**VICTORIA SECTION Inc.**

**Victorian Chair** **Victorian Secretary**  **Victorian CFO**

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**RUNNING SHEET VICTORIAN SECTION EXECUTIVE MEETING**

**COMMENCING AT (Time and Date)**

**via zoom)**

**Meeting Opening and welcome:** The Chair welcomed everyone and opened the meeting at (Insert time).

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

**Housekeeping.**

**Conflicts of Interest:** The Chair asked if there wereany perceived or actual conflicts of interest from Council members on any of the Council agenda items and if so, disclose them to enable separation from that item(s) decision making and for the acknowledgement to be registered in the meeting minutes and the Section’s Conflict-of-Interest Register. The members responses were:

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

**Decision:**

**For Action:** (If required)

**Due Date**: (If required)

**Recording of the virtual meeting using Zoom.** The Chair advised that 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. The Chair asked if there was any objection to recording this meeting be recorded for the purpose of completing the meeting minutes. The recording will be deleted once the meeting minutes are ratified by the Section Council at the next Section Council meeting.

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

**Decision:**

**Determination of a quorum:** President to Secretary: Is a quorum achieved?

**Item A. Tribute to past members. Ceremony of the Vacant Chair delivered.**

ThePresident recited the Naval Ode followed by the Ode to the Fallen.

**Naval Ode**

‘They have no grave but the cruel sea,

No flowers lay at their head,

A rusting hulk is their tombstone,

A’fast on the ocean bed.

**Ode to the Fallen**

They shall grow not old as we that are left grow old,

Age shall not weary them, nor the years condemn,

At the going down of the sun, and in the morning,

We will remember them//

Lest We Forget’

1. **Vale:**
2. **Apologies:**
3. **Attendance:**

**Item B.** **Confirmation of Previous Meeting Minutes.**

**Secretary: Moved** Secretary the Victorian Executive Meeting DRAFT Minutes dated (Insert relevant dated minutes) is received**.**

**President:** The Secretary moved **that** theVictorian Executive Meeting DRAFT Minutes dated (Insert relevant dated minutes) is received**. I call for a Seconder.**

**Seconded:**

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

**Decision**:

**For Action:** (If required)

**Due Date**: (If required)

**Confirmation of Previous Victorian Executive Meeting DRAFT Minutes dated** (Insert relevant dated minutes)**.**

**Secretary: Moved** Secretary **that** the Victorian Executive Meeting DRAFT Minutes of dated (Insert relevant dated minutes) is confirmed**.**

**President:** The Secretary moved **that** theVictorian Executive Meeting DRAFT Minutes (Insert relevant dated minutes) is confirmed**. I call for a Seconder.**

**Seconded:**

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

**Decision**:

**For Action:** (If required)

**Due Date**: (If required)

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

**Secretary** referred the Executive to the document titled Task List Post (Insert relevant dated task list) – Paper Two: Council Meeting V1.0 and delivered a situation report on the business arising from the (Insert relevant dated minutes) Council Meeting Minutes.

**Item D.** Post (Insert the relevant dates) **Correspondences and Associated Actions.**

**Correspondence In –** Display the Correspondence Register to screen or shared screen.

**Correspondence Out**

**Correspondence of Significance:** (List the correspondence here)

**Secretary:** MovedSecretary **that** thePost (Insert relevant date(s)) Correspondences and Associated Actions be ratified.

**President:** The Secretary moved **that** the(Insert relevant date(s)) Correspondences and Associated Actions be ratified. I call for a seconder.

**Seconded:**

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

**Decision**:

**For Action:** (If required)

**Due Date:** (If required)

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

**Ratification** of Accounts

**Monetary Assets**

**General Account: $**

**Welfare Account: $**

**Investments: $**

**Total Monetary Assets: $**

**Treasurer: Moved** CFO that the General Account Payments be ratified.

**President:** The CFO moved **that** the General Account Payments be ratified. I call for a seconder**.**

**Seconded:**

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

**Decision**:

**For Action:** (If required)

**Due Date:** (If required)

**Moved** CFO the CFO’s General Account be ratified.

**President:** The CFO moved **that** the General Account Payments be ratified**. I call for a seconder.**

**Seconded:**

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

**Decision**:

**For Action:** (If required)

**Due Date:** (If required)

Review expenditure to 31 December 2023

**Item F. Reports. Secretary:** You are referred to Papers (Insert papers number here) inclusive for Sub-section Reports to Council. Moved Secretary **that** these Sub-section Reports to Council be accepted as read.

**President:** The Secretary moved **that** these Sub-section Reports to Council be accepted as read. I call for a seconder.

**Seconded:**

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

**Decision**:

**For Action:** (If required)

**Due Date:** (If required)

**Item G. Notice of Motion (If required).**

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

**Decision**:

**For Action:** (If required)

**Due Date:** (If required)

**Item H. Election of Officers. (If required.)**.

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

**Decision**:

**For Action:** (If required)

**Due Date:** (If required)

**Item I.** **General Business.**

1. **Membership**

Reference: Paper Six – General Business, Membership.

1. **Other**

**Secretary:** The Secretary moves**that**

**President:** The Secretary moves that.???. I call for a seconder**.**

**Seconded:**

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

**Decision**:

**For Action:** (If required)

**Due Date:** (If required)

**Calendar: (Including Commemorative Services)**

**Periods of absence:**

**Next Meeting:**

**Closure:**

**END**.