

## Board Meeting Minutes

<b>Date</b>	Sunday October 2 <sup>nd</sup> 2022
<b>Start Time</b>	3.00pm AEDT
<b>Finish Time</b>	3.30pm AEDT
<b>Location</b>	Online + Face to Face
<b>Chair</b>	Paul Cullen
<b>Attendees</b>	Paul Cullen, Ben Martin, Nicolle Greentree, Toni Hulme, Bruce Mann, Brooke Kneebush
<b>Apologies</b>	Gwen Young, Murray Johnson

### 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	MINUTES	FACILITATOR	TIMING
1.	Welcome & Apologies			Meeting opened at 3:00pm		
	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			Nil  Quorum present	BK	
2.	Minutes / Matters Arising / Actions - Confirmation of minutes of previous meeting - Action Summary - Circular Resolutions since last meeting - Matters Arising	<a href="#">BA BOARD MEETING SEP 11-2022 MINUTES.pdf</a>	Minutes approved		BMann	
3.	President's Report	<a href="#">Presidents Report - September 2022.pdf</a>		President to provide report posthumously	PC	
4.	Vice President Report			N.A	BMartin	
5.	Finance, Risk & Audit Committee Report	<a href="#">220904 AUGust 15 2022 statement.pdf</a> <a href="#">220910 August general ledger.pdf</a> <a href="#">220910 Balance Sheet.pdf</a> <a href="#">220910 Profit and Loss.pdf</a> <a href="#">220910 transaction report.pdf</a>	Approved	Annual accounts – auditor update, accounts update, Van update	NG	
6.	Executive Officer Report			- EO to identify in future - Are there any outstanding issues?	BMann	
7.	AEPC Report			Nil	TH	
8.	Facilities and Assets Report			Nil	Charles	
9.	Events Report			Nil	N.A	
10.	Coaches Committee Report			Minutes submitted	Barry Field	

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11.	Membership Committee Report			Nil	GY	
12.	Selection Committee Report			Nil	Colin Young	
13.	Unification Committee Report			Verbal Report Monthly meetings to be returned to the calendar (early Nov) 20 <sup>th</sup> Nov 5pm To review heads of agreement again and schedule	BMartin	
14.	Marketing Uniform Branding Committee Report			<p>Uniform:</p> <ul style="list-style-type: none"> <li>- TH is currently drafting an email to go to Bob &amp; go to Swix.</li> <li>- Communication for athletes drafted for cost, sizing etc. for orders. To go out this week.</li> <li>- Cost will be high, but this is the brand they wanted.</li> <li>- General member uniform to be offered post National Teams.</li> </ul> <p>Applications have been received from 11 interns. 2-3 to be appointed. Newsletter – PC to pull newsletter together on Friday – 11<sup>th</sup> October. For inclusion:</p> <ul style="list-style-type: none"> <li>- Race information Webinar</li> <li>- Masters Working Group</li> <li>- Policy Review WG</li> <li>- Announce Coaches</li> <li>- Announce National Team Members</li> <li>- 2 Day Strategic Planning Day</li> <li>- AGM Date</li> <li>- Ava replacing Ally</li> <li>- IBU Announcement</li> <li>- Policies have been adopted – now need</li> </ul>	TH	

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				to be “sent” to members (according to constitution) – news flash – after the review process, these are the policies that have been adopted.		
15.	Athletes Commission Report			Nil	Boris & Isabella	5 MIN
16.	Isabella Moon Report			Nil	Isabella	1 MIN
17.	Toscha Stopar Report			Nil	Toscha	1 MIN
18.	Uni Games			Confirmation not yet received. Timelines are getting tight. TH to call contact again.	TH & PC	1 MIN
19.	Overseas programs 2022/23			TH to try to get Coaches CVs ready ASAP (need to update Annaclara’s) and send to athletes with confirmation of National team OS program participation, 7 day response time with deposit.	TH	30 MIN
20.	Policies			<p>The Board resolved to approve the following policies:</p> <p>Whistle blower Policy</p> <p>Non-NIF Policies:</p> <ul style="list-style-type: none"> <li>- Conduct &amp; Disciplinary Policy</li> <li>- Review and Appeals Policy</li> <li>- Personal Grievances Policy</li> <li>- Code of Conduct Policy</li> <li>- Privacy Policy</li> </ul> <p>Board Charter</p> <p>Travel Policy</p> <p>Moved BK, Second BMartin carried.</p> <p>BK and TH to move the policies onto the website.</p> <p>Need to do member survey to meet – governance requirement – important to get out prior to AGM. (annual</p>	GY; TH; PC; MN	15 MIN

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				<p>requirement). TH – to talk to Blythe about this.</p> <p>Athlete Travel Policy – sent to Mark Bradford and Bridget Holder for review – no response (TH to reach out and give one more day). Policy to be sent with athlete final confirmation and deposit request.</p> <p>TH to work on NIF policies and send to Ian Fulager.</p>		
21.	Other Business			<p>Email to be sent to Daniel and Steve to set up a meeting with Snow Australia (to talk about interschools and the direction of BA for the next 12 months, general update on governance progress).</p>		
22.	End			Meeting Closed 3:30pm		