



## MINUTES OF QCTA STATE COUNCIL MEETING

Friday 31<sup>st</sup> October 2025  
Brisbane Gun Club

**Present:** Julie Allan, Brian Muirson, Viv Moore, Sam Moore, Colin Witt, Glenn Anderson, Vic Stiller, Don Mabbutt

**Video:** Lil Brandt, Dallas O’Keeffe, Wayne Cislowski, Ben Beazley, Barry Lansdown, Tim Williams, Daniel Griffin

**Chairperson:** Julie Allan                      **Minutes:** Brenda Collins

**1. Meeting Opened:** 09:14am  
*Encountered technology issues and meeting adjourned to 10:00am*  
Brenda & Colin went to JB Hi-Fi and purchased Speakers and a Microphone to try and improve meeting quality.

**Meeting Re-Commenced at 10:28am.**  
Julie apologised to Council for delays. Room participants and video participants were named for the records.

**2. Apologies:** Seamus Murphy (Substitute Daniel Griffin), Nathan McKee

**Motion:** *“Those Councillors who have submitted Apologies or have Substitute Delegates be granted Leave of Absence.”*

Moved: No Motion Moved	Seconded:
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Julie addressed the meeting and read a Statement regarding “Roles of Councillors and Delegates, Representatives to Clubs and Members” - *\*copy attached as Annexure 2.*  
She also asked due to time constraints and Dan leaving at 12pm and Lil at 1pm, if the order for the meeting could change and start with Discussion Papers first. Council agreed.

### 3. Discussion Papers

#### QCTA Website – Lil Brandt

Lil believes it is not a viable website without all Clubs listed. She is requesting suggestions how to get All clubs on the page. It was recommended that the QCTA sends out a letter to all clubs stressing that if this is to be a viable website all clubs need to be listed. As a minimum, clubs could be put on from information from Program Books then it is up to the clubs to notify Admin to fill further details.

**Motion:** *“As a minimum, list ALL Clubs on QCTA Website and Zones Pages (may have to contact Web Builder regarding Zone Pages)*

Moved: Lil Brandt	Seconded: Brian Muirson	Carried
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## World DTL Teams 2026 – QLD Representatives – Lil Brandt

Lil recommends that as the 'A' Team is receiving funding from the ACTA, and the 'B' Team is not, we align with the ACTA and provide funding exclusively to the 'A' Team.

**Motion:** *“Pay only ‘A’ Team Funding of \$500 per shooter and adopt this model moving forward”*

Moved: Lil Brandt	Seconded: Brian Muirson	Carried
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## Grievance Officer (Integrity Officer) – Julie Allan

Julie suggests reaching out to Zones and Clubs to gauge interest of people in taking on this role. Training will be covered by Grant Funding (Education) and done by CPR Group.

**Motion:** *“Send out letter to Zone Secretaries to forward to Clubs for Expressions of Interest for Integrity Officer and mention Grant Funding and Time Restraints (within 2 Weeks)”*

Moved: Viv Moore	Seconded: Vic Stiller	Carried
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*\*Julie to find out the role of Integrity Officer*

## State Compak Sporting Carnival – Julie Allan

Expressed difficulty in finding a club to host the State Compak Sporting Carnival. Toowoomba has agreed to host on the 28-29 March 2026. Julie recommends working with the Toowoomba CTC and the Sporting Community to help organise details of the Carnival. TCTC have already signed the Guidelines. Sub-committee to be formed with interested shooters and to decide on a program, possibly depending on which Club is hosting the carnival at the time. Ben - Sub Committee Agenda should look at the following: Develop program that is best suited to clubs and put together a roster of clubs to host it. Brian suggested we could contact other States regarding their program for the State Compak Carnivals.

## State DTL Carnival Roma 2026 – Julie Allan

Discussion regarding State DTL Carnival and advised State Carnival will be held on 2<sup>nd</sup>-4<sup>th</sup> May 2026, directly after the Roma Annual 2 Day Shoot of 30<sup>th</sup> April & 1<sup>st</sup> May. Keep in your thoughts Sponsorship & Advertising. No further discussion was held.

## State Carnival Guidelines – Julie Allan

All Guidelines to be reviewed and funding of any costs is available through our current Grant.

*Sporting Guidelines*– need to find out if 5 traps per layout or 6 traps per layout (per FITSAC Rules) Julie mentioned that the ACTA have a container of traps if they need to borrow for Sporting Carnival. Transport of traps, however, could be a considerably cost.

*Skeet Guidelines* - Sub Committees to be formed for each Discipline (one from each Zone including Host Clubs) Questions regarding MCMS Nominations closing a week before...This should be changed. Take out word *Pre-Nominations* and change to *Self-Nominations*.

Ben - Regarding Sub-Committees – Send out guidelines to Host Clubs and have them uniform across all disciplines.

*State DTL Guidelines* – Lil mentioned that all Clubs should have the same guidelines, and there should be no negotiating and every club that holds the State should have the same guidelines.

Discussion regarding State DTL Carnival Host Club and payment of Trappers – Change Guidelines to add this and *Change* Accept Self Nomination close date to *Midnight* of Thursday before the State Carnival. Change Renumeration to *Exclusive of GST*.

**Motion: “QCTA to pay \$100 per Day per Trap to the State DTL Carnival (Host Club).”**

Moved: Ben Beazley	Seconded: Wayne Cislowski	CARRIED
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**Daniel Griffin left meeting at 12:16pm (approx.)**

**\*Brenda to make changes to the DTL Guidelines and send to Council.**

Sub-Committee to Review Guidelines – Central Zone-Brian Muirson, Northern Zone-Ben Beazley, SEZ-Don Mabbutt, Western Zone - Glenn Anderson, Management -Vic Stiller.

QCTA to send to ALL Host Clubs advising of the Reviews and to submit any feedback/input Back to their Zone Guidelines Committee Member. Any expenses incurred will be covered by Funding. Sub- committee to report to Management but send out to all Councillors. Guidelines to be Reviewed by January 2026

### **QCTA Policies – Julie Allan**

Julie read out recommendations written by D. Young – *Refer Attached Annexure 3*.

Discussion held regarding important policies that need reviewing for Funding purposes: - Diversity, Equity & Inclusion, Risk Management, Incident & Injury and Social Media.

Lil said Debbie Young has volunteered to go through the old ones and new ones and try and make one policy To take back to Council.

Ben said ultimately it is Managements responsibility and Management should prioritise and working forward, and in the interest of transparency go to Council.

Ben asked if we could use the ACTA Social Meida Policy adopt it into our By-Laws or do we have To develop our own.

**Tim Williams left Meeting at 12:34pm (approx.)**

**Motion: “Management to prioritse the Policies and come back to Council. Note that this is a priority for Funding.”**

Moved: Lil Brandt	Seconded: Brian Muirson	CARRIED
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\*Ben Beazley Abstain because he cannot hear some comments, Barry Lansdown Against

\*Julie said she will keep everyone in the loop for funding and policies.

Before Lil left meeting she wanted to clarify if previous motion regarding DTL Trapper fee of \$100 was moved, and regarding discussion around MCMS Admin Fee.

The motion was then changed to:

***Motion: “QCTA to pay \$100 per Day per Trap to the State DTL Carnival (Host Club).”  
MCMS Self Noms close at Midnight. \$25 Admin Fee to be charged or \$5 per Event”***

Moved: Ben Beazley	Seconded: Wayne Cislowski	CARRIED
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\*Ben & Wayne agreed to the change.

Funding update \$70,000- Julie read through the Grant Allocations

\*Julie to send out Grant Information that she read

**Lil Brandt & Dallas O’Keeffe left the meeting at 1:00pm**

Break for Lunch – Return at 1:30pm

#### **4. Minutes of Previous Meeting:**

**State Council Meeting – 6 June 2025:**

**Business arising from previous meeting:**

Any updated list of Hof Inductees. Suggested HoF be done at Roma, as it has the proper venue.

***Motion: “Move that the Minutes of the previous meeting be a true and correct record”***

Moved: Brian Muirson	Seconded: Vic Stiller	CARRIED
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**Management Meeting Minutes – \*\*15.05.2025, 17.07.205, 31.07.2025, 07.08.2025, 18.08.2025, 28.08.2025(Special Meeting), 16.09.2025:**

**Business arising from Management Meeting Minutes -**

Lyndon Anderson has offered to Sponsor the Super-Vets for the State DTL Carnival and pay for Engraving & Prize Money.

It was discussed about changing the name to Master’s to align with ACTA. Masters is 72+

Ben queried Motion moved at 28.08.2025 Meeting “As of 2026 Zones to be responsible for collecting their Clubs Program Book Information and to then forward to Administrator”. Discussion held regarding Program Book.

This is a QCTA requirement and should not be up to Zones. Brenda expressed time taken to collect information and the lack of response from some clubs. Still chasing clubs in October. Brenda thought that if she didn’t contact clubs it would reflect on her if clubs were to miss out on having their events in the program book. It was suggested to send out initial email and then a reminder, and if there is no response, then unfortunately those clubs who did not respond would miss out on having their shoot noted.

***Motion: “From 2027 the QCTA Program Book will become an Electronic Document and will be available on QCTA Website”***

Moved: Brian Muirson	Seconded: Don Mabbutt	CARRIED
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**Please Note: Recording became ineligible due to internet problems**

**Motion: "That All Management Meeting Minutes (\*\*Dated Above) be Ratified by Council"**

Moved: Brian Muirson	Seconded: Don Mabbutt	CARRIED
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\*Send out Management Meeting Minutes earlier so Council have time to read

## 5. Financial Report:

Viv questioned why the Account Transaction Report did not show the coding of accounts, such as Withdrawal of Float and the Re-Banking of Float did not equal. It was explained that Account Transactions (In Xero) is a list of payments and not Chart of Account Coding.

\*Brenda to look an any other report which may show this information – General Ledger Report?

A Question arose regarding Silkwood Transaction? This is the invoice for leftover Clays after DTL Carnival in Townsville.

NZ has sent an invoice and will be sent to Management for Payment Approval.

Townsville's Loan is due in December 2025. Ben said it will be good to pay pack in December when it is due.

**Motion: "That the Financial Report be Accepted as a True and Correct Record"**

Moved: Brian Muirson	Seconded: Sam Moore	CARRIED
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## Inwards & Outwards Correspondence: Questions Arising

Colin Witt updated about the Gold & Silver Badges. Gold Badges have been quoted at \$690 for Gold Badges and Silver Badges at \$110 each.

Suggestions:

- Order Bulk Badges, however, prices could fluctuate due to price of Gold.
- Bulk Badge order and then do engraving at a later date.
- Gold Plated instead of real gold.

Col to ask B&G Jewelers regarding above suggestions.

**Wayne Cislowski left meeting at 2:45pm (approx.)**

## P&L State Carnivals – DTL, Skeet, ISSF:

Look at whether the QPCTC has paid for their sponsorship. – (\*After meeting – Yes paid 18<sup>th</sup> March 2025)

Discussion whether Uniform's come out of cost of Carnival or from Consolidated Revenue.

Discussed Skeet Brisbane Clay Count – explanation given to the Calculations.

Julie read Roma's Letter requesting a swap of State DTL Carnivals to Roma 2028 and Townsville in 2029. There were several other reasons listed why Roma wishes to hold the State Carnival in Roma in 2028 including JPP, and the 50<sup>th</sup> Anniversary of the QCTA.

An email to Townsville was sent on 12<sup>th</sup> August 2025 requesting approval to Swap.

The TGC responded on the 4<sup>th</sup> of September agreeing in principle but would like to see a few changes in the Rotation. Brenda presented a Draft Rotation Roster for State Carnivals up to 2038.

Council received copies and will need to review.

Letter to be sent to Roma regarding Townsville's Response and the Proposed changes in Rotation

Letter of Support to be written to Roma regarding Grant Application for OD Facilities.  
Also requesting all Clubs and Zone to respond to Roma.

Ben requested further information regarding the letter Julie sent to all clubs. Julie explained reasons.

**Motion: "That Inwards Correspondence be Accepted & Outwards Be Endorsed for June & July"**

Moved: Brian Muirson	Seconded: Vic Stiller	CARRIED
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\*Further copies to be sent to Council

## 6. General Business: -

### **The quality of video recording has declined:**

Julie reported back to Council regarding the State Presidents Meeting with the ACTA Board:-  
Topics included - Zones and Roles, Commonwealth Carnival Reviews, Rotation of Nationals,  
Compak Sporting Development, Sponsors, PA Upgrade: - Next meeting 4<sup>th</sup> December 2026.

\*Julie will email Councillors a copy.

Viv enquired about the Constitution. Julie responded it will be worked on moving forward.

Sam Moore asked about the Kestral Report and if any actions will be taken against previous Management Member, and that he should be held to account.

Julie's response said a letter was sent to all Clubs with a response refuting and apologizing to the concerned people.

Barry said there were no names mentioned in the Kestrel Report

Sam Moore and Barry Lansdown – Agree to Disagree

Julie said we need to Move On!

Presidential Medal was lightly touched upon.

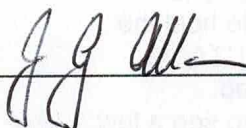
Discussed ages for Veterans: 55-65 Seniors, 65+ Veterans, Master 72+ (DTL, Skeet/Compak)  
Check with ACTA if these ages have passed.

Discussed that the venue for the meeting was not satisfactory, and that meetings should be held at a proper meeting room.

The next Meeting to be advised and with mutual agreement

Meeting Closed: 3:53pm

Signed:

  
Julie Allan  
Chairman  
QCTA Inc

ANNEXURE 1: - ACTION LIST

No.	Action	Whom	Status
1	Get it in writing from ACTA clearly stating the difference between coaching & instructing, including Practice Days.	Gerard	Refer to item 16. Awaiting Meeting
3	Send the information again regarding Coaching and what is required	Gerard	
4	Send out Risk Management Policy regarding Coaching	Gerard	
5	Letter to Zones stipulating how to get funding for Coaching	Gerard	
6	Check the timeline needed for notification for changes to Constitution	Gerard	
9	Gerard to forward to Councillors the wording for Grant Acquittal	Gerard	
11	Copy of Policy for the \$2000 payment to all clubs each letter	Viv	
12	Criteria to be sent to Zones to claim for Coaching (Women & Girls Grant)	Gerard	
14	State Skeet Selection Policy to be discussed at next meeting (Laurie S)	Brenda	
16	To organise ASAP the Meeting between ACTA & Council regarding Coaching	Gerard	Gerard followed up with ACTA. Waiting for a response as of 21.03.25
17	What is ongoing cost of New Website & Email Addresses	Gerard	To be presented next meeting – Copies of Refuel Contract sent to Management 02.06.25
20	Grant - Request a full report on what has been spent. Gerard or new Management to do a Reconciliation.	Julie /Brenda?	Work in progress – Brenda – Now with JA & Debbie Young
21	Gerard to send copies of new policy & procedures to Council		Copies emailed
22	Letter of support for Roma regarding holding the National DTL Championships in 2029	Brenda	To follow up with further information from initial letter
23	ACTA Meeting regarding Coaching – Due to new ACTA Office Bearers, should re-contact ACTA for meeting (Refer Action Item 1 & 16).	Julie & MT	
24	Send copy of Management Meeting Minutes to Council of 15.05.2025	Brenda	Email 21.06.2025
25	Send copy of correspondence regarding management nominations from SEZ	Brenda	Emailed with Draft Minutes 21.06.2025
26	JA to respond to M Collins in a letter	Julie Allan	
27	Look at Guidelines for the next meeting as an Agenda Item	Management & Council	
28	Management to send another letter to Kestrel regarding a request for further information	Management	
29	<del>Request copy of Debbie Young's Written Report regarding Grant Expenditure</del>	Brenda	Received 23.06.2025
30	<del>Require updated Estimate from NZ regarding proposed September Coaching</del>	Ben Beazley	
31	<del>Investigate Sporting Team Selection Process</del>	Brenda	Emailed with Minutes
32	Surat Loan – Viv to contact QCTA regarding payments	Viv Moore	Done 27.10.2025

33	Policies to be looked at by Management and bring to next Council Meeting	Management	
34	Julie to take questions to the ACTA in the next Board & State President's Meeting - 04.09.2025	Julie Allan	Pending
35	<del>Ask Sam Moore to send a copy of the State Councillors Manual 2004</del>	<del>Brenda</del>	Email request with Draft Minutes 21.06.2025 — Done 27.07.2025
36	Send copy of Draft Rotation of State Council for Review	Brenda	With Draft Minutes 06.11.2025
37	Letter of Support to be written by QCTA to Roma regarding OD Facilities	Brenda	
38	Send letter to clubs encouraging clubs to send in info for their Clubs Website Page.	Brenda	
39	Send Letter to Zone Secretaries to reach out to their clubs for any interest in Integrity Officer	Brenda?	
40	Julie to send out Grant Funding Allocation that was read at Meeting 31.10.2025	Julie	

## Annexure 2

### Address to QCTA State Council meeting at Brisbane Gun Club

Friday 31<sup>st</sup> October 2025

By QCTA President - Julie Allan

I would like to address this council regarding our role as councillors and delegates, and our representation to our clubs and club members.

For too long there has been a lack of respect, social manners and team work from our councillors. Some councillors have lost sight of their roll of councillor, which is to represent their club, zone and state, and administer the sport of clay target shooting so our members can have the best opportunities they can. We should be running and promoting successful carnivals and providing opportunities for our clubs through positive administration.

Clubs need to be mindful of who they elect to represent their club as their delegate. It should be a privilege to take on the role as delegate and councilor.

As a result of lack of respect and personal agendas the QCTA, which we are custodians, finds itself in a very difficult position where more than \$65000 has gone from the QCTA account, without discussion with council or any evidence of minutes, over an issue that could have been handled through a meeting and personally, at no financial cost to the association.

**It is our responsibility to protect the QCTA, not to destroy it.**

The QCTA have recently been issued with a 'Letter of Concerns re Defamation'. As a management we have voted to engage a solicitor to act on our behalf.

We are in this situation because of weak and vindictive people who do not have the best interests of our sport at heart. Weak, because they do not have the backbone to stand up and say anything if they see something is wrong. Vindictive, because they are using the QCTA and its funds to drive their own personal agendas, this is not for the betterment of the sport.

If you do not take the role of Club Delegate and State Councillor seriously, by administering and promoting our sport of clay target shooting, I would suggest you resign your position and let someone who has the best interests of the sport at heart come forward.

As a result of the lack of respect and personal agendas, the QCTA finds itself in this position.  
**You are supposed to be a positive example of leadership for our sport.**

From today, we start working together to positively administer the sport of clay target shooting for the QCTA, which will in turn make our zones and club stronger, offering more opportunities for our members.

We need our meetings to be respectful, and once a decision has been made and voted on, we unite as a council and work together.

A meeting is a platform to discuss decisions made, and make changes if required, not around the car park.

I would like to think I have your support that together we can work positively to promote the QCTA and help offer the best outcomes for our clubs and members.

Thank You

Julie Allan  
QCTA President.

1. The QCTA Policy Manual is current and contains policies (7) listed on the index.

Policies as separate documents as listed are also current:

Loan Assistance Application, Child Protection Policy, Coaching Policy, SunSmart Policy.

Some of these documents may not be termed as 'policies', eg. Application for Club Approval, New Club Affiliation, Loan Assistance Application, but they include rules and provisions for these procedures so have remained as policy documents.

Note: There is probably minimal update required for these documents but they should appear on maybe one agenda per year for review. At one stage it was discussed to review the Meeting policy to include timing of distribution of minutes and corrections by councillors.

2. The Register of ByLaws should be continually updated to record resolutions from meetings. It is important because it documents the decision-making history of the association. However, many of these bylaws will be obsolete. These resolutions should be used to update policies as they are reviewed. A big and ongoing job that has not previously interested Councillors.
3. The Draft policies vary in their use to the association.

The benefit of having some of these separate policies is that they will be a requirement of state govt funding or incorporations law. Also, it can substantially simplify the Constitution by not including extensive rules in that document.

Some other policies are not as relevant to the QCTA and risk over-administering the association. Most management, council and club administrators will not read numerous policy documents as they already know how the association runs, but there is some information that can be utilised.

Suggestions for adopting selected draft policies and better use of them:

- The 4 policies to consider keeping are: Diversity, Equity & Inclusion, Risk Management, Incident & Injury, and Social Media. Although these policies will be rarely referred to, it is a benefit for the funding to say they have been adopted. Councillors should be asked to review these 4.
- It would be a good idea to compile administrative handbooks (either digital or hardcopy) as in previous times, for State Councillors or Club Secretaries, or as part of the administration, and divide some of this policy information into them.

The draft By-Laws also contains some useful information but is repeated in other areas, as is the draft Representative Policy. Example suggestions:

- State Councillors Handbook. Management Committee Member Agreement and Conflict of Interest Policy could be re-written as considerations or notes rather than in the form of an agreement. Also, some notes from Role of the Board, which is a general information sheet and not a policy. This would include other items like meeting procedures, even respect and integrity, and other items that Councillors can refer to on a regular basis.
- Administration. The draft Representative Policy contains information already duplicated in other areas, eg. We already have Team, Coaching, and MQS policies, with some also in either the discipline Guidelines or carnival

Procedures Manuals, so this policy is probably unnecessary. There are some items in the draft By-Laws relating to Financial Delegation and Confidentiality, for example, that should be included.

- Club Secretary Handbook. The draft Qld Firearm Regulations Summary is taken straight from Weapons Branch and all licensed shooters should already be aware of this information. These sorts of documents could be better used by clubs, if at all, along with Risk Management, Injury & Incident, and Sun Protection policies re-written to apply to club level.
  - The Sun Protection Policy is not required as we already have an adopted SunSmart Policy.
4. A Grievance Policy is one that is required by law and the QCTA needs to have one. Whether it is part of the constitution or a separate policy, this would be one of your more urgent considerations. I haven't seen a draft in the information you sent through, but I think it was in the draft constitution.

In short it would probably require going through each policy and if they contain information useful to the association, ensuring it is accessible in the correct place. For example, I'm not sure why a Concussion policy appears in the By-Laws and not in the Incident & Injury policy.

I assume it wouldn't be a huge job to sort these out to arrive at a comprehensive Policy Manual for the QCTA, but you would have to make sure whoever does it is conversant with incorporations requirements and those of state govt, and any provisions that affect funding.