**VICTORIA SECTION Inc.**

**Patron:** The Honourable Linda Dessau AC Governor of Victoria

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

Graham Thomas Graham Don

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**DRAFT MINUTES**

**VICTORIAN SECTION EXECUTIVE MEETING**

**COMMENCING 1100 24 MAY 2023**

**VIA ZOOM**

Meeting open at 1058.

**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.

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: Nil.**
2. **Attendees:** Joy Emmett-Committee A, 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 18 February 2023.](F:\\Meeting _Council 27 May 2023\\Meeting_Executive 24May2023\\Council Meeting 22 Apr 2023\\DRAFT Minutes Victorian Executive Meeting 18FEB23 V1.01.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 18 February 2023 be accepted.

**Seconded**: VP Andrews

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|  | Chair | VP B | VP C | CFO | Committee A | Committee B |
| For | F | F | F | F | Abstained | Abstained |
| 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/sections/vic-v00)

**Commentary:** The Chair asked if the CFO had affected the transfer as listed in the Task List post 22 April 2023. Answer: Not as yet as the transfer cannot be affected any earlier than 21 June 2023.

**For Action:** CFO to make the transfer.

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

The Secretary advised since the resignation of the elected Secretary the laptop is not available. The correspondence of significance is:

* Email from Sandra Farlie providing formal advice of resignation.
* Invitation from Government House Victoria to attend a function on 29 May 2023.
* Invitation to attend the Aboriginal Remembrance Service on 31 May 2023
* Letter from Government House Victoria, proving advice regarding future Vice-Regal Patronage
* Reference from The Hon Tim Bull, MP
* Reference from Dr Rob Webster, RSL Victorian President
* Email from the National Secretary containing the National Council Agendas for the NC Council and AG meetings conducted 17 and 18 May 2023
* Email Google Grants
* Invitation from SW Sub-section to the Sub-section Annual Dinner
* Notice of Motion from Dandenong Sub-section
* Email sent to SS Presidents requesting concurrence for Sub-sections to take carriage of Section Tasks.
* DCCF - Meeting Papers

**Moved** President **that** the Correspondence Register be held over until the next Executive meeting scheduled for July 2023.

**Seconded**: VP Evans

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|  | Chair | VP B | VP C | CFO | Committee A | Committee B |
| For | F | F | F | F | F | F |
| Against |  |  |  |  |  |  |

**Decision**: Carried

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

[Reference: Paper Four](file:///F:\Meeting%20_Council%2027%20May%202023\Meeting_Executive%2024May2023\Financial%20report%20to%2030th%20April%202023.xlsx)

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

**Seconded**: Committee Emmett

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|  | Chair | VP B | VP C | CFO | Committee A | Committee B |
| For | F | F | F | F | F | F |
| Against |  |  |  |  |  |  |

**Decision**: Carried

Business from the last meeting concerning the Statement of Accounts?

**Commentary:** The Chair asked the CFO if the monetary transfer had been completed. Answer: The transfer can be completed post 21 June 2023.

**Item E. Reports.**

Sub-section Reports. Reference: Paper Five.

**Moved** President that the Sub-section Reports be held over until the 19 July 2023 Council meeting.

**Seconded**: VP Andrews

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|  | Chair | VP B | VP C | CFO | Committee A | Committee B |
| For | F | F | F | F | F | F |
| Against |  |  |  |  |  |  |

**Decision**: Carried

**DVA Report.**

Distributed via email dated 23 May 2023

**ESO Report.** Nothing of significance to report.

**Item F. Notice of Motion**

**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 and forums for Sub-section and Section President, Sub-section Secretaries and Section Secretary and Section CFO and Sub-section Treasurers be conducted.

**Moved** President **that** the Dandenong motion be noted for the July 2023 Council meeting agenda.

**Seconded**: VP Evans

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|  | Chair | VP B | VP C | CFO | Committee A | Committee B |
| For | F | F | F | F | F | F |
| Against |  |  |  |  |  |  |

**Decision**: Carried

**Item G. Election of Officers**

Noting this casual vacancy, the Chair proposed that Sub-sections be invited to nominate a Sub-section member to fill the casual vacancy.

**For Action:** Chair

**Due date:** NLT 14 days post the official resignation date.

**Item H. General Business**

1. [J.S. Dickson Sub-section](file:///F:\Meeting%20_Council%2027%20May%202023\Meeting_Executive%2024May2023\Item%20H.%20General%20Business%20Item%20(i).%20Options%20Paper_%20J.S.Dickson.docx) – General discussion to determine the way ahead.

What is the Executive preferred option of the options listed in the provided options paper?

Moved by the Chair **that** the J.S. Dickson be wound-up.

**Seconded:** CFO Graham Don

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|  | Chair | VP B | VP C | CFO | Committee A | Committee B |
| For | F | F | F | F | F | F |
| Against |  |  |  |  |  |  |

**Decision**: Carried

1. [Conflict of Interest Policy.](https://navalassoc.org.au/sections/vic-v00) Draft policy developed in the absence of any other reference.

**Moved** President **that** the drafted Conflict of Interest be accepted as tabled and tabled at the 27 May 2023 Section Council meeting for ratification.

**Seconded**: Committee Sean Derrick

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|  | Chair | VP B | VP C | CFO | Committee A | Committee B |
| For | F | F | F | F | F | F |
| Against |  |  |  |  |  |  |

**Decision**: Carried

1. [Audit of Compliance](file:///F:\\ACNC%20self-evaluation_for_charities.docx) – Section Council processes, procedures, and policies against the ACNC self-assessment template.

**Moved** President **that** the ACNC Audit of Compliance be conducted against the Section Council current arrangements.

**Seconded**: VP Evans

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|  | Chair | VP B | VP C | CFO | Committee A | Committee B |
| For | F | F | F | F | F | F |
| Against |  |  |  |  |  |  |

**Decision**: Carried

**For Action:** Committee B Sean Derrick.

1. [Section Funding – Options Paper.](F:\\Meeting _Council 27 May 2023\\Meeting_Executive 24May2023\\Item H. General Business Item (i). Options Paper_ J.S.Dickson.docx)

Moved Chair that the fundraising be restricted to the Section’s association with Scouts Victoria and that Committee A Joy Emmett with VP Andrews finalize the association between Scouts Victorian and the Victorian Section. Joy Emmett to act as the Section’s fundraising officer.

**Seconded**: Committee Sean Derrick

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|  | Chair | VP B | VP C | CFO | Committee A | Committee B |
| For | F | F | F | F | F | F |
| Against |  |  |  |  |  |  |

**Decision**: Carried

1. [Operating budget for 2023](https://navalassoc.org.au/sections/vic-v00). Now available on the Section webpage.
2. Task list resourcing – People, Money, Authority, Responsibilities. Email sent to SS Presidents requesting concurrence!

* 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)

**Moved** President **that** Sub-sections are tasked with completing the Section goals.

**Seconded**: Committee Joy Emmett

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|  | Chair | VP B | VP C | CFO | Committee A | Committee B |
| For | F | F | F | F | F | F |
| Against |  |  |  |  |  |  |

**Decision**: Carried

1. Vice-Regal patronage during the term of a future Governor (Motion) [Paper](file:///F:\Meeting%20_Council%2027%20May%202023\Meeting_Executive%2024May2023\Letter_Patron%20Request%20dated%2011%20May%202023%20Vic%20Section.docx) – Letter and references via [email](file:///F:\Meeting%20_Council%2027%20May%202023\Meeting_Executive%2024May2023\Email_OFFICIAL_%20Vice-Regal%20Patronage%20-%20grahamthomas176@gmail.com%20-%20Gmail.html)

Moved President that the draft letter be approved for release to Government House Victoria.

**Seconded**: Committee Sean Derrick

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|  | Chair | VP B | VP C | CFO | Committee A | Committee B |
| For | F | F | F | F | F | F |
| Against |  |  |  |  |  |  |

**Decision**: Carried

1. [Section WHS.](https://navalassoc.org.au/sections/vic-v00) Risk Register population. Volunteer required!
2. [Sub-section WHS.](https://navalassoc.org.au/sections/vic-v00) *Introduction* of WHS policy at Sub-section level.

**Moved** President that the Sub-sections are invited to use the Handy Billy and supporting Excel workbook at Sub-section level to deliver safe events and understand responsibilities.

**Seconded**: Committee B Sean Derrick

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|  | Chair | VP B | VP C | CFO | Committee A | Committee B |
| For | F | F | F | F | F | F |
| Against |  |  |  |  |  |  |

**Decision**: Carried

1. [Section website.](https://navalassoc.org.au/sections/vic-v00) Information: The source of delivery of information between the Section and Sub-sections. Access is based on their personal NAA User Password. Everyone is encouraged to use the Section webpage to remain up to date with NAA Victorian Section business.

**Other:**

1. **ACNC Re-registration and ATO SITREP.**

The Section’s Annual Information Statement (AIS) for 2022 has been lodged with the ACNC. Secondly, the Victorian Section is re-registered as a charity Not-for-Profit. The Victorian Section has been endorsed by the ATO to access the following tax concessions from the dates shown:

* Income tax exemption from 31 December 2022.
* GST Concessions from 31 December 2022.

The Victorian Section’s endorsement to access charity tax concessions, together with the date or period of effect, is entered in the public register maintained by the Australian Business Registrar.

The Executive Motion to Council is: **Moved** Executive **that** the Council note the ATO GST Concession entitlement and complete an annual ABS.

**Seconded**: President

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|  | Chair | VP B | VP C | CFO | Committee A | Committee B |
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**Decision**: Carried

1. **Google Ad Grant.** The Google Grant opportunity will be taken upon ratification of the Victorina Section Council.

**Seconded**: VP Andrews

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|  | Chair | VP B | VP C | CFO | Committee A | Committee B |
| For | F | F | F | F | F | F |
| Against |  |  |  |  |  |  |

Decision: Carried

1. **National Council meeting SITREP**. As distributed.
2. **Zoom meeting invitation.** The Zoom meeting invitation is available on the Section Website
3. **Calendar:**

31 May 2023: Victorian Aboriginal Remembrance Service. Shrine Cenotaph at 1100. VP Andrews representing.

26 June 2023: Next KO/KU meeting VP Evans representing.

1. **Periods of absence:** Nil
2. **Life Membership –** Mervyn Hampson South Western Sub-section. **Moved** President that the nomination be tabled at the Section Council meeting scheduled for 27 May 2023.

**Seconded**: VP Andrews

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|  | Chair | VP B | VP C | CFO | Committee A | Committee B |
| For | F | F | F | F | F | F |
| Against |  |  |  |  |  |  |

**Decision**: Carried

For Action: List on the Section Council agenda

Next meeting. 19 July 2023 commencing at 1100 via Zoom.

**Closure.** Closed at 1255.