



Biathlon Australia Board Meeting

Meeting MINUTES June 5th

Date	Sunday June 5 th 2022
Start Time	6.00pm AET
Finish Time	8.13pm AET
Location	Online
Chair	Paul Cullen
Attendees	Paul Cullen, Ben Martin, Nicolle Greentree, Gwen Young, Brooke Kneebush, Taylor Field, Toni Hulme (guest), Bruce Mann,
Apologies	

Meeting Etiquette

Resolutions	<ul style="list-style-type: none">• Resolutions should not be proposed without prior notice to support due consideration• Resolutions should be provided in advance and included within the agenda with all supporting information• Resolutions will need to be supported by both a mover and a seconder• Once a resolution is supported by a mover and a seconder it will then be voted on• Resolutions passed/failed will be recorded in the resolutions register
Reports	<ul style="list-style-type: none">• Need to be emailed to the executive officer for inclusion in the agenda a week from the meeting date• Report documentation needs to be included in the meeting agenda as a supporting attachment to the relevant agenda item
Invited Guests	<ul style="list-style-type: none">• A guest is considered anyone other than appointed board members• Invited guests to the meeting must be listed in the agenda against the agenda item they are representing or talking too• Once the guest's agenda item has been concluded the guest will then be asked to leave the meeting
Apologies	<ul style="list-style-type: none">• Apologies are to be emailed or phoned to the executive officer
Conflicts of Interest	<ul style="list-style-type: none">• Each member is expected to declare active conflicts of interest at the commencement of each meeting
Sensitive or Personal information	<ul style="list-style-type: none">• 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
Action Items	<ul style="list-style-type: none">• Action item register is to be updated ahead of each meeting to track progress

AG.1	Attendance and apologies (Chair)
AG.2	Declaration of conflict of interest (Chair)
	<i>Paul Cullen and Ben Martin have children in the Development team</i>
AG.3	Acceptance of previous meeting minutes (Chair)
	Moved by: Bruce Mann Seconded by: Nicolle Greentree
AG.4	Review/Update of action Items from previous meeting
	<ol style="list-style-type: none"> Bruce Mann – email Jillian Colebourn and Darcie Morton regarding their plans for 2022-23 <i>No response from either athlete.</i> Paul Cullen – email to Cathryn Fettel to arrange meeting re: Shooting Australia. Toni Hulme – contacting prospective trainers for the Para Nordic program to establish their availability for On snow training and Organised with 1st session at Falls Creek completed and Perisher next weekend. Paul Cullen and Sebastian Hales to meet with Toscha Stopar and Paul Connor re: Masters event booking and progress. Paul Cullen to contact Paul Connor regarding possibility for him to become the range manager at Hotham. <i>Meeting held – Toscha and Paul agreed to role with caveat of receiving support through Range passes, fuel costs, Hotham passes.</i>
AG.5	Formal/significant correspondence (XO)
	<ol style="list-style-type: none"> Active kids vouchers <i>Sebastian hales is trying to get these vouchers.</i> <i>Question from board regarding whether we need to wait until we are a CLG?</i> Damon Morton and funding for the IBU Coaching course <i>Bruce Mann has contacted Damon and explained that this discussion occurs only at a board level with the Ibu.</i> <i>IBU has been contacted to request variation to funding application based on revised accommodation allocation.</i> <i>No response to that email as yet.</i> IBU National Federation survey <i>Completed</i> Budgetly invoices – ongoing communication concerns <i>Nicolle Greentree met with Budgetly and the account is now closed.</i> <i>Balance of funds to be transferred to Bendigo Bank.</i> IBU Coach Webinar on nutrition

	<p><i>Great idea for all athletes and coaches.</i></p> <p><i>Email to go out to Development team, YOG, YJWCH and Elite athletes.</i></p> <p>6. AOC ACQUITTAL update</p> <p><i>Was completed after significant correspondence to athletes and coaches both in Australia and overseas.</i></p> <p><i>AOC rejected submission because of a lack of detailed information.</i></p> <p><i>Currently updating and reviewing to meet requirements.</i></p>

AG.6	New / General business
	<ol style="list-style-type: none"> 1. University Committee & Masters Committee EOI's to be sent after SGM / sub-committees of AEPC? <i>Meet with Izzy Moon to gauge interest.</i> <i>Suggested that an email go out requesting support from Masters for a committee</i> 2. Risk Management <i>Risk needs to be acknowledged on every board meeting agenda</i> <i>Consequence of this is that board meetings need to change to ensure transparency</i> 3. Post SGM Meeting - Regular presentation of Financial Accounts – after SGM – best way to do <i>Each meeting must have a snapshot of the financial transactions for the month</i> <i>PDF image of the current status of bank accounts.</i> 4. Club sports grant – Nicolle Greentree <i>Pending?</i> 5. Voluntary workers personal accident insurance – Nicolle Greentree <i>Board decided that we did not need this.</i> <i>Amount of \$3200 – too expensive and unwarranted</i> 6. Review Board Meeting format <i>Brooke Kneebush has access to sample board meeting templates – email out to all board members for review</i> <i>Pre-meeting reports to be filed in Sharepoint folder attributed directly to board meetings</i> <i>Meetings move to monthly frequency</i> <i>Committee reports to be entered monthly – issue is how to do this and get regular reports when some committees are more active than others.</i> 7. IBU Congress <i>Paul Cullen, Brooke Kneebush and Toni Hulme to represent the new, unified organisation in Salzburg.</i> 8. Hotham State and National Races Timing support <i>\$10,000 – trying to get a more balanced approach with an Income vs Expense formula through entry fees to save money.</i> 9. Morgan Langer Education Services Quote <i>Very detailed and relatively expensive at \$12,500 for 9 sessions</i>

	<p><i>Board believes that it was too expensive and that each targeted group required only 1 session = \$6000</i></p> <p><i>Could the sessions be recorded for future use?</i></p> <p><i>What dates are we proposing?</i></p> <p>10. Rifle ownership</p> <p><i>Decided to review this again after we become a CLG</i></p> <p><i>BA needs to be the registered owners of these assets.</i></p> <p>11. Accountant to be appointed to do eofy</p> <p><i>Require a quote from an accountant to complete financials.</i></p> <p><i>Auditor appointment process to be reviewed as BA does not have one.</i></p> <p>ACTION: Ben Martin to review.</p> <p>12. Asset list - Charles Clarke to provision</p> <p><i>No assets list available yet</i></p> <p><i>Charles has sent an email requesting details of where the rifles are located.</i></p> <p><i>Board needs all equipment located in Victoria returned to Hotham asap</i></p> <p>13. Change of bank</p> <p><i>Bendigo is a difficult bank to access</i></p> <p><i>Need a bigger bank – possibly align with the same bank as Snow Australia. Consider availability of EU based hedging account to maximise value of IBU payments and supporting BA European programs. Will also avoid conversion fees.</i></p> <p>ACTION: Nicolle Greentree to investigate</p> <p>14. Logos and Uniforms</p> <p><i>Katrina Sparke and Sarah Bradford working on the design.</i></p> <p><i>Input from Bob Cranage.</i></p>
RI.1	Resolutions
	<p>That the board of Biathlon Australia support Paul Cullen, Brooke Kneebush and Toni Hulme attending the 2022 IBU Congress in Salzburg as our national federation representatives.</p> <p>Proposed: Ben Martin</p> <p>Seconded : Nicolle Greentree</p> <p>Carried - unanimously</p>