

## MINUTES OF QCTA COUNCIL MEETING

Condamine

Friday 24<sup>th</sup> January 2020

**Present:** G. Moore, B. Muirson, M. Collins, D. Back, B. Cowley, D. Harwood, M. Robertson, R. Nugent, B. Pile.  
Proxy representatives: M. Swale for B. Brown, L. Sutton for G. Oats

**Chairman:** G. Moore                      **Minutes:** D. Young

**1. Meeting Opened:** 9.00 am

**2. Apologies:** B. Brown, B. Beazley, G. Oats, B. Lansdown, G. Battiato, K. Jarick.

***“That leave of absence be granted to those who have lodged an apology or appointed a proxy representative.”***

Moved: D. Back                      2<sup>nd</sup>: B. Cowley                      Carried

**3. Minutes of previous meeting:**

i) State Council Meeting – St George 26/7/19, previously ratified by email:

***“That the minutes of the State Council meeting of 26<sup>th</sup> July 2019 represent a true and correct record.”***

Moved: B. Muirson                      2<sup>nd</sup>: M. Collins                      Carried

**Business Arising:**

- D. Young will list action items separately so that minutes don't have to be changed for completed updates.
- Hard copy backup of QCTA material will be provided to B. Muirson.
- Regarding non-compliant clubs, the ACTA wrote to both clubs, to be followed up by QCTA.

ii) Management Meeting – 23/7/19

iii) Management Meeting – 14/11/19

L. Sutton enquired about the Commonwealth Carnival. Discussion followed regarding the new changes to this event and the rotation.

***“That the decision for Queensland not to host the Commonwealth Carnival in 2020 be ratified by State Council.”***

Moved: L. Sutton                      2<sup>nd</sup>: D. Back                      Carried

#### 4. Financial Report:

D. Young presented the financial report.

- The breakdown of the Townsville invoice including the carnival ground fees was explained.
- Permission was requested to include the Zone administration payments in the accounts for payment, total \$2000.00.
- Discussion took place regarding accepting our webmaster's quotation to provide ongoing website maintenance and unlimited uploads.

***"That the website contract be finalised and invoice of \$1800.00 for 12 months service paid."***

Moved: B. Muirson                      2<sup>nd</sup>: D. Back                                      Carried

***"That the financial report be accepted and accounts presented be approved for payment."***

Moved: M. Collins                      2<sup>nd</sup>: B. Muirson                                      Carried

R. Nugent suggested that for the Xero system to be used to maximum potential the administrator should be provided with adequate training. This was passed at a previous meeting. D. Young will liaise with Kennas regarding training and enquire if there is a course available that is more convenient to attend.

R. Nugent said it would be more logical to have financial reports presented on a quarterly basis rather than from meeting to meeting, so that financial information does not have to be duplicated for meetings and we have a more accurate basis for comparison.

#### 5. Correspondence:

##### Inward:

- G. Moore read late correspondence from Townsville updating State Council on the progress of the trench layouts.
- G. Moore received late correspondence from N. McKee requesting further information on the position of the National Coaching Director having been made redundant.
- G. Moore read a nomination for Distinguished Service Award.

***"That the nomination for Distinguished Service Award be accepted as received."***

Moved: D. Harwood                      2<sup>nd</sup>: B. Muirson                                      Carried

The cut off date for nominations for this award is 1<sup>st</sup> March and a final decision regarding the nominees will be made after that date.

**Outward:**

- Item 5804 – D. Young thanked B. Pile for organising the meeting venue.
- Item 5809 – D. Young thanked B. Muirson for submitting the trap postal team scores.

***“That Inward Correspondence be accepted and Outward Correspondence adopted.”***

Moved: R. Nugent

2<sup>nd</sup>: D. Harwood

Carried

**6. New Business:**

a) Election of ACTA Delegates

At the Barcaldine meeting last year B. Muirson was elected as the 2-year delegate with M. Collins elected as the substitute delegate for R. Nugent. As this position no longer exists a 2-year delegate is now required.

***“That M. Collins be nominated as the 2-year ACTA delegate.”***

Moved: B. Muirson

2<sup>nd</sup>: D. Harwood

Carried

M. Collins accepted the position.

b) i) Child Protection Policy

A draft copy of the Child Protection Policy was previously distributed to all Councillors for consideration.

***“That QCTA adopt the policy in its current form, to be reviewed on a regular basis.”***

Moved: B. Muirson

2<sup>nd</sup>: M. Collins

Carried

Discussion followed with regard to Blue Card requirements. Clubs have recently been notified about strict adherence to Blue Card laws however a reminder memo will be sent out.

ii) SunSmart Policy

A draft copy of the SunSmart Policy was distributed to Councillors for consideration. L. Sutton suggested a change to Item 5 Sunglasses, to remove the standards reference.

***“That QCTA adopt the policy as modified.”***

Moved: L. Sutton

2<sup>nd</sup>: M. Robertson

Carried

c) General Policy Documents

Return to this item later in the meeting.

d) Presidential Medal

D. Back submitted a nomination for the ACTA Presidential Medal and supporting letter. The deadline for nominations is the end of January so this should be actioned as soon as possible.

***“That QCTA strongly support the nomination for Presidential Medal as presented.”***

Moved: R. Nugent

2<sup>nd</sup>: D. Harwood

Carried

It is important that nominations remain confidential as there are only one or two awarded each year and many nominations are received.

e) Improve Communications

As K. Jarick was not present G. Moore explained what this topic was about.

B. Muirson outlined the process of communications regarding rules, from the initial recommendations and briefing papers, through collating and discussing proposed changes, to decisions made by the ACTA Executive. The confidentiality clause denies Rules Supervisors from discussing rule changes during the consideration period. Once ratified they are made public by the ACTA.

R. Nugent confirmed that the ACTA has structures in place to determine certain decisions, they are not made by deed poll. This process has been in place for 3 terms.

B. Muirson sent 40 briefing papers to State Councillors in June 2019, which Councillors confirmed, and did not receive a single response. He cannot be responsible for people's junk mail folders. The changes to Double Rise rules were passed by democratic process. M. Collins added that such issues are discussed at great length and all Councillors had an opportunity to raise concerns.

D. Harwood thought rule changes used to be sent for discussion and feedback with no changes to take place for a 12-month period, however this system changed in 2018.

D. Harwood would still like to see comment invited from clubs.

G. Moore stated that if this is to change QCTA would have to write a letter to the ACTA to request it. He understood that the original criticism regarding communications was that QCTA administration had not done their job distributing information to Zones and clubs, however he corrected this.

It was considered that the Rules Supervisors as nominated by the states were among the most knowledgeable regarding rules and were best placed to discuss issues with shooters.

*Break for morning tea 10.30am – Resume meeting at 11am*

f) State Trap Carnival program

R. Nugent discussed the availability of the function room etc. during the carnival and confirmed it was as previously discussed with D. Young. The Roma Golf Club or City's were suggested as alternate venues for the Council meeting and AGM. A draft of the program was distributed with sponsors to be confirmed.

g) State Trap Carnival office

R. Nugent confirmed that Woody, Viv, Brenda and Julie were doing the office for both the State carnival and car shoot. Extras helpers may be needed for the scoreboard or other duties but the office was covered.

G. Moore confirmed that pre-nominations would be separated for both events so that there is no confusion with payments. The State will receive and process pre-nominations however will not pre-squad as this will best be left to the office. It was confirmed there will be 10 competition layouts available plus one spare, with 2 layouts available for practice. Black White Flyer targets will be used, which Roma will make available in plenty of time for the competition, and the target count will be tallied as usual from the score sheets.

h) Dress Code

B. Cowley asked if there was a specific description of what determined 'camouflage' clothing. People have asked as they have had well-dressed people arriving in 'urban' wear and have been refused from shooting. He feels this is extreme at club level events, and would like clarification. Military camouflage can only be worn by military personnel; however, camouflage now refers to all colours.

Discussion followed regarding the clarification of 'camouflage' and what is acceptable at club level.

B. Muirson read the rule and it is clear that all forms of camouflage clothing are prohibited. This rule was put in place to raise the presentation standard of all clay target shooting clubs. Of course, commonsense should apply with shooters to be educated or given warnings, rather than refuse them.

B. Cowley will enforce this interpretation at club level.

i) Hall of Fame

- i. Confirmation of MC's for the Hall of Fame dinner. D. Stevens has agreed and will be assisted in the presentations by C. Witt.
- ii. We currently have one nomination for Distinguished Service Award but this remains open until 1<sup>st</sup> March.
- iii. B. Powell is the only qualifying inductee with 160 Hall of Fame points.

***"That Bruce Powell be inducted into the Hall of Fame for 2020."***

Moved: M. Collins

2<sup>nd</sup>: R. Nugent

Carried

- iv. The PowerPoint presentation cannot be left to the last minute as in previous years, as it must be approved and tested. G. Moore will contact C. Witt to ensure this is prepared on time, with a cutoff date of 31<sup>st</sup> March.
- v. A new Hall of Fame committee is to be convened. Current members include B. Muirson, G. Moore, D. Back, D. Young and C. Witt as State Historian. It was suggested to approach R. Woodrow and V. Forsythe also.

j) State Sporting Guidelines

2020 will be the first year the Sporting Carnival is to be run as a State event without funding and we will therefore work to ensure it is successful for both the QCTA and the host club Redcliffe. Due to their template they can only operate 3 sporting layouts, therefore M. Swale would like to see rounds increased to 30 or 35 targets to ensure we shoot 200 targets for the carnival.

A draft copy of the guidelines was previously distributed to Councillors for comment. If the program consists of 100 targets per day the maximum cutoff should be 90 nominations. It was suggested cost of open nominations would be \$160 for 200 targets.

Maryborough has requested to borrow the QCTA traps for the SE Zone Sporting Carnival. All agreed to this with Maryborough to cover the cost of getting the traps to their grounds. We are to check insurance and obtain a quote for the 4 traps.

Regarding Item 10 of the guidelines: The QCTA is to 'appoint' rather than 'approve' shoot marshals for State events to ensure we have experienced people in this role. Guidelines of all discipline carnivals are to reflect this change.

With regard to running the shoot office, the Zones will continue to be responsible to appoint staff to conduct the office at State Carnivals. This will help to keep volunteers involved and interested rather than to leave the office to the same few workers.

G. Moore read a letter from the prospective Quilpie club, which is a sporting clays club. This will go to the Western Zone meeting for approval.

k) Northern Zone

As the Northern Zone president and secretary resigned in August 2018, all necessary information should be going direct to the clubs. A letter will be sent to the clubs making them aware that the Zone cannot continue in caretaker mode and outlining their obligations to find replacements.

Discussion followed regarding some of the issues the Zone is facing continuing without a management committee, such as lack of representation, lack of office workers for State carnivals in the Zone, no input regarding club matters, etc. The letter should ask how we can help the Zone to progress, and should be directed to the current secretary with all clubs copied in. The Zone has obligations to their clubs but may appreciate assistance from the State Council.

l) Administrator Contract

To be discussed with QCTA president and secretary at close of meeting.

*Break for lunch 12.30pm – Resume meeting at 1.05pm*

Responding to a question on a previous item, Commonwealth Carnival:

G. Moore explained the new format committing states to a mandatory \$12,000 investment, to match the ACTA contribution, for prize money. He asked if clubs who previously submitted an expression of interest should get priority, and if 5 layouts would still be sufficient to host the event.

The event could not continue to run as a club event with this injection of funds but would have to be run by the State. It was generally agreed it would be difficult to commit to hosting the event under these conditions, with money perhaps better spent on our own carnivals.

Victoria has accepted the Commonwealth Carnival for 2020 so we will watch the outcome with interest.

Return to item (c) Policy Documents

B. Muirson has collated many of the previous and current policy documents.

R. Nugent suggested the policies be reviewed at a Management meeting with recommendations made to State Council.

B. Muirson will short list the relevant policies and present them to Management.

## 7. General Business:

1. M. Collins – Apologies should only be accepted by email or letter. He referred to a previous decision made regarding apologies.

***"That meeting apologies must be received in writing."***

Moved: M. Collins

2<sup>nd</sup>: D. Harwood

Carried

2. M. Collins – Checked that D. Young did not need assistance with Trap team uniforms at this stage.
3. M. Collins – Sponsorship for State Trap Carnival.  
2020 is the final year for Curley Cattle Transport and their sponsorship of the Double Barrel championship. D. Young has Go Shooting on board to sponsor the Ladies High Gun. Individual events were discussed and Councillors allocated to approach sponsors. Roma CTC confirmed they would be sponsoring the Handicap event for \$3000.00.
4. M. Collins – ACTA is making changes to their coaching program which is under review. He will provide feedback regarding their progress and impact on the State.
5. B. Pile – Questioned as to why the ACTA is changing the ISSF Nationals from January to November for 2021 as this will exclude many juniors from attending. R. Nugent explained that this was decided in 2015 when shooters signed a petition to change, with many reasons discussed at the time. B. Muirson explained a new cycle was to start after Olympic selection.  
B. Pile said the consideration for school holidays should have been picked up as all juniors will now be affected. B. Pile was asked to write a letter outlining his concerns to the Zone so the QCTA could include this information in a letter to the ACTA.
6. D. Harwood requested the website address.
7. D. Harwood requested the procedure to order State team uniforms and shooting jackets on behalf of Keith Simpson. D. Young confirmed that Keith had already returned his team uniform measurements and order forms.
8. D. Harwood requested assistance for running State carnivals on behalf of Ben Beazley. Ben believes that the QCTA should be responsible for running State carnival offices. Discussion followed with general consensus that if one person is responsible for running the office, they must also recruit a team of people who may not be available for all carnivals. We would risk losing all our volunteers.

At present Zones will remain responsible for the shoot office.

9. D. Back – Club secretaries are having issues with the changes to Double Rise and requested how this decision could be reversed. The Central Zone do not support the new rule changes.

Discussion followed regarding the pros and cons of the new rules and their effect on the workload of office staff and lower grade shooters. D. Back will send a letter to the Central Zone to support the reversal so the QCTA can forward a letter to the ACTA.

Proportionate prize money was also discussed in relation to the new rules for Double Rise. Changes should be entered into the procedure's manual for the carnival.

***“That the prize payout for the Double Rise event for the 2020 State Trap Carnival will be worked out proportionately according to the nominations received in each grade for that event.”***

Moved: D. Back

2<sup>nd</sup>: D. Harwood

Carried

We are to write to the ACTA to enquire if they also follow this payout procedure for the National championships.

10. D. Back – Regarding the Junior Sportsmanship Award, nominations should be requested from clubs for the forthcoming Trap carnival. D. Young will write to clubs requesting nominations.

11. R. Nugent requested that the roster for the following year's State championship allocations be published in the program book. The current year's championships are published in their own section so the roster could be printed in conjunction with this.

D. Back acknowledged that it was good to see an order of program books going to the Guyra club. We should advertise that the books are available as our mailing list continues to grow.

12. B. Muirson – With regard to governance and women on Council, it is unrealistic to achieve 40% representation of women although 25% should be achievable. In Victoria if women are not represented, they do not qualify for funding. Although this proviso does not yet apply here, we should be approaching good people to represent on State Council regardless of gender.

13. B. Muirson – Face to face meetings are a necessary part of our governance. Coaches and team members receive a payment for representing the QCTA yet Councillors do not receive any assistance. R. Nugent believes there was a previous policy to address this.

***“That Councillors or delegates travelling to out-of-Zone State meetings be recompensed \$200 per meeting to assist with travel expenses to attend.”***

Moved: B. Muirson

2<sup>nd</sup>: M. Collins

Carried



This will apply to future meetings and payment approved by signing the meeting attendance list.

14. B. Muirson – Some State championships are still not being advertised in the online magazine as per Rule 4.10. This needs to be enforced. In Queensland all information has dropped off from clubs, not just advertising but also results. A memo should be sent to clubs regarding the advertising rule and submitting club information to the magazine.
15. B. Muirson read a letter of complaint from S. Whitehead to J. Shepherd. He listed height pegs, quality of double rise targets and lack of trap servicing, among other issues, and posed a number of questions.

The Maryborough club has recently put a lot of work into ensuring their traps and layouts are all uniform and compliant, and report that they are seeing better presentation of targets.

16. R. Nugent confirmed the titles of the State Secretary and State Administrator.
17. M. Collins – Technology for meetings has improved however face to face is still the best option to conduct meetings. He has recently attended meetings utilising GoToMeetings but this may be better suited to Management. He will look into this option.
18. B. Pile – Councillors are tagging emails with incorrect subject lines. For those wanting to raise new topics it is etiquette to start a new email with the correct subject. At the very least the subject line should be changed when forwarding emails with a different topic.
19. G. Moore – Regarding the Guinness Book of Records, B. Beazley confirms the Townsville club would consider the request if supported by Council. We will write to the Townsville club advising that the QCTA support this event.
20. G. Moore read a letter from Nathan McKee regarding the ACTA not continuing with the National Coaching Director's position and raised a number of questions. M. Collins confirmed that this was a change to the coaching structure and not a personal decision. There was previously a grant in place for this position that came through Shooting Australia but it has not been renewed for the past 3 years, and the ACTA want to consider a different direction.  
We will write to N. McKee and keep him advised.
21. G. Moore read a letter from the Gympie club regarding handicapping and an incident where an office worker questioned the correct rules regarding regrading. A page was submitted from a previous CTSN. The page was considered to be correct. D. Young will download the original page and it will be forwarded to all clubs.
22. B. Cowley advised that the Central Zone Trap Carnival and Handicap Spectacular shoot will be held at Rockhampton on 22<sup>nd</sup> & 23<sup>rd</sup> February.

23. D. Back congratulated D. Young on her Level 2 Competition Coach qualification.
24. R. Nugent advised that Queensland will remain on the roster for the 2029 National DTL championships. He advised the QCTA should approach clubs and seek expressions of interest to support this event, with stipulations for conduct of the event detailed in the request for expressions of interest. A decision should be made as soon as possible to appoint a venue as a large amount of advance planning is required.
25. B. Muirson announced that R. Nugent was attending his final meeting on QCTA State Council. D. Back thanked Robert for his years of input and assistance. G. Moore thanked Robert for all he has done for the association and for shooters, not just for Queensland but Australia as well. Robert thanked the QCTA for the opportunity to represent our state.

**Meeting Closed: 3.50pm**

## Attachment - Action Items:

Item #	<b>1</b>	Minutes Reference #	4(i)	Person to Action	D. Young
Action	Research and attend training for Xero accounting system.				
Date			Notes		
Item #	<b>2</b>	Minutes Reference #	5(i)	Person to Action	D. Young
Action	Submit DSA nomination to Hall of Fame committee.				
Date			Notes		
Item #	<b>3</b>	Minutes Reference #	5(i)	Person to Action	D. Young
Action	Respond to letter from N. McKee re National Coaching Director duties.				
Date			Notes		
Item #	<b>4</b>	Minutes Reference #	6(a)	Person to Action	D. Young
Action	Notify ACTA of Queensland delegates.				
Date			Notes		
Item #	<b>5</b>	Minutes Reference #	6(b)	Person to Action	D. Young
Action	Send Child Protection Policy to all clubs and post on website.				
Date			Notes		
Item #	<b>6</b>	Minutes Reference #	6(b)(i)	Person to Action	D. Young
Action	Send memo to all clubs regarding Blue Card regulations and compliance.				
Date			Notes		
Item #	<b>7</b>	Minutes Reference #	6(b)(ii)	Person to Action	D. Young
Action	Send SunSmart Policy to all clubs and post on website.				
Date			Notes		
Item #	<b>8</b>	Minutes Reference #	6(d)	Person to Action	D. Young
Action	Submit nomination for Presidential Medal to the ACTA				
Date			Notes		
Item #	<b>9</b>	Minutes Reference #	6(i)(iv)	Person to Action	G. Moore
Action	Advise Colin Witt of cutoff date for Hall of Fame PowerPoint presentation.				
Date			Notes		
Item #	<b>10</b>	Minutes Reference #	6(j)	Person to Action	D. Young
Action	Obtain quotation for insurance for sporting traps.				
Date			Notes		
Item #	<b>11</b>	Minutes Reference #	6(j)	Person to Action	D. Young
Action	Change all State Carnival guidelines, item 10 re appointment of shoot marshals.				
Date			Notes		
Item #	<b>12</b>	Minutes Reference #	6(k)	Person to Action	D. Young
Action	Write letter to the Northern Zone re best method to move forward.				
Date			Notes		
Item #	<b>13</b>	Minutes Reference #	6(c)	Person to Action	B. Muirson
Action	Prepare policy documents to be reviewed at next Management meeting.				
Date			Notes		

Item #	<b>14</b>	Minutes Reference #	7(3)	Person to Action	Councillors
Action	To approach sponsors for the forthcoming State Trap Carnival: Beretta (S/B) – M. Collins Spika – B. Muirson Madmac Toy Vault (D/R)– G. Moore Qld Police (Jnr HG) – B. Muirson				
Date			Notes		
Item #	<b>15</b>	Minutes Reference #	7(5)	Person to Action	B. Pile
Action	Letter to be written to the Western Zone re opposing new ISSF National dates.				
Date			Notes		
Item #	<b>16</b>	Minutes Reference #	7(9)	Person to Action	D. Back
Action	Letter to be written to the Central Zone re opposition of new Double Rise rules.				
Date			Notes		
Item #	<b>17</b>	Minutes Reference #	7(9)	Person to Action	D. Young
Action	Letter to be written to the ACTA requesting prize payout formula for Double Rise.				
Date			Notes		
Item #	<b>18</b>	Minutes Reference #	7(10)	Person to Action	D. Young
Action	Send email to clubs requesting nominations for the Junior Sportsmanship Award.				
Date			Notes		
Item #	<b>19</b>	Minutes Reference #	7(11)	Person to Action	D. Young
Action	Include State championship allocation roster in 2021 program book.				
Date			Notes		
Item #	<b>20</b>	Minutes Reference #	7(14)	Person to Action	D. Young
Action	Memo to be sent to clubs regarding CTSN advertising (Rule 4.10) and results.				
Date			Notes		
Item #	<b>21</b>	Minutes Reference #	7(19)	Person to Action	D. Young
Action	Send email to Townsville club supporting the Guinness Book of Records event.				
Date			Notes		
Item #	<b>22</b>	Minutes Reference #	7(20)	Person to Action	D. Young
Action	Respond to letter from N. McKee regarding National Coaching Director.				
Date			Notes		
Item #	<b>23</b>	Minutes Reference #	7(21)	Person to Action	D. Young
Action	Download CTSN page on rule clarification and send to all clubs, re Gympie query.				
Date			Notes		