ABN: 86 973 753 106

INC No: A0047633A

**Secretary’s Postal Address (for General Correspondence):**

Naval Association of Australia Victorian Secretary: 6 Coghlan Street, NIDDRIE, VIC. 3042

**Chief Finance Officer/Treasurer Postal Address (for Capitation Returns):**

4 Gayle Court, CLAYTON SOUTH, VIC. 3169

**AGENDA**

**VICTORIAN SECTION EXECUTIVE MEETING**

**COMMENCING (Insert time and date)**

**AT (Insert location - or**

**Zoom)**

**Meeting Opening and welcome:**

**Housekeeping. Conflict of Interest. Emergency Brief (if required)**

**Recording of the virtual meeting using Zoom**

**Item A.**

**Tribute to our shipmates. Vales:**  **Chair**

1. **Apologies:**  **Secretary**
2. **Attendees: Secretary**

**Item B.** **Confirmation of Previous Meeting Minutes.** Reference: Paper One **Secretary**

**Item C. Business Arising from the Previous Meeting Minutes Secretary**

SITREP of tasks provided in Paper Two - [Task List post (Insert relevant dated file here).](https://navalassoc.org.au/sites/default/files/Paper%20Two_Task%20List%20Post%2027%20May%202023%20V1.03_0.docx)

**Correspondence and Associated Actions.** [Reference: Paper Three](file:///D:\Correspondence%20Register)

Documents of Significance:

**Item D. Treasurer’s Statement and Accounts for Payment**

Reference: Paper Four - [Finance Report to (Insert relevant dated file here)](file:///D:\Correspondence%20Register\finance%20report_31May2023.eml) **CFO**

Review [Section estimated expenditure to (Insert relevant dated file here)](file:///D:\Correspondence%20Register\Projected%20budget%20July%20to%20December%202023.eml)  **CFO**

**Item E. Reports.**

Sub-section Reports. Reference: Paper Five.

**Membership**

**DVA Report.**

**ESO Report.**

**Item F. Notice of Motion.** Nil

**Item G. Election of Officers**

**Item H. General Business**

**Other:**

1. [**Calendar**](https://navalassoc.org.au/sections/vic-v00) **(Including Commemoration Services\_**
2. **Periods of absence**

[Next meeting.](https://navalassoc.org.au/sections/vic-v00)

**Closure.**