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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 | ClosedOpenCompletedOpen |
| 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 | **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 | Closed. Completed |
| 27May23 | list the Notice of Motion in the July 2023 Council Meeting agenda. | **Secretary** | Closed. Completed |
| 27May23 | Adjust the Victorian Section Regulations to include the ratified Conflict of Interest Policy. | Secretary | Closed. Completed |
| 27May23 | Conduct the self-assessment then make recommendations to the Section Executive. | Sean Derrick | Closed.Completed |
| 27May23 | Provide a letter of delegation outlining the responsibility and authority to the responsible person. V72 and V68 delegates to take carriage of this important task Fundraising. ACNC guidance provided to both V72 and V68 members. | President | Closed. Completed |
| 27May23 | [Task list resourcing – People, Money, Authority, Responsibilities](file:///F%3A%5CMeeting%20_Council%2027%20May%202023%5CItem%20H.%20General%20Business%20Item%20%28vi%29.%20Task%20List%20Resourcing.docx). * Welfare Frequently Asked Questions (FAQ) (Under Development)
* Sub-section New Member Checklist (Under Development)
* Bereavement Package (Under Development)
* Executive Forum (Under Development)
* First Aid Training Update and equipment (Under Development)
* Memorabilia and Honour Boards (Under Development)
* ANC Award Sponsorship (Under Development)

Status: SW to action First aid. EG to action Memorabilia and Honour boards. | Box HillGeelongMelbourneDandenongSouthwesternEast Gippsland Frankston | In progressIn progress |
| 27May23 | Section WHS. Populate the Section Risk Register | Ron Evans | In progress |
| 27May23 | Apply for the [Google Ad Grant](file:///F%3A%5CMeeting%20_Council%2027%20May%202023%5CGoogle%20Ad%20Grants_%20How%20To%20Apply%20%26%20Get%20Started%20%281%29.pdf) Status: Request for an account lodged on 14 June 2023.  | President | In progress |