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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  Open  Open |
| 19Mar22  30Aug22 | **Annual Reunion Dinner** – Vice President Andrews to lead.  Nothing of significance to report. | Secretary | | Open |
| 30Aug22  17Sep22 | **Federal and State Grant opportunities.**  A grant to the Victorian Veterans’ Council for $4620 to fund the two workshops has been successfully lodged with the VVC. Decisions regarding successful Grant applicants will be known in October 2022.  Awaiting VVC decision. Not Granted. | President | | Completed. Closed |
| 17Sep22 | **HMAS CERBERUS OPEN DAY 2023**  Working group consisting of Russell Pettis, Lee Andrews, and Jimmy Fitzgerald**.**  **Update:**  Senior Naval Officer -Victoria advised the Cerberus Open Day will be a free but ticketed event.  Nothing to Report | Open Day Working Group | | Open |
| 30Aug22 | **NAVY WEEK – OCTOBER 2022**  Nothing of significance to report. | President | | Closed |
| 16Jul22  17Sep22 | **Section Audit Function**.Contact RADM Grunsell (Partner KPMG) to ask if KPMG can support the request to audit the Victorian Section finance statement pro bono.  Awaiting KPMG response to above request. | President | | Closed  Open |
| 17Sep22 | **Follow up unfinancial members at Sub-section level** | Secretary | | Open |
| 17Sep22 | **Reimbursement for Travel Related Expenses to Victorian Section Delegates.**  Amend the Section Regulations to reflect DVA rates.  Arrange a Special Council Meeting IAW the NAA Constitution 3.2A.3(h).  Add as an AGM Agenda Item a review of the Sections milage rate with that of the DVA milage allowance. | President  Secretary  Secretary | | Completed. Closed  Open  Completed. Closed |
| 17Sep22 | **Election of Officers**.  Contact each Sub-section for a volunteer for appointment to the Treasurer’s position until the 2023 AGM. | Secretary | | Completed. Closed |
| 17Sep22 | **Financial Delegations**  Note the need to review the delegated level of funds for entry into the Delegation Authority Letter, for the 2023 AGM Agenda. | Secretary | | Completed. Closed |
| 17Sep22 | **Finance Steering Committee**  Convene the committee and establish business rules and processes. | President | | Completed. Closed |
| 17Sep22 | **Mandatory use of the Auto Fill Excel File V3.42 and education package**  Victorian Sub-sections use the Auto Fill Excel File 3.42 effective 17 September 2022.  Provide an education package to Sub-section Secretaries | Secretary | | Completed. Closed |
| 17Sep22 | Complete the administration for [Certificate of Merit Application,](file:///C:\Users\EGNAA10\Documents\Council%20Papers\17%20September%202022\Gary%20Cleary%20Cert%20of%20Merit%20Pge%201.docx) [Gary](file:///C:\Users\EGNAA10\Documents\Council%20Papers\17%20September%202022\Gary%20Cleary%20Cert%20of%20Merit%20Pge%202.docx) [Cleary](file:///C:\Users\EGNAA10\Documents\Council%20Papers\17%20September%202022\Gary%20Cleary%20Cert%20of%20Merit%20Pge%203.docx)  Complete the administration for [Certificate of Merit Application,](file:///C:\Users\EGNAA10\Documents\Council%20Papers\17%20September%202022\Gary%20Cleary%20Cert%20of%20Merit%20Pge%201.docx) Chris Van Dijk  Complete the administration for Life Member Application – Norman Hansen | Secretary | | Completed. Closed |
| 17Sep22 | **Navy Heroes Worthy of the Victoria Cross for Australia**  Communicate the recommendation to the National Secretary | President | | Completed. Closed. 22Sep22 |
| 17Sep22 | **RSL and Servulink Pilot**  Forward a Motion to the National Council | President | | Completed. Closed. 22Sep22 |