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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 |
| 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 | | Closed |
| 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 | | Closed |
| 19Nov22 | **Building Sustainable Grants – Commitment of funds. Commit funds against the Vic section 2022/23 budget** | Treasurer | | Closed |
| 19Nov22 | **Special Council meeting – Section finance** | All delegates | | Ongoing |
| 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 | | Closed  Complete |
| 19Nov22 | **President and Section VPs to gain a Director Identification Number. President, VP Bravo and Charlie issued DIN** | All | | Closed  Complete |
| 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 | | Closed  Complete |
| 19Nov22 | **Commit funds for two members to attend the Creswell Oration** | Treasurer | | Closed |
| 19Nov22 | **Confirm payments from 2021 Creswell Oration** | Footscray delegate | | Closed |
| 19Nov22 | **World Stage 2022 Lecture Series – Commitment of funds for two NAA Victorian members** | Treasurer | | Closed |
| 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 | | Closed  Complete |