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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 | ClosedOpenOpenOpen |
| 19Mar2230Aug22 | **Annual Reunion Dinner** – Vice President Andrews to lead.Nothing of significance to report. | Secretary | Open |
| 30Aug2217Sep22 | **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 |
| 16Jul2217Sep22 | **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 | ClosedOpen |
| 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.  | PresidentSecretarySecretary | Completed. ClosedOpenCompleted. 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%3A%5CUsers%5CEGNAA10%5CDocuments%5CCouncil%20Papers%5C17%20September%202022%5CGary%20Cleary%20Cert%20of%20Merit%20Pge%201.docx) [Gary](file:///C%3A%5CUsers%5CEGNAA10%5CDocuments%5CCouncil%20Papers%5C17%20September%202022%5CGary%20Cleary%20Cert%20of%20Merit%20Pge%202.docx) [Cleary](file:///C%3A%5CUsers%5CEGNAA10%5CDocuments%5CCouncil%20Papers%5C17%20September%202022%5CGary%20Cleary%20Cert%20of%20Merit%20Pge%203.docx) Complete the administration for [Certificate of Merit Application,](file:///C%3A%5CUsers%5CEGNAA10%5CDocuments%5CCouncil%20Papers%5C17%20September%202022%5CGary%20Cleary%20Cert%20of%20Merit%20Pge%201.docx) Chris Van DijkComplete 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 |