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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 |
| 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 |
| 17Sep22 | **Follow up unfinancial members at Sub-section level** | Secretary | Open |
| 19Nov22 | **Investigate the 2022 PLI payment to National Council** | Treasurer | Closed. Resolved |
| 19Nov22 | **Manage the Projects approved by the Section Council** | Executive | Open |
| 19Nov22 | **Lodge the Victorian Section Executive in the DVA-V Portal** | Footscray delegate | Open |
| 19Nov22 | **2023 Annual membership Subscriptions due 31 Dec 2022** | Sub-section Secretaries | Closed |
| 19Nov22 | **Life Membership – Geelong Sub-section citation. Return to Sub-section. Resubmission forwarded.** | Secretary | Open |
| 19Nov22 | **Building Sustainable Grants – Commitment of funds. Commit funds against the Vic section 2022/23 budget** | Treasurer | Open |
| 19Nov22 | **Special Council meeting – Section finance** | All delegates | Open |
| 19Nov22 | **Certificate of Merit – Debra Borthwick. Complete administration.****Signed version of CoM forwarded to the National Secretary for issue.** | Secretary | Closed Complete |
| 19Nov22 | **Key Performance Indicators – amend and reload to the Section webpage. Any mention of the word performance removed. KPIs to be known as key Indicators. Vic Section webpage document amended.** | President  | ClosedComplete |
| 19Nov22 | **President and Section VPs to gain a Director Identification Number. President, VP Bravo and Charlie issued DIN** | All | ClosedComplete |
| 19Nov22 | **Box Hill Sub-section Motion – Forward to National Secretary. Forwarded to National Secretary. Motion resolved in the affirmative by the National Council 23 November 2022. Box Hill member advised.** | President | ClosedComplete |
| 19Nov22 | **Commit funds for two members to attend the Creswell Oration** | Treasurer | Closed |
| 19Nov22 | **Confirm payments from 2021 Creswell Oration** | Footscray delegate | Open |
| 19Nov22 | **World Stage 2022 Lecture Series – Commitment of funds for two NAA Victorian members** | Treasurer | Open |
| 19Nov22 | **Sub-section Returns for the National Council meeting 23 November 2022. Delegates in favour of all five items. Votes delivered during national Council meeting 23 November 2022** | President | ClosedComplete |