**VICTORIA SECTION Inc.**

**Patron: The Governor of Victoria**

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

Graham Thomas Sandra Farlie Graham Don

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**DRAFT MINUTES**

**VICTORIAN SECTION COUNCIL MEETING**

**COMMENCING 1100 19 NOVEMBER 2022 ONLINE VIA ZOOM**

**Quorum achieved.**

Meeting declared opened at 1100 and those in attendance welcomed particularly, Neil Lawrence substituting for Ian Kellett – President Sunraysia Sub-section.

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

1. **Apologies:** Vice President Andrews – HMAS SYDNEY Wreath Laying Service, Committee Barry Davis, Secretary Sandra Farlie, Sunraysia Sub-section President Ian Kellet. **Absent:** Geelong Sub-section, East Gippsland Sub-section.
2. **Attendees:** V58 – Gary Cleary, V59 – Russell Pettis, V64 – Ron Evans, V65 – Neil Lawrence, V68 – Joy Emmitt, V72 – Mick and Julienne Clifford, Committee – Dale Borthwick, President – Graham Thomas.
3. **Vale:** Nil.

The purpose of this meeting is to provide Situation Reports (SITREP) as at Item C, discuss Finance at Item D, and resolve or otherwise the business at Items F and H.Vice President Charlie will, as required, vote for the Section Executive.

**Item B.** **Confirmation of Previous Meeting Minutes. Paper One refers.**

**Moved** President that the Victorian Council Meeting Minutes 17 Sep 22 be confirmed.

**Seconded: V64**

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**Decision: Carried**

**For Action:** Secretary sign and file the 17 Sep 2022 Council Meeting Minutes. **President** uploads the signed version of the meeting minutes to the Section webpage.

**Due Date:** Within three working days from this meeting.

**Commentary:** Nil.

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

SITREP of tasks provided in [Paper Two - Task List post 17 Sep 2022](file:///C:\Users\EGNAA10\Documents\Executive%20Papers\September%202022\Paper%20Two_Task%20List%20Post%2016Jul22.docx)

**Commentary:** Nil.

**Item D.** [**Correspondence and associated actions.**](file:///C:\Users\EGNAA10\Documents\Executive%20Papers\September%202022\Paper%20Three_Correspondence%20Register_17%20September%202022.docx) Reference: Paper Three.

**Commentary:** The National Council will discuss the LS Taylor and LCDR Rankin paper to award posthumous Victorian Cross.

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

Reference: Paper Four

General Account:

Receipts – Sep/Oct 2022: $ 691.36

Expenditure $1907.08

Surplus/Deficit **$1215.72**

Receipts Summary for Jul/Aug 2022

Cheque Account Interest: $ 0.16

Capitation Fees $ 60.00

Public Liability Insurance : $ 608.00

Regalia: $ 23.20

**$ 691.36**

Payments Summary

Bank Fees $ 0.00

PLI $ 1216.00

Delegate Accommodation National Council $ 691.08

Total Expenditure **$ 1907.08**

Reconciliation.

Balance at bank 01 Jan 2022 $ 9728.20

Receipts to 31 Oct 2022 $ 4059.55

**$**13787.75

**Payments to 31 Oct 2022** $ 5100.70

Ledger Balance at 31 Oct 2022 **$ 8687.05**

**Unpresented Cheques $ 0.00**

**Bank Statement 31 Oct 2022 $ 8687.05**

**Patriotic Welfare Fund:**

Payments for Sep/Oct 2022 $ 0.00

Receipts $ 0.00

Surplus/Deficit Sep/Oct 2022 $ 0.00

**Reconciliation**

Balance at Bank 01 Jan 2022ct 2022 $ 198.59

Receipts to 31 Oct 2022 $ 0.02

Payments to 31 Oct 2022 $ 0.00

Ledger Balance at 31 Oct 2022 $ 198.61

Bank Statement 31 Oct 2022 $ 198.61

Investments

Investment Maturing 21 June 2023 $53816.15

Interest on maturity $ 1378.50

Transferred from General Account $ 5000.00

Reinvested 12 mths @ 2.0%$ 21 June 2023 **$60194.65**

**Monetary Assets**General Account $ 8687.05

Welfare Account $ 198.61

Investments $60194.65

Total monetary Assets **$69080.31**

**Payments Sep/Oct**

PLI $ 13216.00

Travel & Accommodation $ 691.08

Welfare Payments to be ratified $ 1907.08

Moved President **that** the report be accepted, and the Welfare Payments ratified.

**Seconded:** V65

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**Decision:** Carried.

**Commentary**: Given the number of financial members known at the end of the previous year the figure of $1216.00 for Public Liability Insurance must be investigated with the NMR and National Treasurer.

**For Action:** Treasurer

**Due date:** NLT 31 Dec 2022

**Item F. Reports. Paper Five refers.**

**Sub-section Reports**

Moved **that** the Sub-section Reports be noted.

**Seconded: V64**

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| **AGAINST** |  |  |  |  |  |  |  |  |  |  |

**Decision: Carried.**

**Commentary:** The content of Sub-section’s reports is pleasing and provides oversite of Sub-section activities while advertising to other Sub-sections the activities undertaken to provide care, commemoration, camaraderie, and support to ANC units. Keep up the rate of effort and BZ.

**Projects.**

Moved President **that** the Projects Report be accepted and the Victorian Executive resource, where needed, and implement these projects, listed in Paper Five, across the Victorian Section and Sub-sections.

**Seconded:** Executive

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| **AGAINST** |  |  |  |  |  |  |  |  |  |  |

**Decision:** Carried.

**For Action:** **Executive** to manage and review. **President** to add the approved projects to the Goals data then upload the amended document to the Victorian Section webpage. **Due date:** Ongoing.

**DVA Report.**

Moved **that** the DVA Report be noted.

**Seconded**: V58

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| **AGAINST** |  |  |  |  |  |  |  |  |  |  |

**Decision:** Carried

**ESO Report.**

Moved **that** the ESO Report be noted.

**Seconded:** V59

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**Decision:** Carried

**Commentary**: The President asked the ESO delegate if the meeting provided any outcomes. The delegate indicated that future meetings should produce outcomes rather than meeting for the sake of a meeting but noted continued representation at the ESO forums is a necessity.

**Veterans Grants Information Session – Russell Pettis**

Moved **that** the Veterans Grant Information Report be noted.

**Seconded**: V68

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| **AGAINST** |  |  |  |  |  |  |  |  |  |  |

**Decision: Carried.**

**For Action:** Russell Pettis to lodge the Victorian Section Executive in the DVA-V portal

**Due date:** NLT 18 Mar 2023.

**Item G. Notice of Motion**

**AGM Agenda Items – Call for Motions to the AGM.**

The President reminded those attending about the AGM Agenda Items they may wish to add to the agenda then discussed succession planning – the nomination for Victorian Section Executive and Committee positions, in the leadup to the 2023 AGM.

**Item H. Election of Officers** Section Treasurer.

Graham Don is the only nomination for the Victorian Section Treasurer. A correctly administered NAA Nomination Form, proposed by Graham G Thomas and Seconded by Roslyn Thomas signed by Graham Don, has been forwarded to the Returning Officer, Russell Pettis. The Returning Officer, Russell Pettis was called to finalise the administration.

Welcome, Graham Don as the new Section Treasurer and successor to John Eriksson. John Eriksson has been an outstanding member of the Section Executive for over a decade. John is reliable, a perfectionist, and has proven to be resilient. John, we wish you well as you move forward into the next and new phase of your life. A token of our collective appreciation will be forth coming but any gesture we make will not adequately demonstrate our appreciation of your service to the Victorian Section over these many years.

**The internal logistics of managing the Section’s banking.** By the NAA constitution two signatories are required against banking transactions. Lee Andrews, VP Bravo is one existing signatory as is Russell Pettis the Footscray delegate. The Section would prefer, for redundancy purposes four signatories, one being the new Treasurer, Graham Don, to conduct electronic banking for Section business the other and fourth member to be the Section Secretary Sandra Farlie. The Secretary is a signatory with Bendigo Bank for the Melbourne Sub-secretary.

Moved President **that** until the internal logistics are bedded-in Russell Pettis continue signing as the second signatory while Graham Don and Sandra Farlie complete the Bendigo bank Customer and Account Alterations form to act as signatories against the Section bank accounts.

**Seconded: V68**

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**Decision: Carried.**

**For Action:** President contact Graham Don and offer the Council’s congratulations.

The President to complete the Customer and Account form to remove John Eriksson as a signatory to the Section bank accounts.

**Due Date:** ASAP

**Item I. General Business**

**Membership. Paper Eight:** Membership.

Moved the Membership Report be noted.

**Seconded: V72**

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**Decision: Carried.**

**Commentary:** V59 recalled the number of Victorian Section financial members against the number of members as recorded in the NAA Dashboard. The President mentioned the low number of financial Victorian Sub-section members impedes the funds available at Sub-section, Section and National Council to conduct NAA business. V68 and V61 were the President’s examples where very low numbers of financial members are recorded in the NAA Dashboard. The President reminded delegates that a Sub-section member is not financial until capitation payment is received by State but importantly the National Membership Registrar (NC). Annual Membership Subscriptions are due 31 December 2022 for the 2023 membership year.

**Life Membership – Norman Hansen. Final Administration. Paper Nine refers.**

Moved President **that** the Section Council is satisfied that the nomination complies, and administration completed.

**Seconded: V64**

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| **AGAINST** |  |  |  |  |  |  |  |  |  |  |

**Decision: Carried.**

**Life Membership – Arthur Roach. Paper Ten refers.**

Moved President **that** the Life Membership nomination for Arthur Roach is not compliant and is to be returned to the Geelong Sub-section with an explanation of the Executive’s decision augmented by a recent example of a successful Life member citation.

**Seconded: Executive**

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**Decision: Carried.**

**For Action: Section Secretary**

**Due Date:** ASAP

**Building Sustainable Grants and Funding Strategies online Workshops – SITREP Grant Request. Way Forward? Paper Eleven refers.**

Moved President **that** the Section fund two Council members to attend a training session or sessions ASAP.

**Seconded: V64**

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| **AGAINST** |  |  |  |  |  |  |  |  |  |  |

**Decision: Carried.**

**For Action:** Treasurer to commit funds against the Section Budget. President to advise attendance with training provider.

**Due Date:** ASAP

**Special Meeting Brainstorming session funding Section business. Date. Endorsement sought. Paper Twelve refers.**

Moved President **that** the Victorian Section Council meet online, on a date agreed by all delegates, during the Council meeting, to brainstorm the funding situation faced by the Victorian Section. The meeting to be conducted using Zoom and organised by the Section President.

**Seconded: V58**

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| **AGAINST** |  |  |  |  |  |  |  |  |  |  |

**Decision: Carried.**

**Commentary:** The President requested Section Council delegate availability is provided to the Victorian President.

**For Action: All**

**Due Date:** ASAP.

**Certificate of Merit Application**

The Certificate of Merit Application,Debra Borthwick. Reference Paper 13 A.

Moved President **that** the Certificate of Merit for Debra Borthwick, from the Footscray Sub-section, be considered in favour.

**Seconded: V65**

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| **AGAINST** |  |  |  |  |  |  |  |  |  |  |

**Decision: Carried.**

**For Action:** Secretary to administer with National Secretary.

**Due date:** ASAP

**CERBERUS 2023 Open Day flyer. Advice. Paper 14 A refers.**

Emailed as part of the reading pack was the intended flyer for the CERBERUS Open Day. The flyer has been delivered to the Melbourne Naval Committee along with printing costs for the quantities of 500 and 1000 copies. The National Council through Russell Pettis, a member of the Open Day working group, has organised the sample and confirmed the printing costs. The National Council has agreed to cover the printing costs. Of significance is the use of the RAN badge alongside the NAA badge in the flyer. The belief is that this is the first occasion the two badges have appeared alongside each other in a document.

[**Key Performance Indicators (KPIs):**](https://navalassoc.org.au/sections/vic-v00) **Paper 15 A refers.**

Key Performance Indicators are the targets to be tracked to maximise the impact on our desired outcomes. KPIs support our strategy and help focus on what is important much like how WHS risk consequence descriptors are used to make decisive risk management decisions.

Moved President **that** KPIs are used, as a management tool, by the Victorian Section Executive to track and maximise desired outcomes for Section business.

**Seconded: V64**

Moved Committee Alpha **that** the term KPI be replaced by a term, for example, Goals, or Indicators

**Seconded**: V64

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| **AGAINST** |  |  |  |  |  |  |  |  |  |  |

**Decision: Carried**

**For Action:** President to amend and repost the amended document to the Section webpage.

**Donations to the Victorian Section and tax deductions. Paper Sixteen refers. Advice.**

During a discussion with an ATO auditor regarding our ACNC registration the ATO representative made mention that the Victorian Section has Deductible Gift Recipient endorsement and is entitled to receive donations that a donor can deduct from their income tax. This advice is now listed on the Victorian Section webpage.

**Director Identification Number (DIN). Paper Seventeen refers.**

The Australian Business Registry Services (ABRS) website and a media campaign requires directors will need a director ID. The following advice is an extract from the ABRS website:

You will only ever need one director ID. You don’t have to apply for another one if you become a director of other companies or corporations.

You must apply for your own director ID to verify your identity. No one can apply on your behalf.

This Director identification requirement means that the Section President and Vice presidents will need to apply for a DIN. The application process can be completed online and must be completed by 30 November 2022. Penalties apply for non-compliance: $1.1M for the organisation and $13 100 for individuals.

Moved President **that** the President the two Section Vice Presidents apply for a Director’s Identification Number before 30 November 2022.

**Seconded: Footscray**

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**Decision: Carried**

**For Action:** President and Section Vice Presidents

**Commentary:** The following Victorian Sub-sections are registered with the ACNC; these Sub-Sections are Dandenong, Geelong, Melbourne and Southwestern. Presidents and Vice Presidents of these Victorian Sub-sections will require a Director Identification Number, before the cut-off date of 30 November 2022, as will subsequent elected Section and Sub-section Presidents and Vice Presidents.

Moved President **that** Victorian Sub-section Presidents and Vice Presidents of Dandenong, Geelong, Melbourne, and Southwestern Sub-section who are recognised by the ACNC and the ATO as Incorporated, gain a DIN before 30 November 2022 and note the requirement for future Presidents and Vice Presidents to maintain compliance with legislation.

**Seconded: Executive**

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| **AGAINST** |  |  |  |  |  |  |  |  |  |  |

**Decision**: Carried.

**Motion Box Hill Sub-section. Paper Eighteen refers.**

Moved President **that** the Motion be forwarded to the National Secretary for Other Business.

**Seconded: V68**

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|  |  | **V58** | **V59** | **V60** | **V61** | **V64** | **V65** | **V68** | **V70** | **V72** |
|  | **EXE** | **DAND** | **FOOT** | **FSTN** | **GEEL** | **MELB** | **SUNR** | **BOXH** | **EG** | **SW** |
| **FOR** | **F** | **F** | **F** | **Absent** | **Absent** | **F** | **F** | **F** | **Absent** | **F** |
| **AGAINST** |  |  |  |  |  |  |  |  |  |  |

**Decision: Carried**

**For Action:** President forwards the Motion to the National Secretary for inclusion in the National Council Agenda.

**Paper Nineteen: Creswell Oration - Waverley RSL**

Moved President **that** eight NAA members attend the Creswell Oration and the meal cost of $40.00 per head be met by the Victorian Section.

**Seconded: V72**

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|  |  | **V58** | **V59** | **V60** | **V61** | **V64** | **V65** | **V68** | **V70** | **V72** |
|  | **EXE** | **DAND** | **FOOT** | **FSTN** | **GEEL** | **MELB** | **SUNR** | **BOXH** | **EG** | **SW** |
| **FOR** | **F** | **F** | **F** | **Absent** | **Absent** | **F** | **F** | **F** | **Absent** | **F** |
| **AGAINST** |  |  |  |  |  |  |  |  |  |  |

**Decision: Carried.**

**Commentary:** Russell Pettis provided comment that past years paid up guests did not attend due to COVID restrictions and as such funding for two NAA attendees may already be with the organising committee. Russell Pettis to contact the Secretary (Creswell Oration)to determine the past year guest list.

Paper Twenty: **Not required.**

Paper Twenty-One**: Forecast.**

19 November 2022: HMAS SYDNEY. Wreath Laying Service. Shrine Sanctuary.  Vice President Andrews representing NAA Victoria. Other NAA members welcome. Can be viewed live online via the Shrine of Remembrance website.

20 November 2022: HMAS GOORANGAI. Queenscliff. Footscray Sub-section Secretary and Victorian Secretary representing NAA Victoria. Other NAA members welcome. Can be viewed live online via the Shrine of Remembrance website.

23 November 2022: National Council Meeting Sydney. President attending.

23 November 2022: 1800-2100 at St Kilda RSL, 88 Acland Street St Kilda. The World Stage 2022 Lecture Series: The Australian American Alliance – The Pacific Matters with CDRE Greg Yorke. Cost $60 per person or $110 for two people. Includes Canapes and first drink. POC [eventschair@gmail.com](mailto:eventschair@gmail.com) or 0408 830 997. RSVP by 18 November 2022. Registration required.

Moved President **that** the Victorian Section fund the cost of two NAA members to attend The World Stage 2022 Lecture Series: The Australian American Alliance – The Pacific Matters.

**Seconded: Executive**

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|  |  | **V58** | **V59** | **V60** | **V61** | **V64** | **V65** | **V68** | **V70** | **V72** |
|  | **EXE** | **DAND** | **FOOT** | **FSTN** | **GEEL** | **MELB** | **SUNR** | **BOXH** | **EG** | **SW** |
| **FOR** | **F** | **F** | **F** | **Absent** | **Absent** | **F** | **F** | **F** | **Absent** | **F** |
| **AGAINST** |  |  |  |  |  |  |  |  |  |  |

**Decision: Carried**

**For Action: Treasurer** allocate $110 in the Victorian Section budget for this commitment. **President** to contact the organiser to book two NAA attendees.

**Due date:** ASAP.

27 November 2022: Footscray Sub-section General Meeting via Zoom. President attending.

01 December 2022: HMAS ARMIDALE. Wreath Laying Service. Shrine Sanctuary. Commencing at 1000. Victorian President representing NAA Victoria. Other NAA members welcome. Can be viewed live online via the Shrine of Remembrance website.

02 December 2022: Box Hill Christmas Luncheon. President attending.

02 December 2022: Dandenong Sub-section Christmas Luncheon. President attending for Certificate presentations at 1030.

04 December 2022: Pearl Harbour Remembrance Service. Shrine Sanctuary. Commencing at 1150. Victorian President representing NAA Victoria. Other NAA members welcome. Can be viewed live online via the Shrine of Remembrance website.

07 December 2022: Melbourne Sub-section Christmas Luncheon. Mission to Seafarers Courtyard, commencing at 1100.

11 December 2022: Armed Merchant Cruiser/LSI. Wreath Laying Service. Shrine Sanctuary. Victorian President representing NAA Victoria. Other NAA members welcome. Can be viewed live online via the Shrine of Remembrance website.

12 February 2023: National POW Wreath Laying Ceremony, Ballarat.

18 February 2023: Victorian Section Executive Meeting. Langwarrin South.

01 March 2023:Creswell Oration - Waverley RSL.

18 March 2023: Victorian Section AGM.

19 March 2023: HMAS CERBERUS Open Day.

**Sub-section Returns for National Council – November 2023 Agenda Items**

Introduction of social media Policy to NAA By-laws

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|  |  | **V58** | **V59** | **V60** | **V61** | **V64** | **V65** | **V68** | **V70** | **V72** |
|  | **EXE** | **DAND** | **FOOT** | **FSTN** | **GEEL** | **MELB** | **SUNR** | **BOXH** | **EG** | **SW** |
| **FOR** | **F** | **F** | **F** | **Absent** | **Absent** | **F** | **F** | **F** | **Absent** | **F** |
| **AGAINST** |  |  |  |  |  |  |  |  |  |  |

**Decision: Carried.**

**For action:** President to vote in favour of the item at the National Council meeting 23 November 2022.

**Recording of Verbal Communication**

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|  |  | **V58** | **V59** | **V60** | **V61** | **V64** | **V65** | **V68** | **V70** | **V72** |
|  | **EXE** | **DAND** | **FOOT** | **FSTN** | **GEEL** | **MELB** | **SUNR** | **BOXH** | **EG** | **SW** |
| **FOR** | **F** | **F** | **F** | **Absent** | **Absent** | **F** | **F** | **F** | **Absent** | **F** |
| **AGAINST** |  |  |  |  |  |  |  |  |  |  |

**Decision: Carried.**

**For action:** President to vote in favour of the item at the National Council meeting 23 November 2022.

**Social Media and the NAA**

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|  |  | **V58** | **V59** | **V60** | **V61** | **V64** | **V65** | **V68** | **V70** | **V72** |
|  | **EXE** | **DAND** | **FOOT** | **FSTN** | **GEEL** | **MELB** | **SUNR** | **BOXH** | **EG** | **SW** |
| **FOR** | **F** | **F** | **F** | **Absent** | **Absent** | **F** | **F** | **F** | **Absent** | **F** |
| **AGAINST** |  |  |  |  |  |  |  |  |  |  |

**Decision: Carried.**

**For action:** President to vote in favour of the item at the National Council meeting 23 November 2022.

**NAA Mission, Vision, and Core Objectives Statement**

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|  |  | **V58** | **V59** | **V60** | **V61** | **V64** | **V65** | **V68** | **V70** | **V72** |
|  | **EXE** | **DAND** | **FOOT** | **FSTN** | **GEEL** | **MELB** | **SUNR** | **BOXH** | **EG** | **SW** |
| **FOR** | **F** | **F** | **F** | **Absent** | **Absent** | **F** | **F** | **F** | **Absent** | **F** |
| **AGAINST** |  |  |  |  |  |  |  |  |  |  |

**Decision:** **Carried.**

**For action:** President to vote in favour of the item at the National Council meeting 23 November 2022.

**Reduction in Consideration Times for Constitution and By-laws Changes**

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|  |  | **V58** | **V59** | **V60** | **V61** | **V64** | **V65** | **V68** | **V70** | **V72** |
|  | **EXE** | **DAND** | **FOOT** | **FSTN** | **GEEL** | **MELB** | **SUNR** | **BOXH** | **EG** | **SW** |
| **FOR** | **F** | **F** | **F** | **Absent** | **Absent** | **F** | **F** | **F** | **Absent** | **F** |
| **AGAINST** |  |  |  |  |  |  |  |  |  |  |

**Decision: Carried.**

**For action:** President to vote in favour of the item at the National Council meeting 23 November 2022.

**Closure.**

Meeting summary of decisions.

Meeting closed at 1435.

**Next Council Meeting 18 MAR 23 at 36 Barretts Road, LANGWARRIN SOUTH commencing at 1100.**