

Board Meeting Minutes

Date	Sunday September 11 th 2022
Start Time	6.05pm AEDT
Finish Time	8.35pm AEDT
Location	Online
Chair	Paul Cullen
Attendees	Paul Cullen, Ben Martin, Nicolle Greentree, Gwen Young, Toni Hulme, Bruce Mann, Murray Johnson
Apologies	Brooke Kneebush

Meeting Etiquette

Resolutions	• 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	• 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	• 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	• Apologies are to be emailed or phoned to the executive officer
Conflicts of Interest	• Each member is expected to declare active conflicts of interest at the commencement of each meeting
Sensitive or Personal information	• 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	• Action item register is to be updated ahead of each meeting to track progress

No.	TIME	ITEM DESCRIPTION	DOCUMENTS	APPROVALS	MINUTES & ACTIONS	FACILITATOR
1.		Welcome & Apologies 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	https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F08%20Aug%2FConflict%20Register%20Update%20%2D%20BK&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0 -	For Approval	Meeting opened 6:05pm No more different Declaration of Interests needed to be lodged.	BM
2.		Minutes / Matters Arising / Actions - Declaration of Interests - ABOVE - Confirmation of minutes of previous meeting - Action Summary - Circular Resolutions since last meeting - Matters Arising	BM to insert link to minutes BA BOARD MEETING 7 AUGUST 2022 MINUTES.docx		Minutes approved	
3.		President's Report	https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F08%20Aug%2FPresident%20Report%20%20%2D%20PC&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0	Accept	Taken as read - noted	
4.		Vice President Report	https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F08%20Aug%2FPresident%20Report%20%20%2D%20PC&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0	Accept	ACTION: BMartin to work through the 3 requests from the IBU related to unification ACTION: All board members to complete skills matrix in SharePoint ACTION: To ensure the CLG proceeds, BMartin or GY to be appointed as company secretary MOTION: The Board of Biathlon Australia approve the appointment of Gwen Young as the company secretary. Moved: NG 2nd: MJ	

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5.		Finance, Risk & Audit 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%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-EC8E0CFE913%7D&file=Biathlon%20Australia%20Asset%20Register.xlsx&action=default&mobileredirect=true&cid=3ce50fbb-5a64-42c4-9cc9-3c7e19123dc7		Unanimously approved. ACTION: Ian Fullagar to provide advice for the AGM ACTION: Accreditations from members to be added to the back end of the website, including Anti-doping certificates – BK ACTION: BMann to contact DJPR regarding the final payment of Sports grant – new contact is Ben O'Brien	
6.		Executive Officer Report	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 https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoard%20Agenda%20and%20Minutes%2F2022%2F08%20Aug%2FEO%20Report%20%2D%20BM&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0	Accept	Review and approve	

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			98a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0			
7.		AEPC Report	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		Verbal report presented. Masters sub committee ACTION: follow through with the 3 nominated volunteers - BK University student sub committee ACTION: Defer to 2023 Athlete pathway ACTION: Discussed at Strategic planning weekend Athlete tiles for National team athletes Considered but deemed unnecessary ATM	
8.		Facilities and Assets Report	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		- Decision on Test skis – Retain skis - Decision on bindings – Use on RS - One remaining rifle to have location confirmed ACTION: BMartin to check licensing regulations. Currently not in our name so license holder should report rifle stolen Ammunition ACTION: Sell 4000 rounds, keep 2000 rounds Change of locks at the Moth – proposed 03/04 December to do this and to do an overall check of course loops etc. Security of BA assets Purchase of target – still waiting on email from KURVINEN Location of targets still TBC ACTION: PC to contact Neil Richardson and Ryan Buckley to get targets back to Hotham for 03/04 Dec.	
9.		Events Report	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		Review and approve Online diary (Sharepoint0 needed to keep board up to date ACTION: PC to investigate	

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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		Review and approve Webinar / FAQ on website to go through Event rules, IBU rules, Rifle rules – OCTOBER 11 th ? ACTION: Need to invite speakers, presenters and all athletes and coaches. Bob Cranage and Charles Clarke suggested as Q and A presenters.	
11.		Membership Committee Report			NA	
12.		Selection Committee Report	Biathlon Australia Board Paper Selection Committee Report 07.08.22.pdf		Selection policy for International camps to be delayed until 2023	
13.		Unification Committee Report	Click here for minutes		Still working on getting formal recognition from sport Australia.	BM
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%20KS&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0		Review and approve Final designs being worked on with SWIX Checking colours with Snowsport Australia Designing Hoodie, jackets and polos now	TH
15.		Athletes Commission Report	15. Athletes Commission		Scope for the committee to function better There needs to be a clearly defined list in the Whatsapp group of which athletes are Under 18 – we have contacted chairs but no response Risk of breach of Child safety regulations Minutes are produced but need details of action item followups. Needs more balanced input from attendees Poor organisation with unrealistic expectations of what can be achieved ACTION: Chairpersons to be contacted ASAP because to discuss the above.	
16.		Isabella Moon Report	https://ausbiathlonassociation.sharepoint.com/sites/AustralianBiathlon/Board/Forms/AllItems.aspx?id=%2Fsites%2FAustralianBiathlon%2FBoard%2FBoard%2FMeetings%2FBoar		Not submitted	

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			d%20Agenda%20and%20Minutes%2F2022%2F08%20Aug%2FIsabella%20Moon%20Report%20%2D%20IM&viewid=798a2a2b%2D5b78%2D46fc%2D83dc%2Ddce0d6eb0ec0			
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		Not submitted	
18.		Uni Games			Verbal Report BA wanted to work directly with university sport on this – No Luck currently. Need Sport Australia consent for involvement CONSIDERATION: Do we contact the AOC?	TH
19.		Overseas Programs 2022-23			Review and Approve Majority of details to be finalised on Strategic planning weekend Coaches to be appointed through interviews Budget to be finalised Athlete announcements Athlete interviews conducted Documentation to be started	TH
20.		Strategy Weekend			Saturday October 1, 11-6 Sunday October 2, 10-4 Strategic planning for next few years – committee structure, finance models, communication strategies, paid employees	PC
21.		Other business			Organisation of athlete meetings on teams  Congress voting Active kids – ON HOLD but we are now pursuing registration through Seb Hales.	PC
22.						

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23.		End			Meeting closed 8:35pm	