**VICTORIA SECTION Inc.**

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

Graham Thomas Graham Don

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**DRAFT MINUTES**

**VICTORIAN SECTION EXECUTIVE MEETING**

**COMMENCING 1600 19 JULY 2023**

**VIA ZOOM**

Meeting open at 1600.

**Meeting Opening and welcome: 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 preparation for the 22 July 2023 Section Councill meeting.

**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 meeting minutes and Conflict-of-Interest Register.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Chair | VP B | VP C | CFO | Committee A | Committee B |
| Yes |  |  |  |  | - |  |
| No | X | X | X | X | - | X |

**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. Is there an objection to recording this meeting?

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| --- | --- | --- | --- | --- | --- | --- |
|  | Chair | VP B | VP C | CFO | Committee A | Committee B |
| Yes |  |  |  |  | - |  |
| No | X | X | X | X | - | X |

A quorum was achieved.

**Item A. Tribute to and our shipmates.** The Chair recited the Naval Ode and the Ode to the Fallen.

1. **Apologies:** Joy Emmett-Committee A**. Visitor:** Ange Kenos
2. **Attendees:** Sean Derrick-Committee B, Graham Don-CFO, Lee Andrews-VPB, Ron Evans-VPC and Graham Thomas-Chair.

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

Previous [Victorian Executive Meeting minutes dated 24 May 2023.](F:\\Meeting _Council 27 May 2023\\Meeting_Executive 24May2023\\Draft Minutes_VICTORIA SECTION Executive Meeting_V1.00 at 24 May 2023.docx)

Moved Secretary the [Victorian](file:///F:\Meeting%20_Council%2027%20May%202023\Meeting_Executive%2024May2023\Council%20Meeting%2022%20Apr%202023\DRAFT%20Minutes%20Victorian%20Executive%20Meeting%2018FEB23%20V1.01.docx) Section Executive meeting minutes of 24 May 2023 be accepted.

**Seconded**: VP C

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Chair | VP B | VP C | CFO | Committee A | Committee B |
| For | X | X | X | X | - | X |
| Against |  |  |  |  | - |  |

**Decision**: Carried.

**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)

**Commentary:** Nil.

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

The correspondence of significance is:

[ACNC advice – Change of Sub-types](file:///F:\Correspondence%20Register\ACNC%20application_%20Naval%20Association%20Of%20Australia%20Victoria%20Section%20Inc%20CRM_002620000455.eml)

[Corporate Partnerships](file:///F:\Correspondence%20Register\CORPORATE%20PARTNERSHIPS.eml)

[DHAAT Response to NAA Submission for a Review of decision not to award a VC to LCDR Rankin and LS Taylor](file:///F:\Correspondence%20Register\DHAAT%20Response%20to%20NAA%20Submission%20fo%20a%20Review%20of%20decision%20not%20to%20award%20a%20VC%20to%20LCDR%20Rankin%20and%20LS%20Taylor.eml)

[Investment Account](file:///F:\Correspondence%20Register\Investment_transfer.eml)

[J S Dickson Subsection members](file:///F:\Correspondence%20Register\J%20S%20Dickson%20Subsection%20.eml)

[Minutes for the May 23 National Council AGM](file:///F:\Correspondence%20Register\Minutes%20for%20the%20May%2023%20National%20Council%20AGM.eml)

[National Council Meeting - Launceston November 2023](file:///F:\Correspondence%20Register\National%20Council%20Meeting%20-%20Launceston%20November%202023.eml)

[Letter to Min Vet Affairs in order to Harmonisation of VEA, DRCA and MRCA Acts](file:///F:\Correspondence%20Register\NP%20Letter%20to%20Min%20Vet%20Affairs%20irt%20to%20Harmonisation%20of%20VEA,%20DRCA%20and%20MRCA%20Acts.eml)

[Governor's Oration - The Contributions of Governors’ Spouses - Tuesday 30 May 2023](file:///F:\Correspondence%20Register\OFFICIAL_%20Governor's%20Oration%20-%20The%20Contributions%20of%20Governors’%20Spouses%20-%20Tuesday%2030%20May%202023.eml)

[Coronation Reception Government House Tuesday 23 May moved to Monday 29 May 2023](file:///F:\Correspondence%20Register\OFFICIAL_%20IMPORTANT%20RESCHEDULE_%20Coronation%20Reception%20Government%20House%20Tuesday%2023%20May%20moved%20to%20Monday%2029%20May%202023.eml)

[Patronage](file:///F:\Correspondence%20Register\Patronage%20Governor%20of%20Victoria.eml)

[DFWA Media Statement - re Appointment of MAJGEN Fox AM, CSC to Chief of Personnel](file:///F:\Correspondence%20Register\Re_%20DFWA%20Media%20Statement%20-%20re%20Appointment%20of%20MAJGEN%20Fox%20AM,%20CSC%20to%20Chief%20of%20Personnel.eml)

[REQUEST FOR REFERENCE - NAVAL ASSOCIATION OF AUSTRALIA VICTORIAN SECTION](file:///F:\Correspondence%20Register\REQUEST%20FOR%20REFERENCE%20-%20NAVAL%20ASSOCIATION%20OF%20AUSTRALIA%20VICTORIAN%20SECTION.eml)

[RSL Victoria - Stakeholder Survey](file:///F:\Correspondence%20Register\RSL%20Victoria%20-%20Stakeholder%20Survey.eml)

[News, views and happenings for NFPs](file:///F:\Correspondence%20Register\News,%20views%20and%20happenings%20for%20NFPs.eml)

[2023 Premier's Anniversary of Anzac Day State Luncheon](file:///F:\Correspondence%20Register\RSVP%20closing%20today_%202023%20Premier's%20Anniversary%20of%20Anzac%20Day%20State%20Luncheon.eml)

[Russell Pettis - Order of Australia awarded in Kings Birthday Honours](file:///F:\Correspondence%20Register\Russell%20Pettis%20-%20Order%20of%20Australia%20awarded%20in%20todays%20Kings%20Birthday%20Honours.eml)

[Tax concessions endorsement for NAVAL ASSOCIATION OF AUSTRALIA VICTORIA SECTION INC](file:///F:\Correspondence%20Register\Tax%20concessions%20endorsement%20for%20NAVAL%20ASSOCIATION%20OF%20AUSTRALIA%20VICTORIA%20SECTION%20INC.eml)

[Victorian West Metro Veteran - Networking Session](file:///F:\Correspondence%20Register\Victorian%20West%20Metro%20Veteran%20-%20Networking%20Session%20.eml)

[RESIGNATION OF THE SECTION SECRETARY](file:///F:\Correspondence%20Register\RESIGNATION%20OF%20THE%20SECTION%20SECRETARY.eml)

[Casual vacancy - National Secretary](file:///F:\Correspondence%20Register\Casual%20vacancy%20-%20National%20Secretary.eml)

[Memorabilia](file:///F:\Correspondence%20Register\Memorabilia_request%20from%20Carol%20Marshall.eml)

[Monthly Australian Veteran Community Issues Meeting](file:///F:\Correspondence%20Register\Monthly%20Australian%20Veteran%20Community%20Issues%20Meeting%20.eml)

[Victorian Section Secretary Expression of Interest](file:///F:\Correspondence%20Register\Section%20Secretary_EoI_Ange%20Kenos.eml)

**Moved** President **that** the Correspondence Register be accepted as tabled.

**Seconded**: CFO

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| --- | --- | --- | --- | --- | --- | --- |
|  | Chair | VP B | VP C | CFO | Committee A | Committee B |
| For | X | X | X | X | - | X |
| Against |  |  |  |  | - |  |

**Decision**: Carried.

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

Reference: Paper Four - [Finance Report to 30 June 2023](file:///C:\Users\EGNAA10\Documents\Council%20Papers\Council_Meeting%2022%20July%202023\Correspondence%20Register\finance%20report_31May2023.eml) **Treasurer**

Receipts: $5053.24 (transferred from investment account)

Expenditure: $-997.94

Surplus: $4055.30

Expenditure Summary: $326.00 (National Council Travel, Chair)

$287.67 (Governor’s Oration, J Clifford)

$384.27 (State Reception Government House, Chair)

Reconciliation: Ledger balance at 01 June 2023: $6690.75

Receipts to 30 June 2023: $5053.24

$11743.99

Expenditure to 30 June 2023: $-997.94

$10746.05

Balance IAW bank statement: $10746.05

Monetary Assets: General Account: $10746.05

Patriotic Welfare Account $ 198.62

Investment (for 6 [months@3.8%](mailto:months@3.8%25)) $58000.00

$68944.67

Review [Section estimated expenditure to 31 December 2023](file:///C:\Users\EGNAA10\Documents\Council%20Papers\Council_Meeting%2022%20July%202023\Correspondence%20Register\Projected%20budget%20July%20to%20December%202023.eml) **Treasurer**

**Moved** Treasurer **that** the Statements and Accounts and payments be accepted and ratified.

**Seconded**: VP C

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| --- | --- | --- | --- | --- | --- | --- |
|  | Chair | VP B | VP C | CFO | Committee A | Committee B |
| For | X | X | X | X | - | X |
| Against |  |  |  |  |  |  |

**Decision**: Carried.

No business arising from the Statement of Accounts. **Commentary:** Nil.

**Item E. Reports.**

Sub-section Reports. Reference: Paper Five.

**Moved** President that the Sub-section Reports be accepted as read.

**Seconded**: Committee B

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| --- | --- | --- | --- | --- | --- | --- |
|  | Chair | VP B | VP C | CFO | Committee A | Committee B |
| For | X | X | X | X | - | X |
| Against |  |  |  |  | - |  |

**Decision**: Carried.

**Membership**

**Reference:** These numbers provided in this report are courtesy of the Section CFO, Graham Don. **As of 13 July 2023, there are 257 members**, one member is archived, Unfinancial members total 14. The number of financial members is 243. Reported Club members total 20. Some Sub-sections do not report Club Members. Life members total 13 and new members total 6. The impact of the financial members, for the Section is that income derived from capitations totals $2430 this year. **DVA Report.**

**ESO Report.**

All information received from the Victorian Section DVA-Vic representative, Dalew Borthwick, have been forwarded by email to Sub-section Secretaries. Nothing further to report.

[KO/UA Meeting 26 June 2023](file:///C:\Users\EGNAA10\Documents\Council%20Papers\Council_Meeting%2022%20July%202023\KO%20&%20UA%20Minutes%2026%20June%202023.pdf) meeting Minutes, distributed via email, from Rosemary Kennedy RSL Victoria.

The Chair requested this following information be distributed to the Sub-section members for their consideration and the Sub-section returns be provided directly to Vice President Ron Evans for on forwarding to RSL Victoria. The items are:

4.2 **– Call out for volunteers to assist with the 2024 Melbourne ANZAC Day marshalling duties.**

‘Shortage of Marshals will be a problem for 2024. Ideally, we would like to have members of the ADF in uniform who understand what ‘marshalling’ is. However, the issue here is that many of those have been involved in overseas and domestic operations and are eligible and should be marching. Please ask your members if anyone can assist with marshalling duties.’.

The Navy has three designated marshals; these are Sooty Winter, Marty Grogan, and Ange Kenos.

4.3 – **Springvale Remembrance Service 5 November. RSLV’s State Annual Remembrance Service. ‘**Held on the Sunday prior to Remembrance Day each year at the Springvale Botanical Cemetery. This year it will be held on Sunday, 5 November commencing at 1:00 pm. RSLV has been organizing this service for 32 years to recognise the 652 war graves located there.

Please circulate this date to all your members and everyone is most welcome to attend. We enjoy a good crowd of between 250-500 people.’.

4.4 – **Remembrance Day in CBD – Volunteers requested to help escort buglers at nominated CBD intersections.** There are plans for buglers around the CBD intersections on the 11th of November 2023. Last year 16 buglers (8 of which came from the ADF). In 2023, the number of buglers may be as low as 1 or 2 because of budgetary cutbacks in the ADF. We need volunteers to assist with escorting buglers at in the intersections.

Next KO/UA meeting is scheduled for Monday 9 October at 11:00 am. Our representative Ron Evans will attend.

**Moved** President that the Membership report, the DVA report and the ESO report be accepted as read.

**Seconded**: CFO

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|  | Chair | VP B | VP C | CFO | Committee A | Committee B |
| For | X | X | X | X | - | X |
| Against |  |  |  |  | - |  |

**Decision**: Carried.

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

**Item G. Election of Officers**

Casual Vacancy – Section Secretary Expression of Interest - Ange Kenos is the sole person to express an interest in the position.

**Item H. General Business**

1. By-law re Disposal of Sub-section Funds. SITREP provided by the Chair:

**Preamble:** This item was discussed and resolved at a specially convened meeting of the National Council. The Section’s decision will Sub-section comments formed the Victorian Section’s decision.

Comments from Sub-sections were provided to the National Council; these were:

**Melbourne**: What steps can be taken to prevent the write down of assets to maintain a threshold of $5000?

Who determines the value of assets or is the value set by an independent valuer?

There is no mention of Trusts, where the ownership of assets (particularly land) is vested in Trustees. Frankston and Geelong have real estate and the Trustees should be the Section Council.

**Frankston**: rather, that a By-law this must be in the NAA Constitution!

**Footscray:** supported part of the motion and suggested the other part should be covered in State regulations. This will mean the motion as it stands is not supported by Footscray, unless amended at the meeting. Footscray supports the part covering disposal of significant on-going assets without Section approval as being not allowed. However, expenditure of Sub-section funds in a social context should be covered by State Regulations. We support members funds being used only for members with some latitude. **END.**

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|  | **V00** | **V58** | **V59** | **V60** | **V61** | **V64** | **V65** | **V68** | **V70** | **V72** |
|  | **EXE** | **DAND** | **FOOT** | **FSTN** | **GEEL** | **MELB** | **SUNR** | **BOXH** | **EG** | **SW** |
| **For** |  | **x** |  |  |  | **-** | **x** | **x** |  | **x** |
| **Against** | **x** |  | **x** | **x** | **x** |  |  |  | **x** |  |
|  | **EXE** | **NSW** | **VIC** | **QLD** | **SA** | **TAS** | **WA** | **ACT** |  |  |
| **For** | **x** |  |  |  | **x** | **x** | **x** | **x** |  |  |
| **Against** |  | **x** | **x** | **x** |  |  |  |  |  |  |

**Decision:** Carried. The By-law Disposal of Sub-section Funds will be included in the NAA By-laws.

**Commentary:** The National Council resolved to add the Constitution change to the next NC AGM Agenda.

1. Removal of Medals from Convicted SAS members.

**Moved** President that the executive support the CDF to remove **convicted** SAS members Medals.

**Seconded**: VP B

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|  | Chair | VP B | VP C | CFO | Committee A | Committee B |
| For | X | X |  |  | - |  |
| Against |  |  | X | X | - | X |

**Decision**: Carried Against!

1. **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.

**Moved** President that the executive ***proposes to the Council to the following:***

Possible Venues: Ringwood RSL, Box Hill RSL, Noble Park RSL and Springvale RSL.

Invitation extended to all Victorian Sub-section members.

Logistics/resources: Internet connection, microphone(s), screens,

Morning and afternoon tea and finger food**.**

The CFO tendered a quote from Springvale RSL, of $15.00 per person. Meals for attendees paid for by the individuals.

**Seconded**: Committee B

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| --- | --- | --- | --- | --- | --- | --- |
|  | Chair | VP B | VP C | CFO | Committee A | Committee B |
| For | X | X | X | X | - | X |
| Against |  |  |  |  | - |  |

**Decision**: Carried.

1. SITREP: [Audit of Compliance – Section Council processes, procedures, and policies against the ACNC self-assessment template.](C:\\Users\\EGNAA10\\Documents\\Council Papers\\Council_Meeting 22 July 2023\\Compliance\\self-evaluation_for_charities_ACNC_Completed.docx) The Chair resolved to complete the ACNC self-assessment annually, at the time when the Section’s Annual Income Statement (AIS) was lodged. **Add to the Section calendar.**
2. SITREP: Task list resourcing – People, Money, Authority, Responsibilities.

* Welfare Frequently Asked Questions (FAQ) (Under Development) **allocated to** 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** Section Executive.
* 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) **No sponsor**.

1. Review 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).

**Moved** President that the executive meet quarterly to review hazards, risks, and mitigations IN THE Section Risk Register.

**Seconded**: VP C

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|  | Chair | VP B | VP C | CFO | Committee A | Committee B |
| For | X | X | X | X | - | X |
| Against |  |  |  |  | - |  |

**Decision**: Carried.

**Other:**

1. [Calendar](https://navalassoc.org.au/sections/vic-v00)
2. 09 August 2023, 1100 – 1130. **Battle of Savo Island and the loss of HMAS Canberra**.

Sanctuary, Shrine of Remembrance, Birdwood Avenue, Melbourne, VIC 3001. This service remembers the Battle of Savo Island and the loss of HMAS Canberra. **VP Andrews representing.**

1. 13 August 2023, 1200 – 1230. **Operation Pedestal**

Second World War Forecourt, Shrine of Remembrance, Birdwood Avenue, Melbourne, VIC 3001.

1. 03 September 2023, 1400 – 1430. **Merchant Navy** - A wreath laying to honour the service and sacrifice of those in the Merchant Navy. Sanctuary, Shrine of Remembrance, Birdwood Avenue, Melbourne, VIC 3001.
2. 10 September 2023, 1130 - 1200. **HMA Submarines AE1 and AE2**. A wreath laying to honour the service and sacrifice of those aboard HMA Submarines AE1 and AE2. Sanctuary, Shrine of Remembrance, Birdwood Avenue, Melbourne, VIC 3001
3. 11 September 2023, 1100 – 1130. **Battle of Bita Paka (Rabaul 1914).** A wreath laying to honour the service and sacrifice of those who fought in the Battle of Bita Paka 1914.

Sanctuary, Shrine of Remembrance, Birdwood Avenue, Melbourne, VIC 3001

1. 20 October 2023, 1100 – 1130. **HMAS Lismore with Berwick Primary School.** A wreath laying to honour the service and sacrifice of those aboard HMAS Lismore. Memorial Tree F01, Shrine of Remembrance, Birdwood Avenue, Melbourne, VIC 3001
2. 05 November 2023, 1100 - 1145. **Legacy Remembrance Service.** A wreath laying to honour the service and sacrifice of Australian Defence Force personnel and their families. Second World War Forecourt, Shrine of Remembrance, Birdwood Avenue, Melbourne, VIC 3001
3. Periods of absence: VP Bravo absent for one week in August.

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

**Executive** Meeting: 13 September 2023 commencing at 1030 via zoom.

​**Council** Meeting:16 September 2023, commencing at 1030. Via Zoom.

The meeting closed at 1838.