



Archery Victoria			
Title:	AV Meetings		
Subject:	Minutes AGM		
Author:	Chief Executive Officer - Trevor Filmer		
Date:	22-Oct-12	Replaces:	2-Oct-12
Number:	0807	Pages:	4

0807. Minutes Archery Victoria Annual General Meeting
Held at Twin City Archers Clubrooms
Toners Lane Morwell VIC 3840
Saturday 29th September 2012

1. Meeting Opens

The meeting was opened by the President at 11.12 am

2. Attendees

Peter Bennett	President	TCAG
Dawn Nelson-Furnell	Vice-President	
Irene Norman	Secretary	WA
Paul Bowen	Chief Financial Officer	
Peter Nelson-Furnell	Members Representative	AA
Merv Grinstead	Judges Administrator	
Fiona Guest	Claims Recorder	
Leanne Strahan	Badges Recorder	AAC
Trevor Filmer	Chief Executive Officer	
John Jeffers	BHCA	
Colin Carter	DVA	
John Womersley	GA	
Mark Todd	GHA	
Peter Mariani	PITA	
Trudy Scott	SA	
Fred Koepler	WCA	
Nick Howden	YB	
Michael Hoeboer	YDA	
Kirsten Filmer	Ordinary Member	
Bianca Todd	Ordinary Member	
Pierre Isnard	Ordinary Member	

3. Apologies

Bill Williams	MAC
Robert Welsh	SETA
Ian Simmonds	YVA
John Blake	WAC
Robert McKenzie	KCB
Debbie Tremelling	Ordinary Member
Kim Watson	PAC

4. Declaration of Proxies

SETA appointing the Chairperson
KCB appointing the Chairperson
GA appointing John Womersley
SA appointing Trudy Scott
AAC appointing Leanne Strahan

5. Declaration Of Pecuniary Interests

Irene Norman declared a pecuniary interest as Director of Arrows Plus

Peter Bennett declared a pecuniary interest as an archery equipment merchant at Twin City Archers

6. Minutes from Previous Annual General Meeting

The minutes of the Archery Victoria Annual General Meeting dated 10th September 2011 were circulated prior to the meeting.

Moved: Waverley City Archers Seconded: Werribee Archery

That the minutes of this meeting be accepted as circulated. **CARRIED**

7. Business Arising From Minutes

- 7.1. The CEO to devise a policy on the difference between a membership club and a business entity. This shall include a policy on the protection of members within a privately owned business club.

The CEO advised that this had been completed.

- 7.2. The CEO to circulate the previous AGM minutes with the AGM agenda.

The CEO advised that this had been completed.

- 7.3. The CEO to attach an asset register to the financials each year.

The CEO advised that this had been completed.

- 7.4. It was suggested a series of KPI's be listed as part of the Board Report. The CEO to investigate a series of suitable KPI's.

The CEO advised that this had been completed.

8. Correspondence

The correspondence folder was available for perusal.

9. Reports

The Board report including CEO report, Officers reports and financials was circulated prior to the meeting. These reports form part of these Minutes and are attached as Annexes A, B, C and D.

It was requested that the explanation of the audited financials be circulated with the Board Report in the future.

Moved: Diamond Valley Archers Seconded: Waverley City Archers

That the reports be accepted as circulated. **CARRIED**

10. Notice Of Motion

- 10.1. Changes to the Archery Victoria Constitution AV Secretary
- 10.2. Amendments to the Draft Constitution John Womersley GA

With agreement from John Womersley, the AV Secretary spoke to both motions. The original motion is shown as Annex E. The first 6 items of the amendments were discussed and agreed as outlined in the document at Annex F to these minutes.

Amendment 7 was discussed and new sub-paragraphs were agreed as outlined in the document at Annex G to these minutes. This wording has been taken from the Archery Australia Constitution and brings the Archery Victoria Constitution in line with this document.

Amendment 8 was discussed and the AV Secretary explained the rationale for the naming of the positions on the Board and the construct of the Board. The AV Secretary further provided an explanation of the extraordinary circumstances where a Board Member may assume two roles at the same time. This example was the vacancy of the Secretary position which under the new Associations Incorporation Act is required to be filled within 14 days of the vacancy. Given the process in place within Archery Victoria with the calling for Expressions of Interest for vacant positions, this could be undertaken within the 14 day time frame. Under these circumstances a Board member may take up the Secretary position in the interim until a new Secretary is appointed. These explanations were accepted by John Womersley and agreed by the meeting.

Some further administrative amendments to wording were proposed by Kirsten Filmer and noted by the AV Secretary.

The revised Constitution is attached as Annex H to these minutes.

Moved: Werribee Archery Seconded: Sherbrooke Archers
That the amended Constitution as discussed be accepted. **CARRIED**

11. Elections

A secret ballot was conducted for the election of Board Members. Trevor Filmer and Bianca Todd acted as scrutineers.

- 11.1. President (two year term)
Peter Nelson-Furnell was elected President
- 11.2. Chief Financial Officer (two year term)
Paul Bowen was elected Chief Financial Officer
- 11.3. Members Representative (two year term)
Given his election as President, Peter Nelson-Furnell withdrew his nomination for Members Representative. There were no other nominees for this position. This position to be readvertised.
- 11.4. State Judges Administrator (two year term)
Merv Grinstead was elected State Judges Administrator

12. General Business

- 12.1. It was asked by PITA if the SDO position was to be filled. The Secretary spoke to the question. At this time the answer is no. The functions performed by the SDO are being re-examined with the Board and the CEO taking on some of these duties in the meantime.
- 12.2. DVA requested that the agenda for Board Meetings be distributed to the clubs prior to the Board Meetings. This was agreed. Clubs were reminded that the Minutes of the Board Meetings are available on the website – usually within 10 days of the Board Meeting.
- 12.3. It was suggested that the Constitution have an Asset Disposal Policy. It was discussed that policies should not be included in the Constitution. The President advised that the Board had already tasked the CEO with drafting an Asset Disposal Policy.

13. Meeting Closes

The meeting was closed by the President at 12.20 pm

Annexes

- A. 2012 Board Report
- B. 2012 State Recorder Report
- C. 2012 CEO Report
- D. 2012 Audited Financial Statements
- E. Motion 0601-41 Changes To The Archery Victoria Constitution
- F. Amendments to the Draft Constitution
- G. Summary of amendments
- H. Approved Constitution of Archery Victoria