

# MINUTES OF QCTA STATE COUNCIL MEETING

St George

Friday 3<sup>rd</sup> September 2021

**Present:** D. Back, B. Muirson, B. Cowley, L. Brandt, B. Allan, M. Robertson.  
G. Moore & G. Oats via technology.  
Proxy representatives: R. Nugent for M. Collins, J. Allan for D. Harwood.

**Chairman:** D. Back      **Minutes:** D. Young

## 1. Meeting Opened: 9.31 am

The President declared a quorum.

**2. Apologies:** G. Noffke, D. Harwood, B. Lansdown, M. Collins, G. Battiato.

***“That Councillors who have arranged for a substitute delegate be granted leave of absence.”***

Moved: R. Nugent                      2<sup>nd</sup>: M. Robertson                      Carried

***“That B. Lansdown be granted leave of absence as his authority to attend or appoint a substitute delegate had been withdrawn.”***

Moved: B. Allan                      2<sup>nd</sup>: L. Brandt                      Carried

## 3. Minutes of previous meeting:

D. Young apologised that some meeting information was not previously distributed as she was not advised of a quorum for the meeting.

a) State Council Meeting – Roma 30/4/21:

***“That the minutes of the State Council meeting of 30<sup>th</sup> April 2021 represent a true and correct record.”***

Moved: G. Moore                      2<sup>nd</sup>: B. Muirson                      Carried

b) Management Meeting – Toowoomba 25/6/21:

### **Business Arising:**

- G. Moore has contacted Consumer Affairs and while the Treasurer must come from Management, he cannot be appointed at a Management meeting but at a general meeting of the association.  
Further information to be provided after reference to the Incorporations Act.

c) Management Meeting – Telelink 5/8/21:

J. Allan read the minutes to those attending via technology.

## **Business Arising:**

- Re 7(c) - D. Young has sent a previous version of the carnival guidelines to the Toowoomba club for the Skeet Carnival.
- Re 5 - G. Moore requested information on the insurance claim for G. Mifsud.
- Re 8(1) – B. Allan expressed the need to clarify why the meeting cycle is constitutional and the reason it is structured in this way.

B. Muirson said that the meeting cycle is not, and has never been, worked around a calendar year. The last meeting of the cycle is always the face-to-face Council meeting that takes place at the State DTL Carnival each year. It is the last meeting before the association administration changes at the AGM following the meeting. The meeting that was to take place at Emerald on 13<sup>th</sup> August 2021 was to be the first meeting of the new cycle, so it is incorrect that either that or the current meeting could be unconstitutional.

At times in the past, we have tried to adhere to having one face to face meeting in each Zone each year however there have been times when it has been necessary to adjust. Covid restrictions during 2020 and 2021 also have to be taken into consideration.

R. Nugent said that as the constitution states there should be four meetings minimum, it is also allowable to have more, therefore it is not unconstitutional to have two meetings in one Zone in any one-year cycle, provided each Zone has had at least one meeting each.

***“That the minutes of the Management meeting of 25<sup>th</sup> June 2021 be ratified by State Council.”***

Moved: B. Muirson

2<sup>nd</sup>: B. Allan

Carried

***“That the minutes of the Management meeting of 5<sup>th</sup> August 2021 be ratified by State Council.”***

Moved: B. Muirson

2<sup>nd</sup>: G. Oats

Carried

## **4. Financial Report:**

D. Young presented the financial statement for the previous quarter.

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

Moved: B. Muirson

2<sup>nd</sup>: B. Allan

Carried

*G. Oats left the meeting to attend medical appointment.*

## **5. Correspondence:**

### **Inward:**

WACTA proposal re Skeet Nationals.

Northern Zone – harassing emails from G. Moore.

Northern Zone – Councillors to be Queensland residents.

D. Young to confirm with Northern Zone that the suggestion for Councillors to be Queensland residents is to be included as a notice of motion at the next AGM.

***“That Inward Correspondence be accepted.”***

Moved: B. Cowley

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

Carried

## **6. New Business:**

### a) Coaching

D. Back requested comments from all who had received R. Morrison’s letter.

Councillors were unanimous in their opinion that R. Morrison should be re-instated as State Coaching Co-Ordinator, and that previously accepted processes for coaching renewals had not been followed. It was suggested that a written approach be made to him to invite him to resume this role.

A proposal was outlined by the State Coaching Director to try to resolve the current situation to the satisfaction of all involved. J. Allan sent the proposal to those attending via technology, and was read by those present during the morning tea break.

*10.40am Break for morning tea.*

Separate to the proposal, recent concerns have arisen regarding coaches who have been contacted by phone to renew their accreditation, currently four enquiries in three Zones. Privacy issues were discussed and any authority given to those approaching coaches to renew. The coaching lists contain residential addresses and personal details and have been distributed to members of Management. M. Collins was called to request the source of the lists but he said he did not know who emailed the lists to him. D. Young was instructed to enquire through ACTA regarding confidentiality of coaching lists.

Council agreed with the proposal in principle as it maintains that coaching continue to be conducted as a state system, is in line with ACTA policy, satisfies our funding commitments, and all Queensland members will have access to coaching services. Some Councillors did not agree that the processing of accreditations should take place outside the state office as it is important to maintain state administrative processes, not for Zones to be advised to work around the state.

D. Young is to enquire through the ACTA office what is acceptable in line with policy.

The proposal is to be sent to everyone involved with coaching on behalf of Council, pending amendments following the enquiry to ACTA. Acceptance or responses are to be directed to State Council.

***“Council agree in principle to the coaching proposal, subject to the support of all mentioned within it.”***

Moved: R. Nugent

2<sup>nd</sup>: L. Brandt

Carried

The position of State Coaching Director was reviewed. Council's position remains unchanged from 2007 when this role was appointed as an administrative position within the QCTA state office.

***“That D. Young continue in the role of State Coaching Director as per the minutes of the State Council meeting of March 2007.”***

Moved: R. Nugent

2<sup>nd</sup>: B. Cowley

Carried

b) Sub-Committees

D. Back proposes the implementation of sub-committees for the benefit of the sport. At least one member from State Council is to lead a sub-committee to include shooters from each discipline, which will allow shooters to have input.

B. Allan used the example of open shooter meetings at skeet carnivals as a good opportunity for discussion with members.

Sporting: D. Back & L. Brandt

Suggested members – P. Tobin, D. Crouch, B. Chambellant.

Trench: B. Allan

Suggested members – D. Johnson.

Skeet: B. Muirson

Suggested members – N. Hughes, G. Walker, V. Forsythe.

Hall of Fame: Currently D. Back, B. Muirson & G. Moore

J. Allan volunteered to assist with this sub-committee.

Sub-committees will assess information and State Council will evaluate any concerns. It was also suggested to try to hold open meetings at state carnivals.

M. Robertson congratulated D. Back on putting forward a positive suggestion.

c) Meeting Policy

Meeting procedures are already addressed in the constitution however D. Back recognised a need to clarify procedures with regard to booking and scheduling meetings to achieve a quorum, including the use of technology.

Councillors agreed that there was a significant difference between face-to-face meetings and those conducted by technology where there is no interaction and no opportunity for team building.

R. Nugent suggested that rather than be advised where a meeting will take place, Zone Management/Councillors should put forward dates and venues for the meeting in each Zone. There will therefore be no reason for Councillors not to attend.

State Council meeting procedure:

- 28 days meeting notice, request agenda items.
- 7 days from meeting date agenda items close. Items submitted after this period will not be included.

- All agenda items to be accompanied by a briefing paper.
- 7 days from meeting date confirmation of a quorum for meeting to proceed.
- No response will be considered non-attendance.

***“That the State Council meeting procedure as proposed be accepted.”***

Moved: B. Allan

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

Carried

Councillors were in agreement that meetings must take place in order for state business to progress on behalf of the association.

Management meeting procedure:

- 28 days meeting notice, request agenda items.
- 14 days from meeting date agenda items close. Items submitted after this period will not be included.
- All agenda items to be accompanied by a briefing paper.
- 7 days from meeting date confirmation of a quorum for meeting to proceed.
- No response will be considered non-attendance.

***“That the Management meeting procedure be included in the previous motion.”***

Moved: R. Nugent

2<sup>nd</sup>: B. Cowley

Carried

All Zones will be sent a notice to provide meeting venues and dates. The next State Council meeting should take place in the SE Zone between October and December.

d) Meeting Cycle

This was addressed in item 3(c).

e) Electronic Recording of Meetings

G. Moore proposed that all meetings of the association be recorded.

***“That administration be authorized to purchase suitable recording equipment to record face-to-face meetings.”***

Moved: G. Moore

2<sup>nd</sup>: B. Muirson

Carried

Equipment options were discussed and recommended.

R. Nugent suggested the recording needs to run continuously for the duration of the meeting. On behalf of M. Collins, he said that some people do not like to comment at meetings if they are being recorded.

***“As minutes are the official record of a meeting, once the minutes have been approved recordings are to be destroyed.”***

Moved: R. Nugent

2<sup>nd</sup>: G. Moore

Carried

f) Removal of Telephones in Meetings

G. Moore suggested that due to those leaking information during meetings, phones should be handed in. Medi alerts need not be disabled but phones should be submitted. At the very least they should be put on silent with no usage during the meeting.

Comments received: G. Battiato was opposed to this suggestion. D. Harwood believes those releasing information during meetings should be removed from Council with disciplinary action to be applied.

It is also difficult to control unauthorized information being released with the use of technology during meetings. Confidentiality agreements should be considered. It was also discussed that meetings should be recorded, and to trial minutes being typed and distributed at the end of the meeting.

g) Fundraising

The Central Zone has suggested co-ordinating fundraising in the form of an online raffle to support Queensland minor carnivals. L. Brandt said that for a category 2 raffle no permit is required.

The major prize would be nominations paid for a shooter for an entire year at any ACTA competition. Estimates had been considered with regard to profit and expenditure.

Discussion followed regarding, promotion and the administration of ticket sales.

Council approved this proposal in principle with L. Brandt to further research the details.

h) Property Insurance

B. Allan presented an idea to provide property insurance to clubs due to the currently increased premiums, with some clubs unable to afford insurance.

Discussion followed with regard to setting up a fund.

R. Nugent said that regulations will not allow this. However, it could be an option to find a broker to insure bulk clubs.

L. Brandt recommended Elders as they are insuring a number of clubs in the Central Zone, and D. Back also recommended Outback Insurance as an option.

*Break for lunch 1.30 – 2.10pm*

i) Member Protection Policy

By June 2022 incorporated clubs will be required to have their own member protection policies in place. D. Young suggested that a grievance policy may be more suitable at state level rather than be subject to a complicated policy currently being introduced through the national associations with Sports Integrity. B. Allan offered to assist with this policy. D. Young will source a suitable sports template to adapt to our association for review.

j) Face to Face Full Council Meetings

G. Moore suggested that to solve poor attendances at face-to-face meetings they could be attached to Zone carnivals. With the current calendar these would be February, July, August and October so are quite well spaced, and will reduce the confusion of venues and dates. D. Back supported this suggestion but it is possible the hosting Zone may be tied up with their shoot.

We will first try giving the Zone the option of providing dates and venues.

k) Reduced Nominations

G. Moore provided statistic of the Gemfields shoot; that of 152 nominations 43 were women. This is an excellent result but suggested that due to rising target prices and

dependent on the demographic, all nominations could be slightly reduced and have all categories pay the same nomination.

Councillors acknowledged it was a big achievement to have so many women and junior shooters, and that families should be encouraged to attend. L. Brandt suggested that to offset reduced nominations, prizes for sections could be reduced as recognition was more important than a cash prize.

As currently the change is not financially warranted, this should be reviewed regularly and discussed again at the next meeting.

l) Schools Program

D. Back has been in touch with the Goondiwindi school principal as she is attempting to start an inter-school competition, and people with this type of passion for the sport should be harnessed. Maria at Longreach is making similar progress and is also involved in distance education. An enquiry has also been made to the Toowoomba club from Downlands school, and the borders at the Ag College have approached the Dalby club. G. Moore has also invited teachers to the Surat club who in turn will encourage students. D. Back is cautious about over-committing clubs and volunteers but is keen to advance a school's program in Queensland. He will put some effort into the best way to progress a program, and identify which clubs may be interested or capable of accommodating it.

m) Management Communication

D. Back requested input from Council with regard to the functions of the Management committee and some issues experienced.

*G. Moore left the meeting 4.20pm*

Discussion followed. Councillors had noted that although Management meetings had taken place, there were no recommendations from Management to Council. Advice was provided, including adherence to the meeting cycle and policies to assist to improve communication. It was recommended to make best efforts to continue with business concerning our sport and members without excessive focus on internal issues.

M. Collins had requested to be included in the meeting following discussion of this item. Further discussion followed with regard to references to events taking place behind the scenes, and examples of micromanaging and excessive emails.

An email provided by M. Collins was read to the meeting, during which B. Muirson left the room.

*M. Robertson left the meeting 4.35pm*

D. Back was satisfied that procedures put in place would assist and thanked Councillors for their input.

n) Underperforming Zone Delegates

Some references to this issue are addressed in the Policy Manual.

Discussion followed including whether current polices need to be re-addressed to ensure the ongoing function of the association, and with regard to the best way to move forward without penalising Councillors.

It was suggested that it was not advised to pursue wayward Councillors but to persist with conducting meetings, making efforts to achieve quorums, and to continue with business that best benefits our association and members.

## **7. General Business:**

1. R. Nugent is concerned that there are clubs listed with no or insufficient members, which should be corrected.
2. R. Nugent explained the format and reasoning behind NSW State Council meetings being conducted at Bathurst, and the benefits of this practice. D. Back calculated that the most central Queensland location is Blackwater. Consideration is to be given to a similar meeting format for Queensland Councillors.
3. D. Young requested to address Council following an enquiry to Fair Work Australia, providing their definitions of workplace bullying according to WorkSafe Queensland. L. Brandt was appointed to monitor and assist with this issue.

B. Muirson read a text message received on his phone from K. Jarick withdrawing D. Harwood's right to appoint a substitute delegate on his behalf for the meeting. Council members were in unanimous agreement that a quorum had been declared at the commencement of the meeting and that the meeting had been conducted under correct procedure.

The President thanked all Councillors for their attendance.

**Meeting Closed: 5.05pm**



## **Attachment 1: Meeting Procedure**

As per the constitution, both State Council and Management meetings will take place four (4) times per year:

**16.00** *The State Executive Council shall meet four (4) times per year. Each zone must be allocated 1 meeting per year. Dates and venues to be set at the Annual Council Meeting.*

**21.1** *The Management Committee shall meet at least once every four (4) calendar months to exercise its functions, including telelink if necessary.*

1. As previously moved, the annual State Council meeting at the State DTL Carnival will be face to face only, the use of technology to attend will not be permitted.
2. Zones will be requested to put forward dates and venues for the State Council meeting scheduled for their Zone so that all Councillors in that Zone can attend.
3. Management meetings will take place one week prior to State Council meetings.
4. In order to give adequate notice to both Management & State Council, one meeting notice will advise of both meetings, as follows:
  - 21 days' notice for Management meetings, requesting agenda items.
  - 28 days' notice for State Council meetings, requesting agenda items.
  - 7 days from the scheduled meeting date agenda items will close.
  - Items submitted after the close of agenda items will not be included.
  - All agenda items are to be accompanied by a briefing paper.
  - 7 days from the State Council meeting date, a quorum will be confirmed and the meeting venue booked to proceed.
  - No response to a meeting notice will be considered non-attendance.

Further accepted meeting procedures will remain as per the constitution.