



VICTORIAN RIFLE ASSOCIATION INC

COUNCIL MEETING

28th July 2019

Wellsford Rifle Range - Pavilion

Meeting Opened: 09.50

ATTENDEES: Garry Kay (GK), Frank Conner (FC), Albert van Wyk (AvW), Trevor Rhodes (TR), Garry Warrender (GW), Simon Whatley (SW)

APOLOGIES: Alan Wright (AW), Peter Farley (FP)

MINUTE TAKER: Nikki Rees (NR)

MINUTES OF PREVIOUS MEETING: Held on 26th May 2019.

Accepted as tabled.

Business arising from previous Minutes:

Item Number	Action Item	Responsibility
6 (March)	NR to distribute details of water pump for sale	NR
2 (May)	AvW to develop a business case for presentation to council as to how this could be implemented/managed	AvW
16 (May)	Complete registration forms for Aus Sports Foundation	NR/AvW
16 (March)	GK to set up meeting with SSAA	GK

NR needs assistance to identify the location/description of the pump for sale. AvW gave an overview of his progress on the business case agenda item as above. One of the options for progressing this action item was to set up a forum for clubs to attend and discuss their requirements/needs.

REPORTS

1. Chairman's Report

GK has no formal events to report on however he has begun perusing the Australian Sports Foundation as per the above action item. A discussion then ensued regarding the appropriate name/position to put on registration forms.

2. Treasures Report -

AvW tabled a Treasurer's report
Account Balances as at 28th July 2019

Interest Bearing Account	\$325,036.17
Trading A/C	\$124,135.30
Junior Development Fund A/C	\$3000.00

AvW spoke about the stock sale that was implemented in mid May 2019 in an attempt to reduce stock levels and boost sales. The stock value prior to the sale was valued at a sum of \$170,000 which is well in excess of the optimum amount of \$80,000 - \$90,000. This initiative resulted in an increase of sales and reduction of stock, however sales amounted to only \$34,000 for the period leading up to the end of FY 2018/19. We are expecting a reduction in sales for the current financial year due to the shop renovations and strategies would need to be considered on how to increase sales to overcome this shortfall in profit.

Membership - AvW spoke about the current levels of membership numbers that had been distributed to Councillors for perusal during the week. Whilst some of the bigger clubs have significant reductions in membership numbers, it was anticipated that these would increase once money had been received from Members. AvW personally contacted some of the clubs that had reductions in members, and there were legitimate reductions with no negative feedback toward the VRA.

AvW has secured sponsorship from MacMillian rifle stocks to provide a pink rifle stock for a prize at a special breast cancer awareness shoot for 2020. AvW believes this is an avenue to increase female participation/interest in full bore shooting. He sought Councillor assistance for the logistical management of this event.

Budget - AvW spoke about the budget for 2019/20. He has identified some possible increases in expenses (security) and also spoke again about the reduction in sales due to the shop closure for renovations. Operational expenses are expected to remain similar to those experienced in the 2018/19 FY. Discussions ensued regarding the future management of the VRA retail shop and ways to increase efficiency and productivity. It was identified by the Council that a position description and standard operating procedures documents need to be developed.

Break in Meeting from 10.40 - 11.15

Action Item	Responsibility
NR to design/develop a position description and standard operating procedures documents for the shop	NR

3. Major Grant Report - see Attachment 1

4. Councillor Portfolio Reports

GW said that several members had provided feedback on the rules and by laws with some good suggestions. He believes we are in a good position to present the new documents for this year's AGM. Further information on this topic was discussed during agenda item number 5.

FC was asked if we could update our website inexpensively, however FC believes this would not be possible without spending significant money on the upgrade. FC committed to having a system in place so that members could enter the 2020 Queens electronically via the NRAA website.

SW spoke about the current situation with the pavilion roof and that one of the members has volunteered his time to assist SW to fix the ridge capping.

Action Item	Responsibility
FC to develop/implement an electronic entry form for Queens 2020	FC

General Business

5. Proposed Rule Changes

GW spoke about the need for the rules/by laws to be flexible enough that they would still be relevant when the VRA becomes digital. This would include current forms becoming obsolete. He will develop a process to transition the rules/by laws so that they remain flexible and relevant.

GW believes that the current VRA “WHS” policy is sufficient for VRA and he will put links to the document in the By-Laws/Rules. A statement on the website could also direct people to this document.

6. Champion of Champions Logistics

TR gave an overview of the planning for this year’s C of C. He has been successful in securing very generous sponsorship from some current members and one interstate shooter to assist in the costs for medals and badges. SW volunteered to manage the bar for this event. NR requested that TR send her a list of outstanding items to be completed.

Action Item	Responsibility
TR to send NR a list of actions to be completed for the COC weekend	TR

7. Wellsford Club

GW put forward a motion that the Wellsford Rifle Club that was discussed and voted on at last meeting be officially recognised as a sub entity of the VRA. This would ensure that it would not require separate rules/constitutions and would remain under the control of the VRA Councillors.

8. Non-Resident Club request to use Wellsford

TR put forward a request from a non-resident club to hold an event at Wellsford Range in 2020. They are hoping to hold a charity event possibly in May 2020. The Council agreed that this is fully aligned to the VRA principles of increasing use of Wellsford Rifle Range. Further details regarding the logistics of this event are to be provided at a later date.

9. Request from member of a club regarding muzzle breaks

The Council discussed a request from a member of a club to discuss his use of muzzle breaks. Further information was requested from this member. GK to formally respond to the member.

10. Councillor Nomination

AvW presented Council with a nomination from a member for the current vacant position. The nomination was accepted by Council with the decision being made that it will form part of the current AGM appointments with nominations being due by Monday 2nd September 2019.

11. Membership Fees Structure

AvW spoke about the 2019/20 fee structure that was distributed to members in May 2019. The dollar amounts contained a mistake in the discount structure that was not identified until mid-July. Council agreed that the error in the fee would stand and no recourse for collecting extra funds would be undertaken. NR commented that feedback she had received this year was that our membership fees were complicated and that we need to simplify it for next year. AvW mentioned that he hoped we would have an electronic collection of memberships process in place by then.

Upcoming Council Meetings

- 6th October 2019
- 24th November 2019

Meeting closed at 12.40 pm

Attachment 1

Project Description	Comments	Action required
Powder Magazine		Worksafe to visit Wellsford for an audit when shop re-opens
Machinery Shed 9m x 18 m	Now completed	Storm water connections now completed. NR waiting for certificate of compliance prior to contacting Building Surveyor
Kitchen	Budget has been increased to provide funding for a commercial builder to finish this project. The reclassification process from machinery shed to commercial building requires professional input.	NR is waiting on two quotes from commercial builders to present to Council
Ramp to Toilets	Should still come in on budget	Quote received from concreter. NR still seeking quote for railing.
Zero Range	Zero Range construction nearing completion. BRD waiting for the ground to dry out in order to clean up area and complete this project.	Final payment to BRD still outstanding.
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	Demolition commenced 22 nd July 2019	Awaiting final completion date
Security	Upgrade security to range	Bendigo Security now monitoring site with new cameras to be installed at the completion of house renovation.
Heritage Powder Magazine	Roof leaking? Upgrade entrance for paver project?	NR met with COGB and have confirmed heritage requirements.
Planning & permits	Completed	Bushfire emergency plans finalised and will be sent to COGB

Councillor Portfolios July 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