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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-sectionOpen a bank account.Communicate with existing members transferred to J.S. Dickson Sub-section.Conduct an AGM. | PresidentTreasurerSecretaryProvisional President | ClosedOpenIn progressOpen |
| 27May23 | [Task list resourcing – People, Money, Authority, Responsibilities](file:///F%3A%5CMeeting%20_Council%2027%20May%202023%5CItem%20H.%20General%20Business%20Item%20%28vi%29.%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 HillGeelongMelbourneSection ExecutiveSouthwesternEast Gippsland No sponsor | In progressNo updateIn progressIn progressIn progressIn 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: ASAP1. **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%3A%5CSection%20Executive%20Meetings%5CSeptember%202023%5CItem%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.
 | ChairChairChair/VP AndrewsSecretaryChairNFAChairAll Sub-sectionsChairChair As listed |  |