



## VICTORIAN RIFLE ASSOCIATION INC

### COUNCIL MEETING 20<sup>th</sup> January 2019 Wellsford Rifle Range

Meeting Opened: 09.30

**ATTENDEES:** Alan Wright (AW), Frank Conner (FC), Albert van Wyk (AvW), Trevor Rhodes (TR), Garry Warrender (GW), Peter Farley (FP), Brett Hartnett (BH), Simon Whatley (SW)

**APOLOGIES:** Garry Kay (GK)

**MINUTE TAKER:** Nikki Rees (NR)

Moved: TR    Seconded: FC

**MINUTES OF PREVIOUS MEETING:** Held on 25<sup>th</sup> November 2018.

Accepted as tabled.

Moved: SW                      Seconded: BH

#### Business arising from previous Minutes:

Agenda Item Number	Action items to be completed
16	NR to design a form for juniors to submit for consideration for funding - this item needs further development from the Council.
7	GK to forward the Annual Report to all Councillors ?
10	PF to develop survey to be sent to NR for distribution ?

GW spoke about a document that he had compiled outlining the protocols and behaviours expected of Councillors including the confidentiality of content from Council meetings. This document had been previously emailed to Councillors in December 2018.

## REPORTS

1. **Chairman's Report** – Not available at time of publication

2. **Treasures Report**

AvW provided the council with the month to month financial reports for their perusal and evaluation. AvW's analysis of the financials are that trading sales have increased with total income YTD of 37%. Trading sales take into account only activities that are processed through the shop. COGS currently is increased by 42%, up by about 3 or 4% over the year, this may be due to an increase in costly items purchased on a one off, special order basis such as Nightforce scopes etc. AvW mentioned that wages have increased however this is accounted for by the Shop Manager being employed by the VRA and no longer employed as a contractor.

AvW mentioned that Queens will be the VRA's next source of income apart from Memberships being processed in July 2019. AvW encouraged the VRA Council to consider other methods/avenues for income streams aside from memberships and Queens.

AvW is currently analysing some discrepancies in the NRAA invoicing procedures with the assistance of the Shop Manager.

BAS is also an outstanding issue with AvW to work closely with our bookkeeper and Auditors to resolve. With the impending implementation of a new accounting system, it is hoped that future BAS difficulties will not arise.

Account Balances as at 20<sup>th</sup> January 2019

<b>Term Deposit</b>	\$258,505.00
<b>Interest Bearing Account</b>	\$172,926.00
<b>Trading A/C</b>	\$18,049.00
<b>Junior Development Fund A/C</b>	\$3,000.00

Moved: GW                      Seconded: AW                      Carried

**3. Executive Officer Report**

NR outlined the process completed for selecting the new casual employee – Ben Richards (BR) and mentioned that he is learning both the administrative roles and retail roles quickly and efficiently. She anticipates that the majority of his tasks will be administrative, however due to his interest in rifle shooting he has the skills and abilities to also assist in the shop when required. The hiring of BR has mitigated some of the risk carried by the VRA in relation to staff absence or staff resignation.

Shop Hours – NR spoke about the shop hours for the next couple of months being set at Tues/Wed every week with the shop being open every second Thursday to coincide with the attendance at the range of the Vic Pol RC. Hours will be advertised using the usual methods of communication.

NR discussed a request from a member from South Bendigo RC to temporarily store his caravan at Wellsford Range. The member provided a letter to the VRA which outlined his request including acknowledgement that the VRA would be free from any liability in the case of damage or loss to his van. The member will pay a fee of \$100 per calendar month and is expected to store it for a period of three to six months. The van will be moved to a suitable location during the Queens Series. Council agreed that having the van at Wellsford may provide the range with added security as it would appear that someone is staying at the range overnight. Council voted on this request with a majority vote being recorded as Yes.

Moved: GW                      Seconded: AvW                      Carried

Action Item	Responsibility
NR to notify the member and have a document drafted for signatures.	NR

**4. Major Grant Report:** this item was held over until Agenda item 7 – Zero Range discussion.

## **5. Queens Report**

NR discussed the progress made regarding the management and logistics of the Queens Series. TR mentioned he would like to have the Saturday night spit roast advertised as soon as possible. NR said she would have communications out soon regarding this event. TR kindly committed to once again managing the bar. The medals/trophies and badges have all been ordered and are we are now awaiting arrival. NR reminded Councillors that if major sponsors (above \$500) were to sign on for Queens then she would need to know ASAP as the “Queens Polo Shirt” would soon be in production. PF mentioned that the Council should consider changing the name of the Syme and offering it to a major supplier or company from the shooting industry. Several ideas were considered with PF tasked to investigate this as an option for Queens Series 2020. NR asked Councillors for suggestions on how to make the F Class categories more visible and inclusive during the closing ceremony. SW suggested that the Chief Range Officer announce the various categories prior to the chair arriving with sashes presented.

Action Item	Responsibility
NR to consider Queens ceremony procedure to be more inclusive of all categories of shooting	NR
NR to advertise and co-ordinate the spit roast evening	NR
PF to manage the renaming/major sponsorship of the Syme for 2020	PF

Moved: GW    Seconded: AvW                      Carried

## **General Business**

### **6. Membership Fees – 2019-2020**

Councillors held a robust discussion regarding the membership fees for the financial year of 2019-2020. The discussion included the current charge for the levy, feedback received from members regarding the high cost of membership and increasing cost of administering the association.

Two motions were introduced during this agenda item.

Motion 1 - Remove the levy from the 2019-2020 fees – motion was carried with a majority vote

Motion 2 – Increase the membership fees by \$15 for the 2019-2020 fees – motion was carried with a majority vote

The new full member category (code 102) for 2019-2020 will be set at \$205.00 which includes a NRAA component of \$65.00

Action Item	Responsibility
NR to complete full schedule of fees for distribution to clubs	NR

Moved: FC                      Seconded: SW                      Carried

## 7. Zero Range Discussion – including submissions from members

This general business item also included Agenda item 4. Major Grant summary provided by NR. Each sub project was discussed with outcomes listed in the below table with council voting on the new budget amounts.

<b>Project Description</b>	<b>Comments</b>	<b>Action required</b>
Construct Powder Magazine	BH provided a thorough analysis regarding the powder magazine including discussions with OSA and Worksafe. BH also provided alternatives that he considered would be more suitable for the VRA shop requirements and meet all Worksafe regulations and licencing conditions	NR to amend total project figures to alter the powder magazine cost. BH to investigate how to increase the holding capacity of powder at the Wellsford range to 200kg or potentially more. - in addition, to increase primer holding capacity to in-excess of 500k, with a preference to 1 million.
Machinery Shed 9m x 18 m	Bendigo Garages, concrete, levelling of trees and stumps, pre-concrete work. All contractors engaged	NR to discuss tree removal with COGB
Kitchen	SW confirmed design and costings. Construction to commence 21/01/19	SW to provide NR invoices for payment as required
Ramp to Toilets	Requires Building permit	Waiting on drafting drawings and building permit. Concreter to quote once design finalised
Zero Range	Zero Range to be located 25yards from mantlet.	NR to contact PCM Enviro for quote
Pavilion Refurbishment	Price includes, concrete, awning, roller doors and levelling	NR to source quotes for PA system, TV monitors, cladding of walls
Tractor	Completed	NIL
Tractor accessories	Completed	NIL
Concrete at 600 yards	This project to be held until other projects funded	No action required as yet
Office refurbishment	Builder engaged to formalise quotation. Includes removal of all walls, disabled ramp at new entrance and railing on veranda.	NR to liaise with builder to finalise details
Office fit out	Includes new meeting room and memorabilia/volunteer area	NR to source quotes on office partitions/shelving etc

Security	Upgrade security to range	NR to source quotes once other projects finalised
Heritage Powder Magazine	Roof leaking? Upgrade entrance for paver project?	NR to investigate heritage overlay requirements
Planning & permits	Some already completed	NR to consider costs around amendments to planning permit and sourcing building permits
Project Management	This amount stated in previous documentation	No action required

**Zero Range** – An extensive discussion was held regarding the merits, location and viability of the zero-range concept. Councillors considered all submissions received by members that contained various ideas/opinions. BH discussed the long-term cost of placing a caveat on a substantial amount of land as a native vegetation zone. A thorough discussion ensued with all Councillors providing input and feedback. It was resolved that a 25-yard range would be located on the current range set back from the mantlet. This would mean that no vegetation would need to be removed, thus eliminating any need for reserving land on the range. The Councillors tasked NR to investigate options and source quotes for construction.

GW moved a motion that the zero range be located approximately 25 yards in front of the mantlet. Seconded BH Motion carried unanimously.

GW moved a motion to repeal the application for a caveat and withdraw plans to clear the previously allocated land behind the machinery shed. Seconded: FC Motion carried unanimously.

Moved: AvW                      Seconded: TR                      Carried

Action Item	Responsibility
NR to complete all allocated tasks listed above.	NR
PF to contact Chief Range Officer for ideas about zero range	PF

## 8. Shot Expo – 19/20<sup>th</sup> October 2019

A motion was previously passed by Council that the VRA would attend the Shot Expo to originally be held in May 2019. Since that meeting, the Expo date and management team have changed with the new date scheduled for 19/20<sup>th</sup> October 2019 which is in direct conflict with the annual DRA Teams/COC/AGM weekend. The council decided that having the VRA attend the Shot Expo is still a valuable tool for attracting new members and increasing the visibility and profile of the Association. A new date will be set for the DRA/COC/AGM. See point Agenda item 9.

## 9. DRA/COC Weekend

Councillors discussed the limited dates available due to the clash in weekends with the shot expo. A lengthy discussion was held regarding the logistics and planning requirements for this event. It was decided that the DRA Teams and COC/AGM would still be held on the same weekend even though each club may now send a champion instead of a DRA champion. The date for this event is now the 12/13<sup>th</sup> October 2019.

Action Item	Responsibility
NR to send out communications to all members re the new date.	NR
TR to develop ideas/planning and logistics for this event	TR

## 10. Bernie Warren – Retirement from shooting.

The VRA was forwarded an email regarding the imminent retirement of Bernie Warren as a Range Officer. Bernie has been inactive from shooting and the VRA for approximately three years and the VRA would like to acknowledge and recognize his contribution to the sport. Bernie has been shooting with the VRA for over 50 years and has been a significant supporter of rifle shooting for that time. The VRA would like to wish Bernie well for the future.

Action Item	Responsibility
NR to send Bernie a letter of appreciation	NR

## 11. Shooting Australia Roadshow

Shooting Australia and Member Organisations will be conducting a road show to work with State and Territory organisations in order to gain insights about our sport on Saturday 23<sup>rd</sup> February 2019. The roadshow will be held at the Victorian Institute of Sport, Lakeside Stadium, Albert Park. The VRA is invited to send up to four participants. Nominations to attend this event have been received from Garry Kay and Garry Warrender with an invitation be extended to John Eland.

Action Item	Responsibility
NR to RSVP to the event on behalf of GW & GK	NR
GW to invite John Eland to attend.	

## 12. BRC Connections

GW gave an overview of the current situation and expressed his appreciation to BH who has conducted a thorough investigation into the current power supply to Wellsford Range. BH has held discussions with Stanalec and the electrician contracted to connect the BRC clubhouse. Councillors talked about options of how to ensure that no circuit breaker is overloaded and that all current and future connections would be viable and meet all regulations. It was decided by Councillors to allow BRC to reconnect to the VRA electricity supply with a 30 AMP circuit breaker in place. BRC will be charged \$30 a quarter for electricity use with the fee to commence in the second quarter of 2019 (March). All water connections are also to be confirmed with BH and SW.

Moved: GW

Seconded: SW

Carried

Action Item	Responsibility
BH to contact BRC Representative verbally, with formal notification of the above to be provided to BRC.	BH

NOTE: It was later found that a 32-amp breaker is used and not 30-amp. The councillors all agreed after the meeting that a 32-amp breaker was to be accepted.

### 13. Councillor Portfolios

At the Council meeting held on 25<sup>th</sup> November 2018, it was agreed that Councillors would be allocated portfolios of responsibility. These portfolios were finalised with the results listed below. It is expected that each Councillor will provide regular reporting about and on any actions/issues within their portfolio.

Moved: FC

Seconded: TR

Carried

## Councillor Portfolios January 2019

	<i>Topic</i>	<i>Councillor Allocated</i>
1	Treasury/VRA Shop Staffing – HR F Class State Teams	Albert van Wyk
2	Technology NRAA Scoring and Statistics	Frank Conner
3	Events – Queens NRAA Scoring and Statistics	Alan Wright
4	Events – DRA & Other VRA OPM's All regional club PM's	Trevor Rhodes
5	Renewal of Wellsford Licence Other State Teams	Garry Kay
6	Membership Communications and Marketing Sponsorship for Events	Peter Farley
7	Strategy & Operational Policies Updating rules/by laws Updating Range Standing Orders	Garry Warrender
8	Resident Club Liaison & Wellsford Range Facilities	Brett Hartnett
9	Major Grant Project	Brett Hartnett
10	Shot Expo	Simon Whatley – Assisted by Garry Warrender

#### **14. Move it AUS** – Participation Grant Program – value \$28.9 million over four years.

An email was sent to the VRA and forwarded to all clubs regarding a grant that has recently opened aimed at making Australia the worlds most active and healthy nation.

The grant is aimed at allowing clubs to hold “come and try days” to enable members of the public to try the sport. An email was received from a member asking if the VRA could request that the NRAA submit an application on behalf of all NRAA clubs in Australia. A representative from the NRAA has been made aware of the request. No further information is available on this at time of publication.

Moved: PF                      Seconded: BH                      Carried

Action Item	Responsibility
PF to consider ideas/concepts within the grant timeframe for submission	PF

#### **15. Changes to VRA Rules**

GK sent an email to all councillors regarding possible changes to the rules for review by Councillors and be available for members comments prior to Queens. It is anticipated that these changes be ready for submission during the 2019 AGM.

#### **General Discussion Points**

1. BH stated that we could disconnect the pump that is currently not being used to increase our power capacity and passed a motion that it should be decommissioned and the pump sold. Motion carried unanimously with SW tasked to value pump for sale. BH will also cap the open bore valve. BH also asked if NR could contact Coliban Water as the meter is leaking.

Action Item	Responsibility
NR to contact Coliban water	NR
BH to decommission pump, SW to value for sale	BH & SW

2. AvW informed Councillors that the F Class State team would be applying for a grant to assist competitors with travel costs associated with the 2019 competition in WA.

Action Item	Responsibility
AvW to forward NR details of grant	AvW & NR

#### **Upcoming Council Meetings**

- 24<sup>th</sup> March 2019
- 26<sup>th</sup> May 2019
- 28<sup>th</sup> July 2019
- 22<sup>nd</sup> September 2019
- 24<sup>th</sup> November 2019

Meeting closed at 4.10 pm