CY.				15 MIN

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	<ul style="list-style-type: none"> <li>- CAV lodgements</li> <li>- ASIC Lodgements</li> <li>- Vic Firearms</li> <li>- Consolidate/align social channels</li> <li>- Domain redirect on biathlonaustralia.com.au</li> <li>- Intern management</li> <li>- Darcie &amp; Damon (DW)</li> <li>- IBU Equipment Packs (DW)</li> </ul>	<p>Calendar – all invited and in sharepoint.            CAV – Lodgements to be arranged.            ASIC – NG emailed BM to lodge change of directorship forms.            Vic firearms – need to research how we do this. DW to research how to transfer from individual to company.            Social Channels – need to upgrade the website to the higher level of Rev. We can consolidate the websites after unification is completed. DW to look at renaming of social media accounts.            Domain – diverts to Rev website.            Intern management – TH / SW to liaise.            Darcie and Damon – background to coaching scenario provided to Board. Options available to Darcie were discussed. PC to circulate IBU email.</p> <p>Materials Distribution – to be advertised in the newsletter.            Salzburg testing has been completed.</p>				
23.	End	Meeting closed 9:05PM				