**VICTORIA SECTION Inc.**

**Victorian President** **Victorian Secretary**  **Victorian Treasurer**

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**AGENDA**

**VICTORIAN SECTION EXECUTIVE MEETING**

**COMMENCING 1030 19 JULY 2023**

**VIA ZOOM**

**Meeting Opening and welcome:** The purpose of this meeting is to provide Situation Reports (SITREP) as at Item C, discuss Finance at Item D, resolve or otherwise the business at Item G and Item H.

**Housekeeping.** Are there any perceived or actual conflicts of interest from Council members on any of the Council agenda items? If so, disclose them now to enable your separation from that item(s) decision making and for your acknowledgement to be registered in the Conflict-of-Interest Register.

You will be asked to answer yes or no regarding an actual or perceived conflict of interest.

**Recording of the virtual meeting using Zoom.** In accordance with the NAA laws and Victorian Law the administrator of a meeting is to ask the attendees if there are any objections to the meeting being recorded. Victorian law states that should one person object to the recording the meeting is not to be recorded.

You will be asked to answer yes or no regarding the recording of the meeting.

**Item A.**

**Tribute to and our shipmates.**  **President**

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

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

[Previous Victorian Executive Meeting minutes dated 24 May 2023.](https://d.docs.live.net/ae6bf807faa4e792/Meeting%20_Council%2027%20May%202023/Meeting_Executive%2024May2023/Draft%20Minutes_VICTORIA%20SECTION%20Executive%20Meeting_V1.00%20at%2024%20May%202023.docx)

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

SITREP of tasks provided in Paper Two - [Task List post 22 April 2023.](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](https://d.docs.live.net/ae6bf807faa4e792/Correspondence%20Register)

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

Reference: Paper Four - [Finance Report to 30 June 2023](https://d.docs.live.net/ae6bf807faa4e792/Correspondence%20Register/finance%20report_31May2023.eml) **Treasurer**

Review [Section estimated expenditure to 31 December 2023](https://d.docs.live.net/ae6bf807faa4e792/Correspondence%20Register/Projected%20budget%20July%20to%20December%202023.eml) **Treasurer**

**Item E. Reports.**

Sub-section Reports. Reference: Paper Five.

**Membership**

**Reference: NAA Dashboard.** 158 Financial members. No change from the last Council meeting.

**DVA Report.**

**ESO Report.**

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

**Item G. Election of Officers**

Casual Vacancy – Section Secretary Expression of Interest- Ange Kenos. ***Decision:*** ***Ratification of the Expression of Interest.***

**Item H. General Business**

1. By-law re Disposal of Sub-section Funds. **Decision: *Support* the proposal or *not***
2. Removal of Medals from Convicted SAS members. **Decision: *Support* the SAS Association or *not***
3. **Dandenong Sub-section Motion:** That the 2024 Victorian Section Annual General Meeting is accompanied by a seated luncheon, at a RSL of choice, for all financial members and partners where the cost of the meal and beverage is paid individually by those attending. ***Decisions: Where? Who? How? Open to Victorian members? What resources are necessary?***
4. SITREP: [Audit of Compliance – Section Council processes, procedures, and policies against the ACNC self-assessment template.](https://d.docs.live.net/ae6bf807faa4e792/Compliance/self-evaluation_for_charities_ACNC_Completed.docx)
5. SITREP: Task list resourcing – People, Money, Authority, Responsibilities.
* Welfare Frequently Asked Questions (FAQ) (Under Development) **Proposed** Box Hill Sub-section.
* Sub-section New Member Checklist (Under Development) **Proposed** Geelong Sub-section.
* Bereavement Package (Under Development) **Proposed** Melbourne Sub-section.
* Executive Forum (Under Development) **Proposed** Sub-section Dandenong.
* First Aid Training Update and equipment (Under Development) ***Allocated*** *to South Western Sub-section.*
* Memorabilia and Honour Boards (Under Development) ***Allocated to***  *East Gippsland Sub-section.*
* ANC Award Sponsorship (Under Development) **Proposed** Frankston Sub-section.
1. Section WHS. Risk Register [population](https://navalassoc.org.au/sites/default/files/NAA%20Risk%20Assessmnet%20and%20Hazard-Risk-Assessment%20Register%20V1.03%20as%20at%2016%20June%202023_0.xlsx). Ratification required.

**Other:**

1. [Calendar](https://navalassoc.org.au/sections/vic-v00)
2. Periods of absence

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

**Closure.**