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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 |
| 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 |
| 22April23 | **Transfer $5,053.19 to General Account** and reinvest the remaining investment amount maximised. Transfer of funds cannot be completed until after 21 June 2023. | Treasurer | Open |
| 22Apr23 | **Change regulations and include the Delegation Authority Letter** format to use titles instead of people’s names so that letter can be structured. | President | Open |
| 22Apr23 | **Lifetime Membership – Mervin Hampson** Pass the citation to the National Secretary for additional administrative action.Section Council to vote on approving the citation, on 27 May 2023. | Secretary | Closed |
|  | **Register** with Scouts Victoria to receive monies from raffles. Advise of findings for fundraising under Naval Association Constitution.Result: No foreseeable transgression of the NAA Constitution.  | VP Andrews/ Joy Emmett | Open |
| 22Apr23 | **Nomination of Ange Kenos to stand for Secretary of National Committee.**Letter to be drafted detailing why the application was not supported. | President | ClosedCompleted  |