



VICTORIAN RIFLE ASSOCIATION INC

COUNCIL MEETING 26th May 2019 Wellsford Rifle Range

Meeting Opened: 09.40

ATTENDEES: Garry Kay (GK), Frank Conner (FC), Albert van Wyk (AvW), Trevor Rhodes (TR), Garry Warrender (GW), Peter Farley (FP)

APOLOGIES: Simon Whatley & Alan Wright

MINUTE TAKER: Nikki Rees (NR)

MINUTES OF PREVIOUS MEETING: Held on 24th March 2019.
Accepted as tabled.

Business arising from previous Minutes:

Item Number	Action Item	Responsibility
6	NR to distribute details of water pump for sale	NR
6	PF to complete survey for distribution	PF
9	PF to draft letter to clubs about EPA Report	PF
16	GK to set up meeting with SSAA	GK

PF spoke about his ideas on the survey and has reconsidered its format after receiving feedback from competitors at the 2019 Queens. A discussion regarding the pro's and cons of removing the 1000-yard match ensued with various opinions on the merit of this idea. PF will redesign the survey and forward it to Councillors for further feedback before distribution to Queens competitors and VRA members.

PF stated that he has not completed the letter to clubs regarding the EPA report, however the hard copy of the report has now been distributed directly from the EPA to all club contacts.

REPORTS

1. Chairman's Report

GK received an enquiry from a VRA member in regards to the process/probability of setting up a service rifle club. GK sent an email to the member asking for more information to be received prior to this council meeting to enable an informed discussion. To this date no further information has been provided so this matter will be held over until the next meeting.

GK recently received a resignation letter from Councillor Brett Hartnett from Vic Pol RC. His resignation was reluctantly accepted by Council. In his short term as Councillor, Brett provided a significant contribution including developing the concept of the zero range and compiling the application to LRD. Brett has indicated that he is still available to assist the VRA Council with various projects. GK thanked Brett for his substantial involvement on the Council. Councillors then discussed various options on how to encourage female members to join the council. This would be in line with our ongoing responsibilities to meet a 40% female quota on the Council as per the recently introduced State Government guidelines.

Council discussed the good governance guidelines and measure that can be introduced to meet those recommendations.

Action Item	Responsibility
NR to send Councillors a list of current female members.	NR

2. Treasures Report -

AvW tabled a treasurer's report – see Attachment 1.
Account Balances as at 25th May 2019

Interest Bearing Account	\$228,435.93
Trading A/C (includes recent payment of \$144,926.38 from Dept of Sport - Milestone 3)	\$184,040
Junior Development Fund A/C	\$3295.00

As part of the discussions and the tabled report, AvW put forward a motion to introduce a new category of membership in an endeavour to attract new members. The cost would be \$97 for the first year and \$60 for U21's.

AvW also put forward a motion to introduce a virtual club "Wellsford Rifle Club" that would capture new members who may not wish to compete or join a local club.

Action Item	Responsibility
NR to redesign current membership form and letter to clubs and distribute before week ending 31/5/19	NR

AvW spoke about the need for the Council to consider a capital investment program to assist regional clubs. One of these ideas may be to purchase electronic targets and lease them out to clubs with the condition that they be returned to Wellsford during large events. Councillors agreed with the concept and believed it would add value to local clubs.

Action Item	Responsibility
AvW to develop a business case for presentation to council as to how this could be implemented/managed	AvW

AvW spoke about the new membership form and the VRA's move to an electronic form of membership. AvW put forward a motion that the new form be accepted with minor adjustments made to the acceptance of rules to include the NRAA code of conduct. Whilst the form is detailed in the bylaws, this motion will override it until the AGM. Of note, the previous membership form is different to the one contained in the bylaws.

3. Shop Report

A shop report was tabled and accepted by Councillors

4. Executive Officers Report

NR spoke about the valuable contribution that Ben has made to the team, unfortunately he is seeking full time work and will soon not be available to the VRA. He has mentioned that he would be willing to assist us with events. NR is going on leave from Wednesday 29th May and returning on Tuesday 9th July 2019. During that time, she will be answering queries only via email due to her

travelling overseas and there being a significant time difference. Ben will be assisting in the office during some of this period. NR will seek help from two of our volunteers to start processing membership cards.

5. Major Grant Report – see Attachment 2.

6. Queens Report

Reports from NR, AW and Peter Hulett (CRO) were tabled and accepted. Feedback regarding the Queens was positive with the upgrade to the Pavilion being a highlight. Councillors thanked AW for his outstanding effort in successfully administering his first Queens and look forward to next year's event being just as successful.

7. Councillor Portfolio Reports

PF said he will redesign the survey and have the letter to club contacts regarding the EPA to NR by Wednesday 29th May 2019 for distribution.

GW provided several documents for review by Council which includes a proposed update of the rules and by laws. **GK** asked about standing orders being reviewed. **GW** said he will investigate the standing orders to see if they also need updating. A vigorous discussion then ensued regarding future format of the VRA Council. Proposals discussed were for a six-member council voted on by members and three positions appointed by Council. There are logistical difficulties with implementing this process and a transitional plan will need to be developed. **GW** will include transitional arrangements for this change into his draft form of changes to the rules/by laws. **GW** will complete these documents as soon as possible and send to NR for distribution to members for perusal and comments so that they can be ratified at the AGM to be held on 26/27th October 2019.

TR spoke about the current planning for the Champion of Champions and VRA prize meeting event. Badges have been ordered with a quote for medals still to be received. **TR** is seeking support and sponsorship with a couple of members already committing to providing monetary assistance for the Prize Meeting. **NR** to contact Lorraine regarding catering both events. **TR** moved a motion that due to their significant and ongoing contribution as volunteers at the VRA, two members from the Marong RC be exempt from paying Wellsford Range Fees for the financial year of 2019/20.

FC – discussed the website content and improvements being made

Action Item	Responsibility
GW to provide NR with documents for distribution regarding updates to rules/by laws	GW
NR to contact Lorraine regarding catering	NR
PF to send NR the letter for clubs regarding EPA report	PF

General Business

- 8. Solar Panels for Pavilion** – this item removed from agenda due to current negotiations for reclassification of the pavilion. This will be revisited once recommendations from the Building Surveyor have been received.

- 9. Survey for Queens** – this item was discussed as part of the business arising from previous meeting.
- 10. Members Request for new club.** – This item was discussed as part of the chairman’s report.
- 11. Rule Changes** – this item was discussed as part of the Councillor portfolio reports.
- 12. Champion of Champions** – this item was discussed as part of the Councillor portfolio reports.
- 13. Club Disputes** – TR requested that the Council discuss options for assisting clubs with dispute resolution. GK reminded TR that we have no jurisdiction over regional clubs and how they operate. Possible suggestions for assistance including providing a contact to clubs for formal mediation. Assisting all clubs to develop their own code of conduct that would be formally introduced and publicised. NR could assist with this administrative task. GW would soon be developing a stand alone VRA code of conduct. The current VRA Workplace Health and Safety document covers code of conduct issues, however a separate policy would be beneficial.

Action Item	Responsibility
NR to send clubs an offer of assistance for development of their own code of conduct document once GW has finalised the VRA Code of Conduct	NR/GW

14. Strategic Planning

TR requested that the VRA develop a five-year strategic plan for publication. All councillors agreed that this would be beneficial document, however the process to progress this suggestion would require significant time and resources to design and develop it.

15. Engagement of a Design Company

AvW has been working with a design company to create a new logo/design for the NRAA branded team shirts. He showed the Councillors an example of the types of shirts to be used. AvW then requested that the Council approve expenditure of \$2000 for the same company to produce a poster size advertisement introducing the new Hunter class category. This information could then be distributed to clubs and also the wider firearms industry for the purpose of attracting new members to the VRA.

16. Registration with the Australian Sports Foundation

PF spoke about the benefits to the VRA of registering with the Aus. Sports Foundation that would allow members to make donations that are tax deductible. Council agreed that it may be of benefit. NR mentioned that until the Major Grants project has been completed, she has limited time/resources for her to commit to this request. AvW committed to completing the application with the assistance of NR.

Action Item	Responsibility
Complete registration forms	NR/AvW

Upcoming Council Meetings

- 28th July 2019

- 6th October 2019
- 24th November 2019

Meeting closed at 3.00 pm

Attachment 1 – Treasurers Report

Dear Councillors,

The bank account balances as of 25/05/2019 are:

- Interest bearing account - \$228,435.93
- Trading account - \$184,040 which includes \$144,926.38 third and final grant funds from Sport & Rec to be transferred to interest bearing account
- Junior Development Fund \$3,295,00

The last few months have seen quite a few unplanned and unbudgeted expenses associated with the VRA shop. Costs have been controlled as best possible and I would like to thank Nikki for her expert approach to administering all the competing priorities. On a positive note and based on the feedback from competitors during the most recent Queens, we have succeeded in thus far delivering great value to all users of the range. The next phases of the project will see a continuation of this value and I am looking forward to having all items completed by the time of the AGM.

We are currently tracking marginally behind profit expectations for this year by approximately \$4,000. Given that we have not historically seen high revenue figures in June, I have instructed the shop manager to place all stock items on sale. This approach should help bolster our financial performance and it is my hope to deliver profitability to the Association in this financial year. There is no better time for our members to snap up some bargains and to buy components and other consumables in bulk.

I find myself frequently looking at our financial performance and must remind myself of the fact that as a council, we are first and foremost here to provide benefits and services to our members and ensure the longevity of our sport. It is very easy to draw from our performance the realisation that we need to be more profitable and more commercially minded allowing greater investments to be made for the betterment of all our members. As example, the gross profit delivered by our shop turns into an overall loss when wages and other expenses associated with the activity is considered. In this next financial year, I will continue to drive efficiencies in our operations while remaining focused on maintaining the excellent service delivery to our members. We must above all other, continue to deliver meaningful benefits to our members.

As aside, I believe the time has well and truly come to case our minds to the improvement of regional shooting centres through a variety of Capital Improvement initiatives. For too long members of clubs all around Victoria have funded activities and improvements at the Wellsford Range without sufficiently benefiting from those activities.

I would ask that council add this topic to general business today and in addition that council send communication to all clubs to seek input on areas where the VRA is able to assist them improve their ranges and support them in attracting new members, while delivering great value to their existing member base.

This is by no means a new idea but one such example might be Capital Investment in Electronic Targets. Target systems would be loaned to clubs with the understanding that they are returned to the VRA during key events in the year i.e. Champion of Champions or Queens. As a council we need to be thinking of where we want to be in 5 or 10 years from now and supporting our clubs and its members is key to securing long term benefits to all.

Membership

Membership levels this year have not risen to those levels seen the year prior. The increased Full membership numbers has primarily been driven by a strong push in new members the year prior which has not been repeated this year. It is my hope that the discounts of the new member subscription schemes will maintain current membership levels while the introduction of the new Hunter/Production Class will allow clubs to actively pursue new members in this new category.

In order to help clubs, attract these new members I propose that Council consider the following new member Category: New Full Member - NRAA & VRA @ \$97.00

This offer will not be available to any person that has previously held membership with the VRA or any other NRAA affiliated association. The membership category will be full new membership and will include all insurances and benefits as per ordinary membership. The reasoning behind such a scheme is to allow clubs to gain the benefit of new member growth and to attract a segment they might not have been able to in the past. Those individuals that join will revert to existing membership categories in the following years. I additionally propose that the VRA establish a new Club – Wellsford Range Club that will be for those individuals that do not want to join a particular club in the first instance but who might want to utilise the facilities of clubs within Victoria. Members not part of this new club will pay usage fees at any range they participate in either as a casual shooter or during a competition.

Code	Description	2017/18	2018/19
102	Full Member	587	619
104	U21	30	20
108	Club Member	87	83
110	Social Member	34	27
OLM	Life Member	5	5
202	New Full Member	101	65
204	New U21 Member	8	8
		852	827

Attachment 2

Project Description	Comments	Action required
Powder Magazine	Shed now completed	Still waiting to hear back from Worksafe. This project to be discussed on the completion of all other projects
Machinery Shed 9m x 18 m	Now completed	
Kitchen	Kitchen/bar area to be completed on receipt of Building Permit	Met with COGB. Structural engineer now engaged. Building surveyor now engaged for reclassification purposes. NR to receive quote for replacement of roof capping to weatherproof the pavilion
Ramp to Toilets	Requires Building permit	Quote to be received from Concreter
Zero Range	Zero Range to be located 100 yards from right hand end of mantlet with	BRD Excavations now formally engaged. LRD have approved concept and location

	mantlet being modified to act as stop butt.	
Pavilion Refurbishment	Refurb complete	NR to source quote for painting the floors if budget allows.
Tractor	Completed	NIL
Tractor accessories	Completed	NIL
Levelling at 600 yards	To be undertaken internally with tractor	No action required as yet
Office refurbishment	Second Generation Builders engaged	Contracts to be signed week ending 31/05/19
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	Council have approved quote from Bendigo Security for upgrade to Security
Heritage Powder Magazine	Roof leaking? Upgrade entrance for paver project?	NR met with COGB and have confirmed heritage requirements.

Councillor Portfolios March 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	Vacant
9	Major Grant Project	Vacant