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| **PAPER TWO** | | |  |  |
| **Meeting Date** | **Task Description:** | | **Owner** | **Status** |
| 17Sep22 | **Membership to JS Dickson Sub Section.**  **Next actions:**  Raise motion for donation to J.S. Dickson Sub-section  Open a bank account.  Communicate with existing members transferred to J.S. Dickson Sub-section.  Conduct an AGM. | President  Treasurer  Secretary  Provisional President | | Closed  Open  In progress  Open |
| 27May23 | [Task list resourcing – People, Money, Authority, Responsibilities](file:///F:\Meeting%20_Council%2027%20May%202023\Item%20H.%20General%20Business%20Item%20(vi).%20Task%20List%20Resourcing.docx).   * 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 and equipment (Under Development) * Memorabilia and Honour Boards (Under Development) * ANC Award Sponsorship (Under Development) | Box Hill  Geelong  Melbourne  Section Executive  Southwestern  East Gippsland  No sponsor | | In progress  No update  In progress  In progress  In progress  In progress |
| 13Sep23 | 1. **Confirmation of Previous Victorian Council Meeting DRAFT Minutes dated 22 July 2023.**   Chair sign Draft minutes and repost to the Section’s web portal. Due Date: ASAP   1. **Post 22 July 2023** **Correspondences and Associated Actions.** Chair Follow-up with Government House Victoria regarding the Section’s request for patronage. Due Date: 17 September 2023 2. **Notice of Motion.** Chair and Vice President Andrews draft Motion for Section Executive and Council consideration. Due date: NLT 30 October 2023. Chair records the motion on the 01 November 2023 Executive and Council 04 November Meeting Agendas. 3. [**Succession Planning**](file:///E:\Section%20Executive%20Meetings\September%202023\Item%20H%20General%20Business_Papers%201%20-%202%20inclusive.docx)**.** Section Secretary contact Sub-sections and ask for individuals to be identified for the 2024 AGM and 2025. The positions for election at the 2024 AGM are: VPB, the Secretary for a three-year term of office, then **2025:** VP C and Committee Member B for a three-year term of office. **Due Date:** ASAP but NLT 29 February 2024. 4. **Planning for 2024.** Chair to promulgate/populate the Section Web portal with ratified dates. **Due Date:** ASAP. 5. **Cost of Member Pin Badge.** No Further Action (NFA) required. 6. **Public Liability Insurance (PLI).** NFA required. 7. **Scale for Awards in the NAA system (By-law 2.4.1). For Sub-section consideration.** Sub-sections encouraged to identify worthy individuals for citations. 8. **Life Membership citation Arthur Roach, Geelong Sub-section.** Secretary to forward the approved citation to the National Council Administrative Officer. **Due Date:** NLT 16 September 2023 9. **PLI.** Suggested misinformation regarding the 2024 PLI certificate for submission to Bunnings for fundraising. **Chair to investigate.** 10. **Periods of absence:** Chair absent in Germany from 14 November – 10 December 2023. 11. **Calendar.** Dates, locations, times, and allocated persons IAW the calendar provided to these minutes. | Chair  Chair  Chair/VP Andrews  Secretary  Chair  NFA  Chair  All Sub-sections  Chair  Chair  As listed | |  |