**VICTORIA SECTION Inc.**

**Patron: The Governor of Victoria**

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

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**AGENDA,,**

**VICTORIAN SECTION EXECUTIVE MEETING**

**COMMENCING 1100HRS 24 MAY 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 in advance of 27 May 2023 Council 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 18 February 2023.

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

SITREP of tasks provided in Paper Two - Task List post 18 February 2023. \

**Correspondence and Associated Actions.** Reference: Paper Three

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

Reference: Paper Four

**Item E. Reports.**

Sub-section Reports. Reference: Paper Five.

**DVA Report.**

**ESO Report.**

**Item F. Notice of Motion**

**Dandenong Sub-section Motion:** That the 2024 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. The Executive would move the Dandenong motion is noted for the July 2023 Council meeting agenda.

**Item G. Election of Officers**

Nil.

**Item H. General Business**

1. J.S. Dickson Sub-section – General discussion to determine the way ahead.
2. [Conflict of Interest Policy.](https://navalassoc.org.au/sections/vic-v00) Draft policy developed in the absence of any other reference.
3. [Audit of Compliance](ACNC%20self-evaluation_for_charities.docx) – Section Council processes, procedures, and policies against the ACNC self-assessment template.
4. Section Funding – Options Paper. What is/are the preferred option(s)? Consider appointing Joy Emmett as the Section fundraising officer.
5. [Operating budget for 2023](https://navalassoc.org.au/sections/vic-v00)
6. [Task list resourcing](https://navalassoc.org.au/sections/vic-v00) – People, Money, Authority, Responsibilities.

* Welfare Frequently Asked Questions (FAQ) (Under Development)
* Sub-section New Member Checklist (Under Development)
* Bereavement Package (Under Development)
* Executive Forum (Under Development)
* First Aid Training Update (Under Development)
* Memorabilia and Honour Boards (Under Development)
* ANC Award Sponsorship (Under Development)

1. [Section WHS.](https://navalassoc.org.au/sections/vic-v00)
2. Sub-section WHS.
3. [Section website.](https://navalassoc.org.au/sections/vic-v00) The source of delivery of information between the Section and Sub-sections.

**Other:**

1. [Delegation of Authority Letter for Responsible persons.](Financial%20Delegation%20Letters/Delegation%20of%20Authority%20Letter%20Section%20Chief%20Finance%20Officer%20(Treasurer).docx)
2. Letters of Appointment for Responsible persons for the Naval Association of Australia, Victorian Section.
3. National Council meeting SITREP
4. Calendar
5. Periods of absence

Next meeting.

**Closure. …**