



BOARD OF DIRECTOR MINUTES

Date/Time: Tuesday 20th February 2024 / 5:00pm (Melb time)

Location: On-line

Present: David Windsor (Chair)
Sandy Willis
Murray Johnson
Libby Maynard
Mark Bradford
Katerina Paul
Brett Jones

Guests: Robyn McEvoy (EO & minute taker)
Jen Krawczyk, (BA National Integrity Manager)

Apologies: Tristan Creed

Agenda

The agenda was confirmed by all present.

1. Update by Integrity Manager.

Jen provided a short introduction including her background and her remit as the National Integrity Manager, to adopt a framework of policies.

After speaking with SIA, it is not yet appropriate to adopt the SIA policies until BA has achieved NSO recognition status. As such, the best way forward is to rescind the previous policies and pause until BA has the go ahead from SIA.

Continue to work on Child safety policy, based on the National Child Safe Principles and the Member Protection Policy, noting that BA already has an anti-doping policy. Ian Fullagar to draft Competition Manipulation Policy. MJ noted that we have a grant from the NST for Ian Fullagar to assist BA in adopting both the Selection Appeals Policy and the Dispute Resolution Policies for non-NIF matters.

The website has been updated regarding current policies and some changed wording
Key item of note, to include a regular integrity/child safety slot, either in person or by written report for each Board meeting

All board members in agreement to keep the policy approach simple and to add a regular item to the monthly board agenda.

Action: - EO to add item to monthly agenda.

The Education plan is being prepared following Jen's conversation with SIA. BA should be able to use their Child safe training, SIA to confirm there is nothing in their training referring to SIA reporting protocols that would mean BA can't use their training.

Jen has also spoken to Katharina from the BIU, who is very excited that Jen has been appointed as this is one of the four strategic measures that they support. Jen will complete the BIU Integrity Training.

DW thanked Jen for the education plan and everything else that she is working on.

2. Minutes and Matters Arising from previous minutes

- Previous meeting minutes (Jan 24) with below updates mentioned by LM - approved.
 - Correction of Julia's name at point 5
 - Missing words regarding IBU coaches to **NOT** attend courses in consecutive years.
 - Review of board skills matrix is missing
 - The grant agreement that LM needs to sign picks up some of these items.
 - Clarification regarding Mark and Murray's board membership, that they are eligible for re-election in Oct 24, not precluded.
 - **Action:** EO to update Jan 24 minutes **Action completed.**

3. Declaration of Interests

Mark Bradford and Murray Johnson as parents of current BA athletes Noah and Samuel (respectively).

4. Matters arising from previous meeting.

- Equipment distribution. The board has noted that the request to Damon Morton regarding distribution of equipment has not been complied with.
- MB has brought back remaining equipment and expects some skis to come back that can be distributed to junior athletes. This equipment likely to be used as prizes during the Australian winter season.
- It should be made quite clear that any future distribution of equipment and uniforms received from the IBU goes through the board.

- **IBU Coaching course updates**

- Some coaches have received notification that they have been unsuccessful, others are still waiting and should advise the board once received.

- **Update from Katerina following conversation with Bob Cranage re: running a waxing course**

- Bob has some medical challenges and courses could only be held in Wodonga.
- Bob is keen to hold a session with some of the younger coaches to provide them with training regarding waxing of skis. Bob provided some restrictions to what he was prepared to provide.
- Bob has suggested holding something like rollerski races, come and try clinics or Biathlon for all event in conjunction with the wax training.
- Bob noted his potential conflict of interest / concern that he is the Australian distributor for Swix wax and the BA rain jacket contained advertising for Toko, a competitor for Bob. The Board noted that the rain jacket sponsorship was a one-off and we have no exclusivity or other obligations in respect of Toko.
- Bob would be interested in engaging/hearing more regularly from the board. The Board noted that Bob and every other member has been receiving 1-3 emails per week from the Board since March 2023. We are unsure how much more communicating we can do
- Kat noted that now not being able to use fluoro wax has completely flipped the game.
- BJ will work with Kat regarding more regular contact with Bob

- **Community Activation Grants**

- LM updated regarding the grants. The review of the constitution has been subsumed by the VicSport Grant (of \$30,000 from Dept of Sport and Recreation) and will be put on hold as part of the NSO recognition. BA will need to forward the constitution as part of this process and there will not be time to consider updating the constitution to meet the NSO timeframe. This review will be completed by an independent expert in Sporting clubs.
- BA to contribute \$2,000. **All were in agreement for this contribution and for LM to sign the documents.**

5. European Season update

- MB provided an update to the season since the Jan 24 board meeting, including:
 - Ongoing success for Junior Cup 3 & 4

- IBU are happy with Australia's success
- Information regarding Q points
- Update regarding who is and isn't likely to participate in Trimester 3
- Noah has improved his Q points
- Boris and Isabella both came 3rd in their respective regional events
- Update on Darcie's season so far – season going very well, ranked top 40,
- Discussed who might be likely to make the 2026 Winter Olympics
- Noted that all IBU & World Cup participation money is being passed directly through to the athletes
- Discussed challenges with coaches
- The relationship with the Polish and Czech teams has gone very well, with different pros and cons for each. DW noted that this European season has been much smoother with less drama than last season from a board perspective and SW thanked all who had come on board and contributed to this improvement.
- Damon Morton's previously provided written coaching update was taken as tabled and read

6. Polish official and athlete visit during Australian winter season

- The board (via Aleks Stanish) has received a proposal from the Poland's top official & coach, Aga, regarding the Australian Domestic Season.
- DW, MB and MJ have been discussing offline and all agree we invite them to Australia to run camps, common waxing and other assistance during our domestic season. This is a natural extension of our NF Partnership with Poland
- No objections from the board re: visits from officials and athletes from other nations. Further details to come regarding which individuals may come and the timing of their visit.
- It was noted this would be good for the partnerships with the countries and the Board believes that the IBU would be strongly in favour
- **Action:** DW to report back to Aleks Stanish

7. Community Activation Grants

- Grant closes on 4th March
- **Action:** LM to speak with KP offline regarding accessing Stream 3 funding to support training for volunteers in leadership positions and then put in application with options, depending on the level of funding received. LM to submit grant application

- Requirement to sit the exam at the end, if funding is received and BA needs to contribute some funding.

8. NSO status

- Matrix was missing
<https://ausbiathlonassociation.sharepoint.com/:x:/s/AustralianBiathlon/ESX6w9FgU7BJqR0Tq4ixFvgBDbubVa1OZgxaXv4Pp5Qarg?e=sgNR9b>
- **Action:** DW to work with RM to assign roles and update the matrix with items already achieved.

9. Committee re-establishment

- Considerable discussion regarding the re-establishment of committees
- DW to continue to liaise with Barry Field regarding TOR for a coaching committee
- BJ provided insight that aligning with Snow Australia committee structure (less is more) would help with integration at a later stage.
- Perhaps a Development Committee that covered high-performance and selection with tight TORs to reduce conflicts of interest would be an option.
- LM reported that when she and SW met with Sarah Styles and Lisa Hasker they indicated that it is preferable to have as few committees as possible. Lisa Hasker recommended forming a committee for a specific job and once completed (such as Olympic selections), disband and create new committees as requirements arise.
- MB keen to not rush the process, so that we get it right.
- BJ notes that clear documentation regarding coaching pathways and how to develop coaches is required.
- **Action:** BJ and KP to come up with a structure, potentially piggybacking off the current Snow Australia structure.

10. IBU Coaching Course update

- Heather has advised not successful.
- Expect Lucy not to be successful, as completed a course in 2023
- Have the new Coaching committee look at ways to develop coaches in Australia
- In the interim, continue to distribute training opportunities from IBU/Snow Aust to the coaches

11. Finance Risk Committee

- Needs to be re-established under the constitution
- Requires 2 – 3 members with audit/risk exposure
- 1 external party would be good

- Potential candidates – Mark B, Bronwyn Castle, Shirley Liew
- **Action: MB** to take the lead on this. Create TOR & proposal of members to approach.

12. Website refresh

- Robyn and Jen have updated some policy related areas of the website.
- DW requested to focus on current events. Potentially turn off references to committees not current.
- **Action:** MJ to work with RM on which areas need attention, with some legacy content to be removed post-30 June. You can use Seb where necessary.

13. BA Corporate Logos

- All happy with the concept of Est. 1977 in the lead up to the 50th anniversary
- MJ to send Karen's designs again.
- **Action:** DW to report to Karen that the board loves the logos presented.

14. Microsoft NFP status for free software

- DW has emailed MS several times, but due to being a national governing body, BA has been rejected. DW has replied regarding the small size of the club in the hope this will get us across the line.

15. Ecoaim meeting update

- DW met with Jeremy, who has asked for feedback between the Kiwi & Ecoaim options.
- DW will provide feedback and has asked if it was possible to receive merchandise to give to athletes.
- Some of the athletes at the Masters were also planning to check out Ecoaim while in Finland

16. Winding up of Australian Biathlon Union/Biathlon East Australia and Novation to NSW Biathlon

- Need NSW and Vic clubs to recognise BA as the SSO
- Outstanding grant in NSW creates a possible hurdle
- NSW likely to agree to wind up providing summer and winter training is organised and run by BA.
- May need Toni/Mark/Murray to remain on board to manage the grant project
- NSWB meeting in next week or two.
- **Action:** MJ/MB to report back following this meeting.
- **Action:** DW to speak to Toni following this board meeting

17. East Gippsland Biathlon Club Insurance and link to BA Website

- EGBC email to board re insurance and accessing BA website tabled and read
- Determined that EGBC will maintain their own insurance
- Determined that EGBC will not be granted access to the BA website.
- EGBC will be an affiliate member
- BJ will work with RMc to work out affiliate guidelines (similar to Snow Aust) that would be applicable to orgs such as EGBC & Buller Biathlon
- MJ advised that BA had allowed EGBC to be an “affiliate” for a 12 mth period
- If EGBC would like us to advertise events then we can do so on a case by case basis
- Potential use of laser rifles for events would go to a sub-committee and may be allowed if dates don't clash
- **Action:** DW to speak with CM to advise on outcome of discussion.

18. IBU Coaching

- Request from CM to change the policy on participation funding for coaches
- Determined that there would be no change mid-season. Resolved

19. Darcie Morton increase in budget/funding

- Budget for this season has been approved already, no mid-season changes
- DW to work with Morton's to find avenues for more money for DMKP spoke to fundraising during her time in Biathlon, being for the whole team (@\$40k)
- Would look to Darcie to provide a structured plan on how she will work towards making the Olympic team
- **Action:** DW & RMc to work on reply for Darcie

20. Aus PZB NF Partnership

- Partnership with Poland has been very positive. If any issues arose, they were dealt with quickly and effectively.
- Toscha reported to DW that she has been happy with their coaches
- **Action:** follow up with a post-season survey
- Karen Stanish has been invaluable as Team manager and helping get athletes and equipment to the right place at the right time and supporting the athletes during events.
- Wax support might need better co-ordination
- Poland team is keen to continue the relationship.
- Intention to begin planning much earlier for upcoming local and international seasons

21. Financials

- End of Jan 24 Financials provided post-Jan meeting.
- RM has had limited Xero use. TC will need to provide handover to RM
- LM noted that there was nothing of concern to note in the financials provided, but would like to see some reporting on projects against their budgets at a point in time
 - The board is keen to see the IBU receipts vs costs so far.

22. EO update

- Not much more to add over the website updates completed with Jen. Will work with Murray to identify items to turn off or remove.

23. General Items

- Murray & Mark reported on a Czech company that offers data analytics & training diaries, used by many teams. Price is \$2,000 set up fee and then approx. \$200 per athlete per year (this component would be an opt in, user pays option)
 - It was noted that the IBU will be developing their own version.
 - KP uses Best Star which is cheaper and effectively the same thing
 - **Action:** MB & KP to research and chat offline
- Paul Garai is keen to promote Biathlon on the CRC site. All agreed to this.
- Elite athlete letter draft has been provided by DW for Isabella Moon
- An update was provided on the shooting range project at Lysterfield Park (east of Melb.) also includes a rollerski track in this multi-purpose space.
- **Action:** MB to come back to International Coaching
- **Action:** DW to send emails thanking the Polish and the Czech teams

24. Next meeting – third Tuesday of each month - 19th March 2024 at 5pm (Melb time) online

- **Agenda** [BA Board Agenda_19032024.docx](#)

25. Matters arising from minutes

Item	Who	When
Invitation for next meeting	DW	ASAP
Report back to Aleks re: Polish official and athlete visit	DW	ASAP
Add regular integrity/child safeguarding slot to Board meeting	RMc	From next meeting

Community Activation Grant to be submitted	LM	By 4 th March (closing date)
NSO status	DW & RMc	Next meeting?
Sub-committee reestablishment structure proposal	BJ & KP	Next meeting?
Finance subcommittee TOR & proposal for members	MB	Next meeting
Provide feedback to Katrina re: corporate logo options	DW	ASAP
Reply to Toni's email regarding winding up of clubs/Novation to NSWB	DW	ASAP
Post BEA meeting feedback	MB & MJ	At March meeting
Respond to CM re: East Gippsland Insurance and links to BA website	DW	ASAP
Website update	MJ & RMc	As required
Reply to Darcie re: increase in budget	DW & RMc	ASAP
Xero handover	TC & RMc	
Data analytics and training diaries	MB & KP	Next meeting
International (or Jnr) Coaching	MB	?
Post-season survey re: NF partnerships	MB/MJ	After end of season
Send emails thanking Polish and Czech teams	DW	?

26. Update on actions from last meeting

Item	Who	When	Completed
Review AGM Minutes	Everyone	By next meeting	Yes

Discuss IBU Distributions with Damon	DW	ASAP	Yes
Advise Coaching course applicants of nomination to IBU	EO	ASAP	Yes
Advise unsuccessful Coaching course applicants	MB	ASAP	Yes
Contact Bob Cranage regarding teaching a ski waxing class at winter camps	KP	By next meeting	Yes
Circle back to Aleks & Simon Bedak regarding review of constitution	LM	By next meeting	?
Noah to be de-registered from IBU Junior cup 3 & 4 and to advise the IBU via IBU Scope	MJ	By next meeting	Yes

Meeting closed at 7:25pm