



P.O Box 1033, Cooma NSW 2630
Coolamatong Range, Coolamatong Road,
Berridale NSW 2628

www.ssaasrb.org.au

Scott Goudie	President	0414 740 406
Glenn Fletcher	Vice President	0419 213 813
Lauren Goudie	Secretary	0403 686 412
Harry Hovasapian	Treasurer	0407 674 023
Dann Suthern	Range Captain – Long arms	0415 392 374

MINUTES OF THE CLUB MEETING

HELD ON 9 OCTOBER 2025

Google Meet

- MEETING OPENED:** President Scott Goudie opened the meeting at 6:38pm.
- RECORDING OF PROCEEDINGS:** Meeting recorded for purpose of confirming minutes. Recording to be deleted after distribution and confirmation of minutes.
- PRESENT:** **Members – Scott Goudie, Glenn Fletcher, Lauren Goudie, Duncan Golby, Margaret Golby**
- APOLOGIES:** **Harry Hovasapian**
- CONFIRMATION OF MINUTES:**

President read the actions from the minutes of the previous meeting held 9 March 2025

MOTION: That the minutes be accepted as a true and accurate record of that meeting.

Moved: Scott Goudie **Seconded:** Glenn Fletcher **CARRIED**

BUSINESS ARISING FROM THE MINUTES:

- ACTION ITEM – RO Accreditation.
 - **Update**
 - John Gibson accredited as RO Trainer.
 - RO practical assessment has been conducted for 4 of the attendees that completed the theory component in March 2024
 - Videos of the practical sessions have been forwarded to SSAA
 - SSAA advised G Fletcher and D Golby would need to have Target genuine reason on Cat AB for the Longarm RO accreditation.
 - ACTION ITEM – G Fletcher and D Golby will add genuine reason.
- ACTION ITEM – Safe area signs and updating all signage
 - **Update**
 - Review signs at next working bee.
 - ACTION ITEM – President to add to job list

- ACTION ITEM – Construction of Range Safe Area.
 - **Update**
 - Measure up safe area for design at next working bee.
 - ACTION ITEM – President to add to job list
- ACTION ITEM – Steel Challenge Targets.
 - **Update**
 - Quotation pending.
- ACTION ITEM – Precision Rifle Series (PRS)
 - **Update**
 - Centrefire targets have been acquired
 - One centrefire match has been held as an intro
- ACTION ITEM – President to configure Mailerlite
 - **Update**
 - Mailerlite is operational and being used to provide notifications of matches.

TREASURER’S REPORT:

President presented the Income and Expenditure summary for the period 1 January 2025 to 30 September 2025 on behalf of the Treasurer:

Total Income for period: \$ 7,214.12
 Total Expenditure for period: **\$18,600.74**

- Balance in account at 30/09/2025 was **\$6,749.07**

Major income since last meeting

- \$799 Clubgrants Ex-Services
- \$1,350 pistol club membership

Major expenses since last meeting

- \$1,006.00 Weed spraying
- \$ 685.00 Auditors fees
- \$2,265.00 Public liability insurance
- \$915.86 Website renewal two years
- \$946.66 Portable Generator
- \$1,197.50 Generator Radiator Repair
- \$2,646.68 PRS Centrefire Targets
- \$3,781.45 Property Insurance

Resolution: That the income and expenditure report be accepted.

Moved: Scott Goudie **Seconded:** Glenn Fletcher **CARRIED**

CORRESPONDENCE: Incoming/Outgoing

President provided an update on the incoming and outgoing correspondence for the period.

- Period covered 09 March 2025 to 30 September 2025

BUSINESS ARISING FROM THE CORRESPONDENCE:

- None

GENERAL BUSINESS:

- **Item 1 – New Accounting Software Required**
 - Treasurer advised that the existing computer-based software is outdated and only available on a dated computer.
 - Recommended that the club source and subscribe to online account such as Quickbooks, Reckon or Xero.
 - Estimated costs are approx. \$600 per year
 - **Resolution** – That the treasurer determines suitable software as a service application and subscribes to the service.
 - **Moved:** Scott Goudie **Seconded:** Lauren Goudie **CARRIED**
 - **ACTION ITEM – Treasurer to subscribe to suitable online accounting application.**
- **Item 2 – Equipment Grant – iPad Mini for match scoring**
 - Glenn Fletcher secured a \$799 grant for an iPad through ClubGrants
 - Funding has been received into the club bank account.
 - iPad has arrived at Betta Home Living
 - Account to be paid 9/10/2025
 - **ACTION ITEM – President to pick up iPad from Betta Home Living.**
- **Item 3 – Range Standing Orders Review.**
 - Last reviewed in 2020
 - Range standing orders were forwarded to the committee on 21 September
 - Members will need to sign the register that they have read the standing orders.
 - **Resolution** – That the range standing orders be reviewed and updated as appropriate. Distribution to all members and posting to notice boards at the range.
 - **Moved:** Scott Goudie **Seconded:** Lauren Goudie **CARRIED**
 - **ACTION ITEM – Committee to review and update Range Standing Orders and distribute as required.**
- **Item 4 – Additional 22 club handgun**
 - Smith & Wesson Model 26 acquired to support new starters and introduction to shooting days.
 - **ACTION ITEM – Handgun to be transferred to Club H Licence**
- **Item 5 – Portable Generator**
 - Portable generator acquired and has been delivery to the range.
 - To be stored in the container.
 - **ACTION ITEM – Unpack, setup and relocate to container during working bee.**
- **Item 6 – Rifle Metallic Silhouette State Titles 25, 26 October 2025**
 - Need volunteers for kitchen duties
 - **ACTION ITEM – President to send out comms to seek volunteers**
- **Item 7 – Working Bee in preparation for State Titles 19 October 2025**
 - Silhouette target repair and painting
 - Reorganise storage shed to accommodate some of the competitors
 - Range grooming and mound repairs

- Full list of tasks to be compiled
 - Pricing for food and drink items to be set.
 - **ACTION ITEM – President to put out a notice of working bee**
- **Item 8 – Property Insurance Renewal**
 - Pricing was sought outside of SSAA Insurance Brokers with Elders Insurance but shooting ranges are not an area they will cover.
 - SSAA Insurance got quotes from two underwriters.
 - Existing underwriter was the better option
 - Cost was \$3,781.45 for the renewal, we are now paying \$6K a year for insurance
 - By law we are required to have the liability insurance, but property is a club decision
 - We need a risk assessment on property insurance
 - **ACTION ITEM – Committee to review the ongoing insurance**
- **Item 9 – Admin Grant Application**
 - Grant Application was completed in June 2025
 - Expect to receive around \$3600 in November 2025
 - **ACTION ITEM – none.**
- **Item 10 – Rifle Match Start Time for Winter**
 - Proposal to have the winter rifle match June to August start at 10am
 - **ACTION ITEM – President to adjust for 2026 Rifle Calendar**
- **Item 11 – Club to apply for grant funding for Defibrillator.**
 - Glenn Fletcher has volunteered to apply for the grant when available.
 - **ACTION ITEM – Glenn Fletcher to apply for grant during next funding round.**
- **Item 12 - Grant acquittal iPad Club Grants**
 - Glenn Fletcher advised that a receipt is required for grant acquittal.
 - President will coordinate with treasure and provide the receipt.
 - **ACTION ITEM – President to provide receipt for grant acquittal.**
- **Item 13 - Resend standing orders to Committee**
 - **ACTION ITEM – President to resend the standing orders to committee.**

NEXT MEETING: Club Meeting November TBA.

MEETING CLOSE: 7:20pm

APPENDIX A – OPEN ACTION ITEM LIST – 12/10/2025

Action Item No	Description	Responsible Officers	Dependencies	Priority	Due Date	Completed Date
202308-Item01	P650 Form Usage – Policy development	President, Secretary	None	High	22/10/2023	In Progress
202308-Item10	President and secretary to develop and publish membership information	President, Secretary	None	Medium	30/09/2023	In Progress
202407-Item06	President to investigate design and funding requirements Safe Shooting Area	President	None	High	25/08/2024	In Progress
202407-Item07-1	President to obtain quotation for steel targets and frames for Steel Challenge.	President	None	Medium	30/09/2024	In Progress
202408-Item04	Mower Donation – President to send letter of thanks to George Gulyas.	President	None	Medium	30/08/2024	In Progress
202510-Item01	New Accounting Software Required - Treasurer to subscribe to suitable online accounting application.	Treasurer	None	High	31/10/2025	In Progress
202510-Item02	Equipment Grant - President to pick up iPad from Betta Home Living	President	None	Medium	14/10/2025	In Progress
202510-Item03	Committee to review and update Range Standing Orders and distribute as required.	Committee	None	High	31/10/2025	In Progress
202510-Item04	Additional 22 club handgun - Handgun to be transferred to Club H Licence	President	None	High	31/10/2025	In Progress
202510-Item05	Unpack, setup and store generator in container	Volunteers	None	High	19/10/2025	In Progress
202510-Item06	Rifle MS State Titles president to call for volunteers	President	None	High	12/10/2025	In Progress
202510-Item08	Committee to review and conduct risk assessment on property renewal requirements due to the increasing costs.	President and Committee	None	Medium	31/12/2025	In Progress
202510-Item10	Change rifle match start time to 10am during winter president to update on 2026 calendar	President	None	Medium	31/12/2025	In Progress
202510-Item11	Club to apply for grant funding for defibrillator	G Fletcher	None	Medium	30/06/2025	In Progress
202510-Item12	President to provide receipt for iPad grant acquittal to Glen Fletcher	President	None	High	13/10/2025	In Progress

APPENDIX B – CLOSED ACTION ITEM LIST – 12/10/2025

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	Jan 2024
202303-02	Contact Aus Food Trucks for estimated completion date	President	None	Medium	30/08/2023	Oct 2023
202303-03	Rifle match registrations	President	None	Medium		Mar 2023
202308-Item02	Publish SSAA NSW AGM Update on website	President	None	Medium	30/08/2023	AGM Book June 2024
202308-Item03	Contact FAR and SSAA NSW to align attendance compliance reporting for pistol.	President	None	High	30/09/2023	Cancelled Mar 2024
202308-Item05	Publish SSAA NSW Branch meeting Update on website	President	None	Medium	30/08/2023	Not required
202403-Item01	President and Secretary to prepare the agenda and notice to be sent to all members.	President, Secretary	None	High	12/04/2024	May 2024
202403-Item02	President and Secretary nominated to attend SSAA NSW AGM via Zoom	President, Secretary	None	Medium	17/05/2024	May 2024
202403-Item03-1	President to contact Bega, Yass and other clubs to determine availability of RO Trainer	President	None	High	31/05/2024	17/07/2024
202407-Item03	President to contact Dann Suthern for a State Titles update.	President	None	Medium	25/08/2024	20/08/2024
202407-Item05-1	President to locate appropriate Safe Area signs for installation.	President	None	High	31/08/2024	20/08/2024
202407-Item05-2	Sign inspection action to be included at the next working bee.	President	None	High	31/08/2024	20/08/2024
202407-Item07-2	Glenn Fletcher to provide details supplier Black Carbon for targets.	Glenn Fletcher	None	Medium	30/09/2024	Not Required
202407-Item08	President to obtain Classic Service Match rules and provide copy of scoresheet to G Fletcher.	President	None	Medium	30/09/2024	20/08/2024
202407-Item09-1	President to contact Brent Cain regarding PRS match rules.	President	None	Medium	30/09/2024	03/08/2024
202407-Item09-2	President to discuss RO requirements and PRS scheduling with Longarm Captain.	President	None	Medium	30/09/2024	Dec 2024
202408-Item01	State Titles 2024 - President to send call for volunteers regarding the State Titles	President	None	Medium	06/09/2024	10/10/2024
202408-Item02	Working Bee - President to discuss extending the culvert pipe and surplus gravel to backfill with Longarm Captain.	President	None	Medium	30/08/2024	31/08/2024
202408-Item03	Branch transfer - President to advise SSAA NSW of the acceptance of the transfer Chaplin	President	None	Medium	30/08/2024	29/10/2024
202410-Item02	Branch transfer - President to advise SSAA NSW of the acceptance of the transfer Brown	President	None	Medium	31/10/2024	29/10/2024
202503-Item01	President to order centrefire targets for PRS	President	None	Medium	31/03/2025	20/03/2025
202503-Item02	President to compile job list and required equipment for working bee 29 March	President	None	High	21/03/2025	21/03/2025
202503-Item03	President to configure MailerLite email marketing platform to replace Wix	President	None	High	14/03/2025	14/03/2025
202503-Item04	President to add Scott Newman apology to AGM	President	None	Medium	31/03/2025	04/05/2025
202303-01 (cont)	President to contact Peter Szaak, SSAA NSW to discuss last weekend in April for assessment.	President	None	Medium	14/03/2025	09/08/2025
202510-Item07	President to call for volunteers for working bee 19 October for MS state titles.	President	None	High	12/10/2025	Completed 12/10/2025
202510-Item13	President to resend range standing orders to committee for review	President	None	High	12/10/2025	Completed 12/10/2025