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www.ssaasrb.org.au

Scott Goudie	President	0414 740 406
John Gibson	Vice President	0435 459 533
Lauren Goudie	Secretary	0403 686 412
Harry Hovasapian	Treasurer	0407 674 023
Dann Suthern	Range Captain – Long arms	

MINUTES OF THE MANAGEMENT COMMITTEE MEETING

HELD ON 16 AUGUST 2023

VIA WIX LIVE VIDEO CONFERENCE

MEETING OPENED: President Scott Goudie opened the meeting at 6:35pm.

RECORDING OF PROCEEDINGS: Meeting not recorded

PRESENT: Scott Goudie, Lauren Goudie, Glenn Fletcher, John Gibson

APOLOGIES: Harry Hovasapian

CONFIRMATION OF MINUTES: President read the minutes of the previous meeting held 12 March 2023
MOTION: That the minutes be accepted as a true and accurate record of that meeting.
Moved: Lauren Goudie Seconded: John Gibson
CARRIED

BUSINESS ARISING FROM THE MINUTES:

- ACTION ITEM – President to arrange RO training.
 - **Update** – Recontacting Peter Szaak at SSAA NSW to discuss dates.
- ACTION ITEM – Kitchen Trailer progress report.
 - **Update** – Trailer chassis has been completed and second progress payment has been made for construction to begin on kitchen build.
 - **ACTION ITEM** – President to contact Aus Food Trucks for estimated completion date.
- ACTION ITEM – Rifle match registrations
 - **Update** – completed and available through the website.

TREASURER'S REPORT:

- President presented financial update on behalf of the treasurer for the period 1/01/2023 to 16/06/2023. Our income to 16/06/2023 has been \$39,499.21, our expenditure \$13,371.25, although this gives us a surplus of \$26,127.96, we need to keep in mind that we need to spend the grant money for the food truck. Within the above dates we have made one part payment of \$8,754.75, and since then we made the second payment of \$17,509.50, we still have the final part to pay when the job has been completed. Balance as at 16/08/2023 is \$26,490.43 which includes balance of the grant of \$8,204.25 for kitchen.

Resolution: That the Treasurers update be accepted.

Moved: Scott Goudie Seconded: Glenn Fletcher

CARRIED

CORRESPONDENCE: Incoming/Outgoing

INCOMING

- 20/03/2023 Katherine Millen, SSAA NSW – EOI for hosting Muzzle Loading titles
- 20/03/2023 Katherine Millen, SSAA NSW – Memo – Attendance Period Extension
- 21/03/2023 Kate Heynis, SSAA NSW – Member Branch Transfer Request - Ana Mihaelidis
- 24/03/2023 Jan Jacka, SSAA Hay Branch – 2023 National Sporting Clay Championships 13/14 May
- 11/04/2023 Katherine Millen, SSAA NSW – AGM Information
- 12/04/2023 Peter Szaak, SSAA NSW – NSW FAR Range inspection Notification
- 14/04/2023 Ali Mulla, SSAA General Insurance - Information request for insurance renewal.
- 15/04/2023 Peter Szaak, SSAA NSW – Advice about attendance reporting by SSAA NSW to FAR
- 17/04/2023 Katherine Millen, SSAA NSW – AGM 2023 Notice and Information Bundle
- 18/04/2023 Peter Szaak, SSAA NSW – Instructions for Completing P650 forms
- 27/04/2023 Luke McCarthy, SSAA General Insurance – Information request for insurance renewal.
- 28/04/2023 Liam Orrock, Local Land Services – Change booking for Humane Destruction Course
- 28/04/2023 Kate Heynis, SSAA NSW – Member Branch Transfer Request - Ashley Shepherd
- 02/05/2023 Ali Mulla, SSAA General Insurance – Reminder Renewal Proposal Required by 27 May
- 04/05/2023 Katherine Millen, SSAA NSW – Memo regarding expressions of interest for hosting the 2023 SSAA Practical Shooting National Championships
- 04/05/2023 Katherine Millen, SSAA NSW – Memo SSAA NSW Range Officer Trainers
- 05/05/2023 Peter Szaak, SSAA NSW – SSAA RO Trainers Course and reaccreditation.
- 05/05/2023 Kate Heynis, SSAA NSW – Following up branch transfer Mihaelidis 55600
- 05/05/2023 Luke McCarthy, SSAA General Insurance – response to confirmation of information request for insurance renewal.
- 08/05/2023 Katherine Millen, SSAA NSW – Feral Animal Control question
- 09/05/2023 Ali Mulla, SSAA General Insurance – Acknowledge receipt of insurance documents.
- 09/05/2023 NSW FAR – Shooting range approval
- 15/05/2023 Katherine Millen, SSAA NSW – Reminder of due date of AGM delegate forms
- 17/05/2023 Katherine Millen, SSAA NSW – Acknowledge receipt of AGM delegate forms
- 23/05/2023 Nicholas Ward – Feral animal control question.
- 26/05/2023 Katherine Millen, SSAA NSW – AGM Booklet
- 29/05/2023 Katherine Millen, SSAA NSW – 2023 SSAA Insurance Declaration
- 13/06/2023 Katherine Millen, SSAA NSW – EOI Shotgun State Titles
- 19/06/2023 Kate Heynis, SSAA NSW – Member Branch Transfer Request – Dyarne & Cris Olguin
- 30/06/2023 Katherine Millen, SSAA NSW – Reminder End of SSAA NSW Compliance Period

- 06/07/2023 Katherine Millen, SSAA NSW – 2023 Branch Strategic Planning Day
- 15/07/2023 Peter Macartney – Membership enquiry
- 18/07/2023 Paul Monger – Membership enquiry
- 21/07/2023 Paul Monger – Membership enquiry
- 21/07/2023 Emily Gough, NSW Fair Trading – Confirmation of A12-T2 form registration.
- 21/07/2023 Paul Monger – Membership enquiry addition information request.
- 25/07/2023 Kate Heynis, SSAA NSW – Member Branch Transfer Request – Paul Monger
- 31/07/2023 Aus Food Trucks – Kitchen trailer power layout
- 10/08/2023 Bradley Streeting, NSW Police – Range use enquiry for training.

• OUTGOING

- 16/03/2023 Aus Food Trucks – Signed contract for mobile kitchen
- 22/03/2023 Aus Food Trucks – Resend of signed contract for mobile kitchen
- 26/03/2023 Liam Orrock, Local Land Services – Reply to request for booking of range 16-18 May
- 13/04/2023 Dave Watman – Letter, Confirmation of Membership of Pistol Club 2023
- 13/04/2023 Various – Email reminder to expired pistol club members to renew.
- 13/04/2023 Lauren Goudie – Letter, Confirmation of Membership of Pistol Club 2023
- 13/04/2023 Peter Szaak, SSAA NSW – Email confirming range inspection availability.
- 17/04/2023 Josh Willett – Letter, Confirmation of Membership of Pistol Club 2023
- 18/04/2023 Cumorah Newlove-McKay – Response to webform enquiry about membership
- 18/04/2023 Adam Saleh – Response to webform enquiry about process for visiting the range.
- 18/04/2023 Sam Goehr – Response to webform enquiry about storing firearms.
- 22/04/2023 Steve Roberts – Emailed Information about pistol club membership
- 28/04/2023 Luke McCarthy, SSAA General Insurance – requesting confirmation of information required for insurance renewal.
- 04/05/2023 Katie Heynis, SSAA NSW – Branch Transfer Mihaelidis 555600
- 04/05/2023 Liam Orrock, Local Land Services – Change booking for Humane Destruction Course
- 08/05/2023 Ali Mulla, SSAA General Insurance – Completed insurance renewal documents.
- 17/05/2023 Katherine Millen, SSAA NSW – Submission of AGM delegate form
- 22/05/2023 Cris Olguin – Response to membership enquiry.
- 08/06/2023 Katherine Millen, SSAA NSW – Completed Insurance Declaration
- 04/07/2023 NSW Firearms Registry – P642 Firearms Club Authorised Officials Form
- 12/07/2023 Jai Rowell, SSAA NSW – Branch meeting registration form.
- 18/07/2023 Peter Macartney – Response to membership enquiry
- 18/07/2023 Paul Monger – Response to pistol club membership enquiry
- 19/07/2023 SSAA NSW – 2023 Administration Grant Application Form and supporting documents.
- 21/07/2023 Paul Monger – Response to pistol club membership enquiry
- 29/07/2023 Aus Food Trucks – Request for project update.
- 31/07/2023 Aus Food Trucks – Adjustment to power layout of kitchen trailer.
- 10/08/2023 Aus Food Trucks – Copy of remittance for 50% progress payment on kitchen trailer

BUSINESS ARISING FROM THE CORRESPONDENCE:

- Local Land Services booking of the range on 30/08/2023
- NSW Police booking of the range on 29/08/2023

GENERAL BUSINESS:

- **Item 1 - P650 form usage**
 - Require a new form for each attendance under P650. The number of attendances allowed before becoming a member is to be discussed further.
 - **ACTION ITEM** – President and Secretary - P650 usage policy to be developed and presented at October meeting.
- **Item 2 - SSAA NSW AGM 17 June 2023 – Update**
 - Summary of AGM discussions will be published in news blog on website.
 - **ACTION ITEM** – President to publish news update.
- **Item 3 - Pistol club mandatory reporting alignment**
 - Discussion held around realigning the Pistol attendance compliance to the SSAA NSW reporting period 1 July to 30 June.
 - Outcome needs to provide automated attendance reporting by SSAA NSW for pistol attendance as is done for rifle.
 - **ACTION ITEM** – President to contact FAR and SSAA NSW to discuss the requirements.
- **Item 4 - 2023 administration grant application**
 - Grant application completed and forwarded to SSAA NSW.
- **Item 5 - SSAA NSW Branch meeting held 18 July 2023 - Update**
 - Summary of Branch meeting outcomes will be published in news blog on website.
 - **ACTION ITEM** – President to publish news update.
- **Item 6 - Working Bee held 29 Jul 2023**
 - President thanked attendees for the work done on target frames and filling rabbit holes.
- **Item 7 - Range Standing Orders, refresh and member signing.**
 - Range standing orders to be forwarded to members for refresher and then to sign the register on next attendance
- **Item 8 - Range Usage Fee**
 - Discussion on recommendation to increase the range usage fee.
 - **MOTION:** To increase the range usage fee for external hire from \$200 to \$400 per day plus \$20 per live fire attendee.
Moved: John Gibson **Seconded:** Glenn Fletcher
CARRIED
- **Item 9 - Questions from floor** – What is the status of the 2022 pistol trophies – Glenn Fletcher
 - President advised that the trophies have been picked up and will be delivered to the range on 19 August.
- **Item 10 - Questions from floor** – Can we publish membership information on the website? – Lauren Goudie
 - President advised that membership information exists and needs to be published on a new website page.
 - **ACTION ITEM:** President and secretary to develop and publish membership information.

NEXT MEETING: Sunday 22 October 2023

MEETING CLOSE: 7:18pm

APPENDIX A - ACTION ITEM LIST – 16/08/2023

Action Item No	Description	Responsible Officers	Dependencies	Priority	Due Date	Completed Date
202303-01	RO Training – President to contact SSAA Peter Szaak	President	None	High	30/08/2023	
202303-02	Contact Aus Food Trucks for estimated completion date	President	None	Medium	30/08/2023	
202303-03	Rifle match registrations	President	None	Medium		Mar 2023
202308-Item01	P650 Form Usage – Policy development	President, Secretary	None	High	22/10/2023	
202308-Item02	Publish SSAA NSW AGM Update on website	President	None	Medium	30/08/2023	
202308-Item03	Contact FAR and SSAA NSW to align attendance compliance reporting for pistol.	President	None	High	30/09/2023	
202308-Item05	Publish SSAA NSW Branch meeting Update on website	President	None	Medium	30/08/2023	
202308-Item10	President and secretary to develop and publish membership information	President, Secretary	None	Medium	30/09/2023	