



Biathlon Australia Limited
ACN 167 329 044

Board Meeting Minutes

When 9am, 4 May 2023

Where Google Meet

Present Brett Jones, David Windsor, Murray Johnson, Sandy Willis, Tristan Creed

Apologies

Meeting opened at 9:02am

Chair

Unanimously resolved that David Windsor chair the meeting.

David welcomed everyone and thanked them for attending.

Matters arising from Minutes

Item	Who	When	Next Action
Change registered address	TC	By next meeting	
PO Box redirect etc	TC		
Board Charter review	BJ	ASAP	
ADF Interservice games response to Paul Garai	MJ	ASAP	
Appointment of Mark Bradford	DW & SW	8 May 2023	
Contact Carina Ford	DW	ASAP	

Pay Invoices Advise Greg Glanville	TC, DW, SW MJ	ASAP	
Replace Auditor	TC		
New public officer	TC		
Set up Wise Account	TC	ASAP	
Renewals & Website	MJ	ASAP	
Order targets	TC & MJ		
Work on acquittals Notify Greg McKenna	TC & MJ DW	ASAP	
Progress NF partnerships	MJ	Ongoing	
Share Isabella & Julia News	MJ	ASAP	
WYOG	DW	ASAP	
SA Alliance	DW	Ongoing	
Unification meeting	DW		
IBU 13 point plan	MJ & DW		
Sports integrity training table and plan	SW		
Damon Morton	DW	By next meeting	
Dismiss interns	SW	ASAP	

AOC AGM

Murray has kindly agreed to attend the AOC AGM on 5-6 May 2023 given that Sandy and David are unavailable.

The AOC have advised us that there are no motions / elections that need to be voted upon.

Resolution: Notwithstanding the foregoing the board unanimously resolved that Murray abstain from any votes given we don't have the time to consider them or seen proposed AGM agenda, resolutions.

General Business

The board considered, agreed and resolved the following:

Registered Address: to be updated to Tristan's accounting practice - Ground Floor 112 Wellington Parade, East Melbourne Vic 3002.

Tristan to advise Ian Fullagher to notify ASIC.

PO Box: **Tristan** to investigate whether the old PO Box is still operational and if so set up a redirect to his office / PO Box.

Board Charter: <https://cdn.revolutionise.com.au/site/u0zbgcsnuwofuce1.pdf>.

Brett to undertake a review of the Board Charter with a view to improvement.

ADF Annual Event at Hotham: BA member and chair of the Master's Committee Paul Garai, has requested to hold the ADF's annual interservice event at Whiskey Flat, Hotham from 31 July to 10 August 2023 for approximately 70 participants.

The ADF wish to book 12 of the 15 lanes during this period and manage the range as a whole.

Murray to respond to Paul Garai in the affirmative and also ask Paul if some ADF personnel would be willing to assist with the BA national championships the following weekend.

Mark Bradford: Everybody agreed that Mark is very impressive and would be an outstanding addition to the board.

Unanimous Resolution: Noting the powers in clause 13.10(a) of Biathlon Australia Limited Constitution the Board resolves under clause 13.10(a) that Mark Bradford be appointed as a director of Biathlon Australia Limited to fill the casual vacancy caused by the resignation of Paul Cullen and that Mark Bradford will hold office under clause 13.10(b) for the remainder of that vacating Director's term to the 2023 AGM.

David to instruct Ian Fullagher to notify ASIC.

Sandy to contact Mark Bradford for bio and prepare email to members.

Carina Ford: David advised the board that Carina Ford, Immigration Lawyer based in Victoria expressed an interest in possibly joining the board. David noted that Carina represented BA Member Jack Hirst against BA at the National Sports Tribunal in January 2023. Jack was not successful in the case. This experience piqued Carina's interest in BA.

David to reach out to Carina and see if she is still interested.

Finances

Bendigo Bank Balances: David reported that we have:

- \$501.54 in our Debit Mastercard Account
- \$295,021.27 in our Main Working Account
- \$137,141.09 in our Term Deposit Account (which has one month remaining in the term)

David reported that he has online and App access to our Bendigo bank accounts. Sandy has yet to be set up with online or App access yet. Tristan to assist Sandy with setting that up.

David reported that he has a Debit card

Tristan has access to our Xero and has set up an invoicing email address that hooks into Xero - biathlonaustralia.8076@app.hubdoc.com

Tristan tabled a draft Delegations of Authority spreadsheet. We didn't have time to discuss.

Outstanding Invoices: Agreed that all outstanding invoices be paid, including (without limitation) to our Auditor, Ian Fullagher, Greg Glanville, insurances, reimbursements to Murray and Sandy for their trip to Melbourne to meet ASC and Snow Australia, ASIC, Infotech.net.au, German motor vehicle usage, etc.

Tristan, David and Sandy to work together to get all invoices paid ASAP.

Murray to advise Greg Glanville that his reimbursement has been approved and payment will be forthcoming.

Tristan will be the board's point of contact for any new invoices.

Auditor replacement: Our auditor has resigned due to ill health. Tristan knows an auditor that might be interested in auditing our books. Tristan to follow up.

Wise: www.wise.com/au. Tristan to look into how BA can set up a Wise account. The key benefits being reduced foreign transaction fees and better exchange rates.

Public Officer appointment: Agreed to appoint Tristan as BA's public officer.

BA Fees & Membership Renewals: Agreed to keep all fees as they were last year, including (without limitation) \$50 membership & renewal fee and the \$200 family season pass. We can start the process of membership renewals.

Murray to work with Seb Hales to figure out how we start the renewal process in Revolutionise.

Insurances

Agreed that Range and Snow Australia insurances must be renewed.

Outstanding Membership Application Approvals

Murray to prepare a list of applicants for Board approval.

IBU Grants

Targets: Although we have yet to acquit the Target Grant the IBU have extended the time by which we can acquit this grant.

Murray has asked for quote and ETA on 2 targets from Bob Cranage. Bob has yet to provide a response.

Coincidentally, Tristan had previously reach out to Kurvinen (<https://www.biathlontargets.com/en/>) and has an understanding of the ordering process.

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.

David to advise Greg McKenna that we are working on it.

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

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

National Federation Partnerships: Cameron Morton and Aleks Stanish have been working together with a view to establishing a partnership with Poland and Switzerland. Cameron and Aleks have shared information with the Board and both have generously expressed

their commitment to assist the Board with most of the legwork – which is greatly appreciated.

We will need to submit IBU grant applications in concert with potential partners in support of these potential partnerships.

Unanimously resolved that **Murray** formally write to and engage with the Swiss.

Unanimously resolved that **David** formally write to and engage with the Poles.

IBU Camps

Summer Camp and Coaching Course:

BA have submitted applications on behalf of Lucy Glanville and Damon Morton for attendance at the IBU Level 2 course. We are awaiting a response from the IBU.

The board unanimously ratified this submission.

BA have submitted applications on behalf of Isabella Moon (athlete) and Julia Smusz (Coach) to attend the upcoming IBU Summer Camp. The IBU have advised us that these applications are successful.

The board unanimously ratified this submission and congratulate Isabella and Julia.

Importantly, it was not necessary to run a selection process for the above applications as we received limited expressions of interest.

Murray has advised Isabella and Julia and is seeking the commitment to attend. Once received **Murray** will send an email to members notifying them of this wonderful news.

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

Winter Youth Olympic Games selection

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

David to reach out to Colin and Paul regarding status of the draft selection process.

Nothing else was discussed.

Alliance with Snow Australia

Currently Confidential

Discussed generally and agreed to keep progressing.

David reported that Daniel has suggested that if any integrity / complaints / child protection issues pop up then we can refer them to Snow Australia in the meantime.

Tristan noted, and we all agree, that any deal will need to ensure that the sport and athletes are no worse off.

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

Biathlon Unification

The Board unanimously agreed that we are all committed to unification.

Murray reported that Brad Greentree is unwell at the moment so our next meeting will be next week.

David to email Brad advising that Brett, Tristan, Murray and David are available to meet at 2pm on Tuesday, 9 May 2023 and reminding him that we look forward to receiving a replacement director nomination.

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

Sports Integrity

Sandy reported that she's met with Sports Integrity Australia and they are extremely appreciative that she reached out to them.

Sandy advised that our members will need to do some anti-doping and child safeguarding training.

Sandy to compile and circulate a table of who needs to do what.

Sub-Committees

Not discussed. Held over

Other business

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

We will probably need to obtain legal advice from Ian Fullagher regarding all our options of how to deal with this.

David to discuss the background to this with Brett, Tristan and Mark.

Interns: Sandy reported that apparently, we have two interns however neither of them respond to her.

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

Meeting closed 10:11am

This is a true and correct minute of the meeting

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David Windsor

Director & Meeting Chair