



Board Meeting Minutes

Date	Sunday August 11 th 2022
Start Time	6.09pm AEDT
Finish Time	8.31pm AEDT
Location	Online
Chair	Paul Cullen
Attendees	Paul Cullen, Ben Martin, Nicolle Greentree, Toni Hulme, Bruce Mann, Brooke Kneebush, Gwen Young, Murray Johnson
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

No.	TIME	ITEM DESCRIPTION	DOCUMENTS	APPROVALS	MINUTES & ACTIONS	FACILITATOR
1.		<p>Welcome & Apologies Present – Paul Cullen, Gwen Young, Nicolle Greentree, Toni Hulme, Murray Johnson, Brooke Kneebush (minutes) Apologies - Bruce Mann, Ben Martin</p> <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 Murray Johnson and Ben Martin have children in BA Development teams. Bruce Mann, Toni Hulme and Murray Johnson are/were members of BEA Executive Toni Hulme's daughter is a coach for BA and supported by BA to attend the IBU Level1 Coaching Course</p>	<p>https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F08%20Aug%2FConflict%20Register%20Update%20%2D%20BK&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0</p> <p>-</p>	For Approval	<p>Meeting opened 6:09pm</p> <p>Recommendation NOT to publish coach-athlete private coaching arrangements on website – APPROVED (to be managed internally)</p> <p>Coach-Athlete Interests Register – AEPC to be aware. When national team coaches apply for selection they declare athlete-coach relationships</p> <p>ACTIONS: TH to remove BMann from BEA EC Webpage, and then advise BK to remove BMann from Interests Register as BEA EC member.</p>	BK
2.		<p>Minutes / Matters Arising / Actions</p> <ul style="list-style-type: none"> - Declaration of Interests - ABOVE - Confirmation of minutes of previous meeting - Action Summary - Circular Resolutions since last meeting - Matters Arising 	<p>BM to insert link to minutes BA BOARD MINUTES JULY 7th 2022 .docx</p>		<p>Minutes approved</p> <ul style="list-style-type: none"> - It was noted that the action to distribute an EOI to fill casual vacancies for the Selection Committee was not completed. The Board subsequently decided that the existing 3 members are functioning well and that it is not necessary to recruit new members in the short interim before the AGM and resetting of Committees. - Vans Action – Luca is still not in Italy – will be back mid-August – PC to connect with Luca & Ettore in Trento and lock in dates for Luca to return the vans to Trento (the vans are currently registered in Luca's name). 	
3.		President's Report	<p>https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F08%20Aug%2FPresident%20Report%20%20%2D%20PC&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0</p>	Noting	Taken as read - accepted	

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4.		Vice President Report	https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F08%20Aug%2FPresident%20Report%20%20%2D%20PC&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0	Noting	Taken as read - accepted	
5.		Finance, Risk & Audit Committee Report <ul style="list-style-type: none"> - Evelyn Debt - Financial Accounts - Vans - Appointment of Auditor - Appointment of Public Officer - Appointment of Lex Sport as ASIC Agent - Name Change and legal structure change advise to: SnowAUS / Vic S&R / HRMB / Vic Firearms Registry / Bank - New Bank – suggest WBC or CBA - Ammunition - Jack invoice 	https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F08%20Aug%2FFinance%20Report%20%2D%20TF%20NG&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0 https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F08%20Aug%2FEvelyn%20Debt%20Update%20%2D%20PC&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0 https://ausbiathlonassociation.sharepoint.com/:x/r/sites/AustralianBiathlon/layouts/15/Doc.aspx?sourcedoc=%7BCDA3188F-B11C-4058-8CED-EC8E0FCFE913%7D&file=Biathlon%20Australia%20Asset%20Register.xlsx&action=default&mobileredirect=true&cid=3ce50fbb-5a64-42c4-9cc9-3c7e19123dc7		Accounts are with the accountant for 2021-2022. The Auditor has been emailed to confirm that they will conduct the Audit for the 2021- 2022 Financial Records. It should be noted that there are still some budgetly invoices not available (approx. 15%) ASIC Public Officer & Company Secretary – VP (Deputy Chair) – add to the portfolio of Ben Martin. ASIC Agent – NG is awaiting confirmation from accountant. Snow Australia has been notified of name change for insurance. ACTION: VIC S & R – BMann to notify of new entity name and change of address. ACTION: PC to notify Vic Firearms of new entity name and change of address (may need to reissue range licence), Registry Bank – staying with Bendigo Bank until a better alternative can be identified post Audit – ACTION: NC to notify bank of new entity and change of address Ammunition – BA needs to determine a minimal amount that should be held ie. for use in futures camps, C & T (suggest 2,000-5,000). Existing stock to be sold to members at \$12 per box. Moving forward the membership will be informed that licenced athletes will be required to provide own ammunition. ACTION – PC to reach out to Steve Meehan to inquire as to ADF wishes to purchase & take possession. ACTION – PC to additionally follow up with Steve Meehan regarding BA timing system leased to ADF for 20 years – May 2018. There may be	

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					<p>potential to on-sell the asset and recover some funds or ask that AFD purchase it outright.</p> <p>[REDACTED]</p> <p>ACTION: Asset register – Greg Glanville, Brad Greentree and TH to go to storage on 13th & 14th August to confirm existence. Value of rifles based on online research (even with depreciation, rifles will not drop below this rate). ACTION: PC to catch up with Charles on 8th August to follow up regarding rifles with John Mahon. 4 targets to confirm location (Neil Richardson has 2 new targets in Melbourne, Ryan Buckley may have two. There is a metal BA target at MISC supporting Paul Connor & Toscha Stoppar (MJ confirmed). ACTION: PC to request that Charles Clarke contact Neil Richardson and Ryan and also inquire regarding \$900 diamond back scope (PC believes this may be at the range TBC 13.08.22) – by 14th August 2022. ACTION: Test skis (with PC) & bindings (with TH) to be sold through the website online store (end of season sale). ACTION: PC to create certificate and letter to Minters to express appreciation for pro bono advice.</p>	
6.		<p>Executive Officer Report</p> <ul style="list-style-type: none"> - Correspondence - Cyber incident 	<p>https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F08%20Aug%2FCorrespondence%20%2D%20July%20%2D%20BM&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0</p> <p>https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F08%20Aug%2FCorrespondence%20%2D%20July%20%2D%20BM&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0</p>		<p>Confirm EO advised affected parties - BMann confirmed to PC that the 7 affected members had been informed.</p> <p>ACTION - Regarding IBU Elections – PC to circulate a list of candidates for decision at September BA Board meeting.</p>	

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			oard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F08%20Aug%2FEO%20Report%20%2D%20BM&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0			
7.		AEPC Report - coaching update - OS tour update [REDACTED] - Interview Panel for Coaches and Team Managers to be set up - Athlete Agreement to be drafted - Travel Policy to be drafted - Oberhof Camp to be chased up - National Team training camps in late Sept/early Nov and weekly training programs for National Team athletes	https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F08%20Aug%2FAEPC%20Report&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0		<p>Taken as read – Noted</p> <p>ACTION – PC to send Coach Job Descriptions to IBU.</p> <p>Regarding Iris Pessey, although she is currently not available to coach for BA, it is worth setting up a meeting to discuss potential future opportunities and promote to her what BA is trying to achieve – she is also supportive of BA at international events. ACTION – TH to contact Iris Pessey to set up a chat to follow up on the email.</p> <p>ACTION – PC to send out proposals to 3 x NSOs regarding potential camps prior to Tuesday 9th Athlete Pathway webinar.</p> <p>It was noted that BA should promote the skills and expertise that currently exists in Australia (including Board members) at the Athlete pathway webinar on 9th August 2022.</p> <p>ACTION: Reminder to Directors to register for 9th August 2022 webinar.</p> <p>[REDACTED]</p> <p>Interviews for Coaches – PC, BMartin, NG, BK to make up panel – note Child Safe Policy Interview Questions</p> <p>ACTION – BK to share example interview questions.</p> <p>Athlete Agreement and Travel Policy to be developed from Gymnastics & BEA/Snow Australia examples –</p> <p>ACTION: – GC (with assistance from PC).</p> <p>ACTION: BK to share Gymnastics Travel Policy.</p> <p>No response from Oberhof regarding coach yet – agreed to hold off.</p> <p>Regarding Martell and Antholz decision to be held off until after National Team selection.</p> <p>Selection Committee recommendations to be to Board by 19th August and aim to get offers out by end August.</p> <p>Between Sept and OS tours – ongoing National Team athlete training to be</p>	

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					offered weekly (at pay per user ie. \$30-\$40 per week) online by IBU Level 1 Coaches Damon Morton and Lucy Glanville (meets IBU requirement to be upskilling Level 1 Coaches and acquit \$16,500 Euros) – an Australian training camp could be conducted ie. AIS testing and/or Wodonga – ACTION: TH to prepare proposal and contact AIS to make a formal request. Lucy and Damon to be consulted – athletes given opportunity to choose coach.	
8.		Facilities and Assets Report <ul style="list-style-type: none"> - Rifle Ownership - Targets - Ammunition Acquisition and Support (Feedback from Vic Firearms) - Vic Polics Licensing and Regulation Division - Ammunition Response.pdf - [REDACTED] - Seb Hales Booking Officer role 	https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F08%20Aug%2FAssets%20and%20Facilities%20Report%20%2D%20CC&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0		Addressed in Finance Agenda item ACTION: NC to work out how to change address from VIC to NSW for rifle ownership. [REDACTED]	
9.		Events Report <ul style="list-style-type: none"> - contribution to Photographer - Aus Champs planning update entry numbers, including loops/courses, event volunteers/roles, run-sheet, release of start lists, etc - selection of National Teams – date to Selection Committee - Other items to consider? 	https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F08%20Aug%2FEvents%20Report%20%20%2D%20AC&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0		ACTION: PC and TH to meet on Tuesday 9 th August to cover off on volunteer roles for National Championships. Start lists etc. to be sent to everybody (not just coaches) on Friday evening 12 th August. Regarding photographer – it was agreed that spending funds on a “nice to have” is not sensible at this stage. ACTION: PC to arrange resort entry pass for Michal Trinko (AlpineTiming)	
10.		Coaches Committee Report	https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F08%20Aug%2FCoaching%20Report%20%2D%20BF&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0		NA	
11.		Membership Committee Report			NA	
12.		Selection Committee Report	Biathlon Australia Board Paper Selection Committee Report 07.08.22.pdf	For Noting	Taken as read - accepted	
13.		Unification Committee Report - Meeting held 1 August 2022	Click here for minutes		Taken as read - accepted	
14.		Marketing and Branding Committee Report	https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F08%20Aug%2FMarketing%20and%20Branding%20Report%20%2D%20MK&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0		Taken as read – accepted Buffs purchased for \$10 and to be sold for \$15	

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		<ul style="list-style-type: none"> - 50 buffs ordered for selling at Nationals and to be pre-sold on the shop - Uniform design pieces with Bob Cranage for sending off to SWIX - Advertising for 1 or two more interns posted to Sports People, sent to UTS, ICMS and ACPE 	tems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F08%20Aug%2FMarketing%20and%20Branding%20Report%20%2D%20KS&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0		Sizing chart for uniforms to be distributed with National Teams offers	
15.		Athletes Commission Report	15. Athletes Commission		<p>ACTION: BK – to email invitation on Monday 8th August to athletes regarding athlete in person meeting 13th August 2022.</p> <p>ACTION: TH to draft email advice to Athletes Commission to ensure appropriate agenda items for discussion at the meeting, suggest limit to 45-60 mins and that a survey will be distributed to BA members regarding events and areas for improvement following the season and that a Board Member be present as per Athletes Commission request.</p>	
16.		Isabella Moon Report	https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F08%20Aug%2FIsabella%20Moon%20Report%20%2D%20IM&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0		ACTION: EO to contact IM to request brief Board report monthly	
17.		Toscha Stopar Report	https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F08%20Aug%2FToscha%20Stopar%20Report%20%2D%20TS&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0		ACTION: EO to contact TS to request brief Board report monthly	
18.		Uni Games			Waiting for SportAUS confirmation late entry of biathlon is ok	
19.		Wax Policy			Adopted wax policy for winter 2022 was to continue to allow HF wax until IBU advises ban is going ahead. This was adopted as currently no method to test in AUS and IBU is still testing their own	

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					capacity with an updated expected in August 2022.	
20.		Ian Fullagar – ongoing retainer - Move a motion that we approve ongoing retainer of \$750 per month until End of November and then re-evaluate ongoing retainer		For Approval	Motion moved by PC to “Retain Ian Fullagar legal services until the end of November at \$750 per month and then evaluate our ongoing requirement”. Motion seconded by GY – Unanimously APPROVED Once policies are approved and SIA requirements are fulfilled, then it is envisaged that the relationship would evolve from a retainer to a time and materials relationship. ACTION – PC to seek guidance from Ian Fullagar regarding the actions of the previous Board and whether a motion should be passed confirming that the decision has been made to take no further action.	PC
21.		Board Strategy and Planning Weekend Confirm Date and + Location		Agreement	1 st and 2 nd October 2022 – 1.5 days Sydney ACTION: BK to email BMann and BMartin re: availability Gwen happy to join online but not available in person.	PC
22.		Other Business - Inclusion Policy - Commonwealth Games inclusion - Set Date of Strategic Planning meeting and location Next Meeting			Approve Inclusion Policy – Motion moved by TH to approve inclusion policy. Motion seconded by NG. Unanimously APPROVED Directors commit to & coaches required to complete PBTR Inclusion training – AGREED ACTION – BK to send link to Board Members for PBTR Inclusion Training Comm Games – not enough lead time for VIC 2026, but BA to discuss potential for biathlon inclusion in Canada Commonwealth Games Potential partnership with Modern Pentathlon to be pursued (also Shooting Australia and laser shooting, as a discipline by itself) Potential for summer biathlon at 2032 Olympic Games to be pursued	
23.		End			Meeting closed 8:31pm	