Victorian Clay Target Association Inc.

Executive Committee Minutes

Version 8 - Approved

Meeting held online
7.00 pm, Monday 4 May 2026

Document Control

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Minute Taker	M. Zielezna
Approved	Confirmed by resolution of the Executive Committee on 13 July 2026

Revision History

Version	Date	Author	Notes
V7	May – Jul 2026	M. Zielezna	Draft development and review
V8	13 Jul 2026	M. Zielezna	Approved by Executive Committee

1. Chairperson to Open Meeting and Welcome

Discussion

The meeting opened at 7.05 pm. The President welcomed members to the meeting and thanked them for their attendance.

Decision

Noted.

2. Present and Apologies

Present

- Kim Thompson (President)
- Andrew Jennings
- James Patterson
- Rory Fynch
- Daniel Cleary
- Zak Biggin
- Travis Williams
- Josh Nixon
- Fiona Dobbins
- Wayne Sanders

Apologies

- Chris Langridge
- Scott Mackenzie

In Attendance

- Mark Zielezna - Minute Taker

3. Minutes of Previous Meeting

MOTION

That the minutes of the Executive Committee Meeting held on Monday, 16 February 2026, be confirmed.

Moved	Zak Biggin
Seconded	Kim Thompson
Result	CARRIED

4. President's Address

Discussion

The President acknowledged the resignations of Brooke McMillan, Stuart Allen and Allan Kidd from their respective Executive and Committee of Management positions. The President thanked each of them for their service, contribution and commitment to the Victorian Clay Target Association.

Rory Fynch was welcomed as the North East Zone representative, and Andrew Jennings was welcomed as the acting South East Zone representative.

The President noted that serving on the VCTA Executive is a significant commitment and encouraged members to actively participate in the Association's governance and future direction. Members also discussed the increasing governance and compliance obligations placed upon sporting organisations.

It was noted that Executive email resolutions may be required from time to time to ensure a timely response to time-sensitive matters arising between meetings.

Decision

The President's address was noted.

5. Business Arising

5.1 Echuca Cottage Tenancy

Discussion

Members discussed the current occupancy and condition of the cottage at the Victorian State Grounds. Concerns were raised regarding habitability, building compliance, smoke alarm compliance, electrical safety, insurance implications and potential liability exposure.

The Executive agreed that the Association should not rely on assumptions regarding compliance and should obtain professional advice where required. It was noted that Kim Thompson and Nick Dean, the President of Echuca Clay Target Club, would inspect the cottage during the next working bee to identify any obvious maintenance and compliance issues.

MOTION

That a professional inspection of the Echuca cottage be undertaken to determine habitability, compliance and liability requirements.

Moved	Kim Thompson
Seconded	Rory Fynch
Result	CARRIED

Action

- President / Secretary to arrange a professional inspection of the Echuca cottage.
- Kim Thompson and Nick Dean to inspect the cottage during the next working bee.

5.2 Echuca Worker Liability

Discussion

Members revisited previous discussions regarding worker liability associated with the Victorian State Grounds. Discussion included volunteer versus employee status, WorkCover obligations, insurance coverage, and potential liability exposure for both the VCTA and the Echuca Clay Target Club.

ACTA had advised that persons receiving payment for work undertaken are not covered by the ACTA Volunteer Insurance Policy. Following the discussion, it was agreed that the VCTA would no longer utilise the cottage resident as the VCTA groundskeeper.

Decision

The VCTA will no longer utilise the cottage resident as the VCTA groundskeeper. The matter will remain under review as part of the broader management of grounds maintenance responsibilities.

5.3 Deed of Co-Ownership Review

Discussion

Members discussed the Deed of Co-Ownership governing the Victorian State Grounds. It was noted that the current Deed allocates 100% of the water rights to Echuca Clay Target Club.

Given the shared ownership of the Victorian State Grounds, members considered that water rights should be reviewed and renegotiated as part of the next Deed negotiations. Members also discussed the need to complete a comprehensive asset ownership register to clearly identify ownership of shared and individual assets.

Liquor licensing arrangements were also discussed. The current liquor licence is held by Echuca Clay Target Club, and the VCTA should investigate obtaining its own temporary liquor licence for VCTA-conducted events.

Action

Continue review of the Deed of Co-Ownership, including water rights, liquor licensing and asset ownership matters.

5.4 2026 State Compak Championship

Discussion

Members discussed arrangements for the 2026 State Compak Championship, including possible dates, venues, equipment requirements and volunteer resources. The VCTA had investigated the possibility of conducting the Championship at Echuca.

After review, members considered that hosting the event at Echuca was not feasible at this stage due to operational and financial considerations. It was agreed that Expressions of Interest should instead be sought from affiliated clubs interested in conducting the Championship.

Action

Secretary to write to affiliated clubs seeking Expressions of Interest to host the 2026 State Compak Championship.

5.5 Constitution Review

Discussion

Members considered the progress of the Constitution Review. Discussion included the possibility of directly electing VCTA Executive members by affiliated clubs, compared with the current Zone delegate representation model.

Members discussed the number and composition of the Executive, election methods, legislative compliance and contemporary governance practices. The possible engagement of CPR Group to assist with rewriting the Constitution was discussed, including likely costs and the need for further investigation before any commitment is made.

Decision

Further work and consultation should continue before any recommendation is presented to affiliated clubs.

Action

Constitution Working Group / Executive Committee to continue the Constitution Review and investigate CPR Group options.

5.6 EPA - Wads

Discussion

EPA compliance obligations relating to wad recovery were discussed. James Patterson advised that a draft Wad Recovery Policy had been prepared and circulated to Executive members for consideration.

Members discussed environmental obligations, wad recovery requirements, EPA compliance and policy wording. Additional time was allowed for review of the draft policy prior to adoption.

Decision

The draft Wad Recovery Policy was noted for further review.

Note

The Wad Recovery Policy was subsequently approved by Executive email resolution.

5.7 Echuca Buggy Ownership

Discussion

Members discussed ownership of the Echuca buggy and responsibility for repair costs. Discussion included historical ownership arrangements, previous repair invoices and whether the VCTA had any financial interest in the buggy.

Following the discussion, members agreed that the buggy is not a VCTA asset and that the Association has no ownership interest in it. Members were advised that Echuca Clay Target Club would no longer make the buggy available for VCTA use.

It was agreed that the outstanding repair account should be paid, no further repair or maintenance costs relating to the buggy would be accepted by the VCTA.

MOTION

That the outstanding buggy repair account be paid.

Moved	Andrew Jennings
Seconded	James Patterson
Result	CARRIED

Decision

The buggy is not a VCTA asset. The final repair account is to be paid, and no further VCTA expenditure will be incurred in relation to the buggy.

5.8 Coaching Budget

Discussion

Members discussed funding support for coaching and athlete development. Discussion included accountability for expenditure, prior Executive approval requirements, supporting documentation and the need to limit assistance to an appropriate amount per coaching activity.

MOTION

That an annual coaching budget of $2,000 be approved, subject to prior Executive approval, supporting documentation being provided, and a maximum allocation of $500 per coaching activity.

Moved	James Patterson
Seconded	Travis Williams
Result	CARRIED

5.9 Complaint - Kyneton (N Dean)

Discussion

Members discussed the complaint and associated governance issues. It was noted that no correspondence had been received from ACTA regarding the matter at the time of the meeting.

Members discussed the limitations of the Association in dealing directly with individual disputes and the importance of having clear conduct and complaint-handling procedures. James Patterson advised that an earlier draft Code of Conduct existed and could be reviewed and updated.

Action

James Patterson to review and update the draft VCTA Code of Conduct policy for future Executive consideration.

Note

Following subsequent enquiries, ACTA has since written to the complainant.

6. Reports

6.1 Treasurer's Report

Discussion

The Treasurer presented the financial report for the period, including the Association's income and expenditure, cash holdings, current liabilities and overall financial position. The report recorded cash holdings of approximately $134,000, year-to-date earnings of approximately $94,900 and net assets of approximately $1.378 million.

Members noted that the Association remained in a sound financial position, with sufficient reserves to meet its operational commitments while continuing to invest in strategic initiatives, member services and maintenance of the Victorian State Grounds.

The Executive discussed the investment of surplus Association funds. It was agreed that funds not required for day-to-day operations should be invested in term deposits to improve returns while preserving capital. Separate term deposits were supported for the EPA Assistance Fund and the Association's General Purpose Reserve so that designated funds could be clearly identified.

MOTION

That two term deposits be established: a $15,000 EPA Assistance Fund Term Deposit and a $40,000 General Purpose Fund Term Deposit.

Moved	James Patterson
Seconded	Rory Fynch
Result	CARRIED

Membership numbers and outstanding renewals were reviewed, and reminder notices to lapsed members were discussed. The Treasurer also presented the latest Echuca Clay Target Club invoice and provided an update on current financial commitments.

The Executive reviewed the Association's Vicsport membership. While acknowledging the services available through Vicsport, members considered that the annual subscription of approximately $450 no longer represented sufficient value for the Association. It was resolved that the VCTA would not continue the Vicsport subscription.

MOTION

That the Treasurer's Report be received and accepted.

Moved	Zak Biggin
Seconded	Kim Thompson
Result	CARRIED

6.2 ACTA Report

The President called for the ACTA Report. Nil report was received.

6.3 Presidents' Meeting

Discussion

The President provided a report on the recent ACTA Presidents' Meeting. State Presidents supported efforts to secure free junior memberships across all States. It was noted that Victoria already provides free junior memberships.

The ACTA Member Protection Policy amendments and ACTA Weather Policy amendments were supported by the State Presidents. State Presidents also reminded all affiliated clubs that a suitably qualified Shoot Marshal or Range Officer should be present during all shooting activities.

MyClub MyScore was discussed, including whether the system could record competitors who require additional physical assistance, such as walkers or seating, in a similar manner to the existing release trigger indicator.

Ongoing concerns regarding MCMS grading were discussed. Each State is to obtain feedback from affiliated clubs and provide practical, real-world examples and empirical data to ACTA to assist future system improvements.

Members were advised that ACTA intends to purchase new traps for National Championships from the 2027 Nationals onwards, and that the existing National Championship traps will be retired from use.

6.4 Committee of Management

Discussion

Members were advised that EPA noise testing, to be conducted by Waveform Acoustics, is scheduled for 9 May 2026. Flood-affected traps and recovery works were also discussed.

Trevor Dehne and Mark Vistarini will undertake a substantial amount of the recovery and repair work. The ISSF traps have been checked, drained, and dried and appear to be operational. Three DTL traps that were affected by flooding remain to be checked.

It is currently believed that repairs will be minimal, and no insurance claim will be made at this stage. The insurance excess was noted to be approximately $500.

Master grants and future grant opportunities were discussed. It was agreed that both owners, Echuca Clay Target Club and the VCTA, should be involved in grant applications where projects benefit both organisations.

Action

Committee of Management to continue discussions regarding joint grant opportunities with Echuca Clay Target Club.

6.5 Zone Reports

Zone	Report
North West Zone	Report presented by Zak Biggin. The North West Zone AGM has been conducted. Adrianne James has been appointed Zone Secretary.
North East Zone	Report presented by Travis Williams. The North East Zone has adopted a three-shoot Zone Team selection process.
South East Zone	No formal Zone meeting was reported. The Lynn Curtis Cup attracted an excellent turnout of approximately 85 competitors.
South West Zone	Report presented by James Patterson. The South West Zone will shortly appoint a new delegate. The Zone has adopted a three-series selection process for the Zone Team. A junior coaching day was recently held and reported as successful.

7. Correspondence

The Correspondence Register (Attachment B), as circulated with the meeting papers, was received.

The following correspondence generated discussion:

Item	Correspondent	Subject	Outcome
2	F. Heinze	Coaching update and budget	Considered under Item 5.8 - Coaching Budget.
5	Beretta	Trap quotation	Quotation noted and considered in relation to flood-damaged traps and future maintenance planning.
6	Phillip De Francesco	Request for clarification regarding the Cohuna Clay Target Club matter	It was noted that the Cohuna Clay Target Club had advised that they would provide Mr De Francesco with a right of reply before making any further determination.
10	L. Kadziela (ACTA)	Echuca worker insurance	ACTA advised that persons receiving payment for work undertaken are not covered by the ACTA Volunteer Insurance Policy. This matter was considered under Item 5.2 - Echuca Worker Liability.
13 & 16	Vicsport	Member benefits and membership renewal	Considered during the Treasurer's Report. The Executive agreed not to renew the Vicsport membership as it was no longer considered economical.

Item	Correspondent	Subject	Outcome
17	S. Shedden	Hall of Fame nomination	Further research required. Members noted that much of the nominee's contribution was related to live-bird shooting rather than clay-target shooting, and discussed whether the nomination falls within the intent of the VCTA Hall of Fame.
18	Campaspe Shire	Grant opportunities	Noted. Opportunities will be investigated where appropriate for future Victorian State Grounds projects.
19	James Patterson	Wad Recovery Policy	Discussed under Item 5.6. The policy was subsequently adopted by Executive email resolution.
24	Nick Dean (ECTC)	EPA, water damage and worker insurance	Considered under Items 5.1, 5.2 and the Committee of Management Report.
25	Ted Weeks	EPA noise and wad management	Considered under Item 5.6.

The remaining inward and outward correspondence, as detailed in Attachment B, was received and noted.

8. General Business

8.1 Commonwealth Titles 2026

Discussion

Members discussed arrangements for the 2026 Commonwealth Titles and Victoria's position in the hosting rotation. Members considered the benefits of conducting the Commonwealth Titles in conjunction with an existing major VCTA event.

It was agreed that the most practical option would be to conduct the Commonwealth Titles as a curtain-raiser to the 2026 VCTA Trap Championships in November 2026. Members considered that this approach would maximise participation, reduce volunteer demands and make better use of existing event infrastructure.

Action

Secretary to communicate with ACTA regarding arrangements for incorporating the 2026 Commonwealth Titles into the 2026 VCTA Trap Championships.

8.2 VCTA Presidential Medal and Long Service Award

Discussion

The President advised that ACTA has a long-standing Presidential Medal recognising distinguished service to the sport. Members discussed whether a similar recognition should be reintroduced in Victoria to acknowledge significant service and contribution to clay target shooting within the State.

Members also discussed reinstating a Long Service Award to recognise sustained volunteer service and contribution. Members agreed that formal recognition of volunteers and contributors was important and supported the reinstatement of both awards.

MOTION

That the VCTA Presidential Medal and Long Service Award be reinstated.

Moved	Kim Thompson
Seconded	Rory Fynch
Result	CARRIED

Action

Executive Committee to develop criteria and an administration process for the VCTA Presidential Medal and Long Service Award.

8.3 Flood Recovery - Trap Maintenance

Discussion

Members discussed repairs to flood-affected traps. Trevor Dehne and Mark Vistarini will undertake much of the recovery and repair work. The ISSF traps have been checked, drained and dried and appear to be operational.

Three DTL traps remain to be checked. Repairs are expected to be minimal, and no insurance claim will be made at this stage. The insurance excess was noted to be approximately $500.

Action

Trevor Dehne and Mark Vistarini to complete inspection and repairs of flood-affected traps.

8.4 State ISSF Championships

Discussion

The 2026 State ISSF Trap and Skeet Championships will be held at Melbourne Gun Club. Executive members were asked to volunteer where possible and make themselves known if available to assist.

Action

Executive members to advise availability to assist with the State ISSF Championships.

8.5 Working Bee

Discussion

Members discussed the forthcoming working bee. Members indicating attendance included Rory Fynch, Travis Williams, James Patterson, Kim Thompson and Scott Mackenzie.

8.6 MyClub MyScore

This matter had been discussed during the Presidents' Meeting report. No further discussion was required under General Business.

8.7 Trap Carnival Sub-Committees

Discussion

Members discussed planning arrangements for the 2026 Trap Carnival and the need to commence work on key operational areas. Responsibilities were allocated as follows:

Area	Responsible	Notes
Sponsorship - shooting industry and usual VCTA sponsors	Secretary - Mark Zielezna	Mark Zielezna to approach the shooting industry and the usual VCTA sponsors.
Sponsorship - external sponsors	James Patterson	James Patterson to seek sponsorship opportunities outside the usual shooting industry sponsor group.
Traders and exhibitors	Travis Williams / Rory Fynch	Travis Williams and Rory Fynch to approach and coordinate traders and exhibitors.
Trappers	Zak Biggin	Zak Biggin to coordinate the sourcing of trappers for the Trap Carnival.
Entertainment	Travis Williams	Travis Williams nominated Neil Parsons, who performed the previous year, and members agreed to use Neil Parsons again if available.

Decision

Sub-committee responsibilities were allocated as recorded above.

Action

Responsible members to progress their allocated Trap Carnival tasks and report back to the Executive.

8.8 Targets

Discussion

Members discussed targets for the 2026 Trap Carnival. Members advised that they were generally satisfied with the performance of Corsivia Green Dream targets.

It was agreed that, to ensure the best experience and best value for VCTA member clubs and their members, public tenders should again be invited for the supply of targets.

Action

Secretary to invite public tenders for the supply of targets for the 2026 Trap Carnival.

8.9 Uniform Policy Review

Held over for future consideration.

9. General Business Without Notice

9.1 Email Resolutions

Members supported the continued use of email resolutions for urgent decisions between meetings.

9.2 Action List

Members discussed developing an action list from correspondence and meeting outcomes to improve tracking and follow-up of outstanding matters.

9.3 Executive Communication

The President noted that when significant telephone discussions are held to seek Executive support or a vote, all Executive members should be contacted rather than only enough members to determine a majority position.

9.4 Executive Email Responses

Executive members are committed to responding to emails that require comment, input, or a vote in a timely manner.

9.5 VCTA Correspondence

Members discussed improving the circulation of VCTA correspondence to Executive members. Wherever practical, VCTA correspondence should be made available in a near-contemporaneous manner to improve communication, transparency, and awareness of matters being managed between Executive meetings.

9.6 Tambo Valley

Interest from Tambo Valley in joining the VCTA was noted for future consideration.

10. Next Meeting

Monday 13 July 2026.

11. Close

There being no further business, the President thanked members for their attendance and declared the meeting closed at 10.22 pm.

Attachments

- Attachment A - Treasurer's Report (circulated separately)
- Attachment B - Correspondence Register (circulated separately)

Appendix A - Executive Action Register

Ref	Agenda	Action	Responsible
5.1-1	5.1	Arrange a professional inspection of the Echuca cottage.	President / Secretary
5.1-2	5.1	Inspect the cottage during the next working bee.	Kim Thompson / Nick Dean
5.3-1	5.3	Continue the review of the Deed of Co-Ownership, including water rights, liquor licensing, and the asset ownership register.	Executive Committee
5.4-1	5.4	Circulate Expressions of Interest for the 2026 State Compak Championship.	Secretary
5.5-1	5.5	Continue Constitution Review and investigate CPR Group options.	Constitution Working Group
5.9-1	5.9	Review and update the draft Code of Conduct.	James Patterson
6.1-1	6.1	Establish the $15,000 EPA Assistance Fund Term Deposit.	Treasurer
6.1-2	6.1	Establish the $40,000 General Purpose Fund Term Deposit.	Treasurer
6.4-1	6.4	Continue discussions regarding joint grant opportunities with Echuca CTC.	Committee of Management
8.1-1	8.1	Communicate with ACTA regarding Commonwealth Titles arrangements.	Secretary
8.2-1	8.2	Develop criteria and administration process for the VCTA Presidential Medal and Long Service Award.	Executive Committee
8.3-1	8.3	Complete inspection and repairs of flood-affected traps.	Trevor Dehne / Mark Vistarini
8.4-1	8.4	Seek Executive volunteers for the State ISSF Championships.	Executive Committee
8.7-1	8.7	Approach the shooting industry and usual VCTA sponsors for the Trap Carnival.	Secretary - Mark Zielezna
8.7-2	8.7	Seek external sponsorship opportunities for the Trap Carnival.	James Patterson
8.7-3	8.7	Secure traders and exhibitors for the Trap Carnival.	Travis Williams / Rory Fynch
8.7-4	8.7	Coordinate trappers for the Trap Carnival.	Zak Biggin
8.7-5	8.7	Coordinate entertainment and approach Neil Parsons regarding the Trap Carnival.	Travis Williams
8.8-1	8.8	Invite public tenders for the supply of targets.	Secretary
9.2-1	9.2	Maintain an Executive action list from correspondence and meeting outcomes.	Secretary
9.5-1	9.5	Improve circulation of VCTA correspondence to Executive members.	Secretary

Appendix B - Motion Register

Item	Motion	Moved	Seconded	Result
3	Confirm minutes of the Executive Committee Meeting held on Monday, 16 February 2026.	Zak Biggin	Kim Thompson	CARRIED
5.1	Undertake a professional inspection of the Echuca cottage.	Kim Thompson	Rory Fynch	CARRIED
5.7	Pay the outstanding buggy repair account.	Andrew Jennings	James Patterson	CARRIED
5.8	Approve annual coaching budget of $2,000, subject to prior Executive approval, supporting documentation and maximum allocation of $500 per coaching activity.	James Patterson	Travis Williams	CARRIED

Item	Motion	Moved	Seconded	Result
6.1	Establish two term deposits: $15,000 EPA Assistance Fund and $40,000 General Purpose Fund.	James Patterson	Rory Fynch	CARRIED
6.1	Receive and accept the Treasurer's Report.	Zak Biggin	Kim Thompson	CARRIED
8.2	Reinstate the VCTA Presidential Medal and Long Service Award.	Kim Thompson	Rory Fynch	CARRIED

Appendix C - Decision Register

Item	Decision
4	President's address noted.
5.2	VCTA will no longer utilise the cottage resident as the VCTA groundskeeper.
5.3	Review of Deed of Co-Ownership to continue, including water rights, liquor licensing and asset ownership matters.
5.4	Expressions of Interest to be sought from affiliated clubs for the 2026 State Compak Championship.
5.5	Constitution Review to continue before recommendations are presented to affiliated clubs.
5.6	Wad Recovery Policy noted for further review and subsequently adopted by Executive email resolution.
5.7	Echuca buggy is not a VCTA asset. Final repair account only to be paid.
6.1	Vicsport membership not to be renewed.
8.1	Commonwealth Titles to be pursued as a curtain raiser to the 2026 VCTA Trap Championships.
8.7	Trap Carnival sub-committee responsibilities allocated.
8.8	Public tenders to be invited for the supply of targets for the 2026 Trap Carnival.
9.1	Email resolutions may continue to be used for urgent decisions between meetings.