



| Archery Victoria |                             |           |     |
|------------------|-----------------------------|-----------|-----|
| Title:           | AV Meetings                 |           |     |
| Subject:         | Minutes                     |           |     |
| Author:          | AV Secretary – Irene Norman |           |     |
| Date:            | 16/11/12                    | Replaces: | New |
| Number:          | 948                         | Pages:    | 21  |

**Archery Victoria Board Meeting  
Held at 50 Campbell Street, Crib Point, VIC, 3919  
Friday 16<sup>th</sup> November 2012.**

**948.1. Meeting Opens**

The President declared the meeting open at 1941h.

**948.2. Attendees**

|                            |                                      |
|----------------------------|--------------------------------------|
| Peter Nelson-Furnell (PNF) | President                            |
| Dawn Nelson Furnell (DNF)  | Vice-President                       |
| Irene Norman (IN)          | Secretary                            |
| Paul Bowen (PB)            | Chief Financial Officer              |
| Trevor Filmer (TF)         | Chief Executive Officer (ex-officio) |

**948.3. Apologies**

Nil

**948.4. Declaration of Proxies**

No proxies were declared.

**948.5. Declaration Of Pecuniary Interests**

Irene Norman declared a pecuniary interest as Director of Arrows Plus.

**948.6.1 Minutes from Previous Meeting**

The minutes of the Archery Victoria Board Meeting dated 31 August 2012 were circulated prior to the meeting. MOVED Paul Bowen, SECONDED Dawn Nelson-Furnell that the minutes of this meeting as circulated be accepted.

**CARRIED**

**948.7. Business Arising From Previous Minutes**

Actions outstanding from the previous meetings are detailed in Annex A to these minutes. Updates have been annotated as required. Completed actions from previous meetings have been deleted and archived.

**948.8. Business Conducted by Email Since the Last Meeting**

948.8.1 **Allocation of Clubs to Board Mentor.** Agreement was reached by email on the allocation of clubs to members of the Board for them to act as Board Mentors. The following allocations were made:

|                      |      |     |         |      |      |     |     |
|----------------------|------|-----|---------|------|------|-----|-----|
| Peter Nelson-Furnell | AA   | EA  | PITA    | SA   | HCA  | YDA |     |
| Dawn Nelson-Furnell  | AAC  | DVA | KCB     | TCAG | SETA | WCA |     |
| Paul Bowen           | BHCA | MAC | WAC     | YB   | YVA  | WAI |     |
| Irene Norman         | PAC  | CB  | GA/CBAC | GHA  | SCAC | WA  | FAC |

## 948.9. Reports

948.9.1 **President.** The President outlined the way he would like to see the Board operate. After discussion the following principles for Board protocol were agreed:

- Meetings to be held on a regular basis (3<sup>rd</sup> Wed of month)
- Major decisions would be made in meetings rather than email.
- Regular input to the meetings would be sought from clubs.
- Clearly defined delineation of responsibilities between the Board and the CEO would be refined.

The concept of standing items for Board meetings and a schedule of regular items was discussed. Standing Items may include WH&S, relationship with VIS and member protection issues. Regular items will include Strategic Planning Review (February meeting), Budgets (March Meeting) and State Team Guidelines (August meeting). Secretary to draft a document regarding standing agenda items. CEO to draft a meeting calendar with regular items to be included in monthly meetings.

| Item Number | Item                         | Meeting Date | Actions Taken   | Action Officer | Target Date    |
|-------------|------------------------------|--------------|---|----------------|----------------|
| 948.9.1..   | Board Meeting Standing Items | 16/11/12     | Secretary to draft discussion paper for standing agenda items   | Secretary      | Jan 13 meeting |
|             |                              |              | CEO to draft a Board meeting calendar with those regular items which should be included in each month by month meeting. | CEO            | Jan 13 meeting |

948.9.2 **CEO Report.** The CEO provides monthly reports to the AV Board and all reports since the last Board meeting have been received by all Board members.

948.9.3 **Financial Reports.** The CEO provides monthly financial reports to the AV Board and all reports since the last Board meeting have been received by all Board members.

## 948.10. Discussion Papers

948.10.1 **Memo 1910 – The 2013 Calendar.** After considerable discussion the following aspects of the 2013 Calendar were agreed:

- The calendar will contain 6 Target and 6 Field Grand Prix events. Clubs to bid for the events.
- The calendar will contain 3 Introductory Tournaments – 2 target and 1 field - (designed for the new archer to experience tournament conditions in a relaxed learning environment).
- State Tournaments to be scheduled as usual.
- Due to the lack of judges or officials at most of the Indoor Grand Prix events in 2012, the Indoor Grand Prix would become an Indoor Postal Competition under the same schedule as per 2012.
- Judge Training and Coaching courses to be included in the calendar.

| Item Number | Item             | Meeting Date | Actions Taken   | Action Officer | Target Date |
|-------------|------------------|--------------|---|----------------|-------------|
| 948.10.1.   | 2013 AV Calendar | 16/11/12     | CEO to revamp the 2013 Calendar and Calendar Guidance documents in line with meeting decisions. Revised calendar and guidelines to be circulated to the Board asap. Calendar to them be circulated to clubs for nomination of events and comment. | CEO            | 28/12/12    |

## 948.11 Motions on Notice

There were no motions on notice presented.

## 948.12. General Business

Given the time constraints for this meeting not all items of General Business on the Agenda were discussed. Agenda Items 0947.12.1 and 0947.12.2 were considered items of an administrative nature and left with the CEO to finalise. 0947.12.3 was discussed at 948.10.1.

- 948.12.4. **2013 AGM in Geelong.** CEO advised that Geelong had offered to host the 2013 AGM. The Board thanked Geelong and will consider the AGM venue closer to the date.
- 948.12.5 **Operational Manuals.** CEO to consider and propose a framework for operational manuals as required.
- 948.12.6 **Lodging the Constitution.** Secretary advised that a final check of the constitution is being completed prior to lodging.
- 948.12.7 **Vacant Board Positions.** The nomination process for vacant Board positions was discussed. It was agreed that nominations would be sought for a Board Member and the Members Representative. As per the constitution, the Board Member position would be considered by the Board and an appointment made until the next AGM. The nominees for Members Representative would be circulated to all clubs for voting.

| Item Number | Item                   | Meeting Date | Actions Taken  | Action Officer | Target Date |
|-------------|------------------------|--------------|--|----------------|-------------|
| 948.12.7.   | Vacant Board Positions | 16/11/12     | CEO to prepare documentation for vacant Board positions for consideration by the Board | CEO            | 10/12/12    |
|             |                        |              | CEO to advertise the Board Positions   | CEO            | 12/12/12    |

- 948.12.8 **CEO Contract.** A draft CEO contract was circulated prior to the meeting. The basic contract was agreed with some modification to Annex A (Services to be Provided) discussed. Distinct KPIs need to be developed with measurable results.

| Item Number | Item         | Meeting Date | Actions Taken                      | Action Officer | Target Date |
|-------------|--------------|--------------|------------------------------------|----------------|-------------|
| 948.12.8.   | CEO Contract | 16/11/12     | Secretary to finalise CEO Contract | Secretary      | 19/12/12    |

- 948.12.9 **Recreational Memberships.** The issue of social or recreational memberships was discussed with some vigour. Differing opinions were held by Board members on the value of changing the membership structures to include a casual or recreational membership category. It was agreed that further discussion was warranted on this concept. Time to be allocated in a future meeting with the intention of coming to a firm position on this issue.

| Item Number | Item                    | Meeting Date | Actions Taken  | Action Officer | Target Date |
|-------------|-------------------------|--------------|--|----------------|-------------|
| 948.12.9.   | Recreational Membership | 16/11/12     | Secretary to allocate discussion time in a future meeting. | Secretary      | May 13      |

- 948.12.10 **Judging.** The Board discussed the current judging crisis (lack of sufficient judges to run competitions etc). The President and Vice-President agreed to liaise with the Judge Co-ordinator to ensure that those who had expressed an interest in

judging were contacted. CEO to finalise dates for Judge Training for 2013 and include in the Calendar. It was agreed that 2 or 3 courses per year should be included in future Calendars.

| Item Number | Item           | Meeting Date | Actions Taken  | Action Officer           | Target Date |
|-------------|----------------|--------------|--|--------------------------|-------------|
| 948.12.10.  | Judge Training | 16/11/12     | PNF & DNF to liaise with Judges Co-ordinator to set up Judge Training    | President/Vice President | 19/12/12    |
|             |                |              | CEO to finalise dates for Judge Training in 2013 and include in Calendar | CEO                      | 19/12/12    |

948.12.11 **Coaching Courses.** The current content of the Coaching Courses was discussed. It was agreed that peer and participant review of the courses would be beneficial with feedback to be provided to the AV Board and subsequently to AA. Secretary undertook to review the Level 0 course in the first instance. CEO to liaise with trainers of Level 1 and Level 2 courses during 2013 to undertake peer and participant review. Review feedback to be provided to Board by July 2013.

| Item Number | Item              | Meeting Date | Actions Taken   | Action Officer | Target Date |
|-------------|-------------------|--------------|---|----------------|-------------|
| 948.12.11.  | Coaching Training | 16/11/12     | Secretary to undertake peer review for Level 0 coaching                 | Secretary      | July 2013   |
|             |                   |              | CEO to organise for peer and participant review of Level 1 & 2 coaching | CEO            | July 2013   |

948.12.12 **On-Line Forms.** The merits of on-line forms were discussed and outputs evaluated. MOVED Peter Nelson-Furnell, SECONDED Dawn Nelson-Furnell that an amount not to exceed \$700-00 be allocated to software to allow on-line forms to be created.

**CARRIED**

948.12.13 **President's Christmas Message.** It was agreed that the President should write a Christmas Message to all members. Message to be published to website.

**CARRIED**

**948.12. Meeting Closes.** The President declared the meeting closed at 0104h 17 Nov 12

**BOARD MEETING ACTION ITEMS**  
**OPEN ITEMS**

| Item Number | Item                                 | Action Officer | Meeting Date | Actions Taken  | Status     | Date Completed |
|-------------|--------------------------------------|----------------|--------------|--|------------|----------------|
| 932.11.7    | Organise red armbands for the judges | CEO            | 22/7/11      | Red arm bands to be investigated for shooting judges who are unable to shoot in judges shirts                                    | Continuing |                |
|             |                                      |                | 27/4/12      | Trevor to provide update of progress   |            |                |
|             |                                      |                | 1/6/12       | CEO advised that he was having difficulty getting the armbands sewn. CEO to pass armbands to IN for sewing.<br>Due Date 1 Jul 12 |            |                |
|             |                                      |                | 31/8/12      | Action still continuing – IN to chase CEO to finalise  |            |                |

| Item Number | Item                                      | Action Officer | Meeting Date | Actions Taken  | Status     | Date Completed |
|-------------|---|----------------|--------------|--|------------|----------------|
| 940.6.12    | PN-F and TF to define the coaching system | PN-F, TF       | 9/12/11      | PN-F and TF to meet to review the OzBow coaching scheme  | Continuing |                |
|             |   |                | 19/2/12      | Meeting held, Archers Timeline discussed. Some modifications to timeline chart proposed.   |            |                |
|             |   |                | 27/4/12      | <b>Action:</b><br>Discussions re AV Coaching Hierarchy and duty statements to be undertaken between P N-F and CEO<br>Due Date: 18 May 2012   |            |                |
|             |   |                | 1/6/12       | <b>Action:</b><br>Board Members to provide comments to Peter N-F<br>Due Date: 18 May 2012<br>Discussions have been held between P N-F and CEO on the coaching hierarchy and a new timeline has been drafted. Email comments were provided by Board members to inform the outcome.<br><b>Action:</b><br>Coaching hierarchy to be reviewed as part of Strategic Planning for 2012/13.  |            |                |
|             |   |                | 31/8/12      | Further discussions on the coaching program were had at this Board meeting. It was felt that we should concentrate on Level 2 coaching activity first – as well as supporting Level 1.<br><br>Before seeking to appoint any HPCs, direction is to be sought from AA on the future direction of coaching at the national level. The Board felt that following the model that AA develops may be useful. DN-F to talk to Lucy in the first instance.<br><br>Action: DN-F to discuss coaching hierarchy with AA |            |                |
| 6           | 948 Minutes Board Meeting                 | DN-F           |              |  |            |                |

| Item Number | Item                                   | Action Officer | Meeting Date | Actions Taken  | Status     | Date Completed |
|-------------|--|----------------|--------------|--|------------|----------------|
| 940.6.13    | SDO and CEO to tidy up schools program | SDO, CEO       | 9/12/11      | <p>Schools program is worthwhile but will never gain AV members as it operates outside AV. Efforts are being put into supplying merchandise to schools which may be better used elsewhere.</p> <p><b>Action:</b><br/>Merchandising to be transferred to archery businesses as soon as practical, no further equipment to be ordered by AV.</p> <p><b>Action:</b><br/>Schools program to be converted to a form which does not rely on SDO/CEO effort to sustain it. SDO to scale down involvement.</p> | Continuing |                |
|             |  |                | 27/4/12      | TF to outline outcome  |            |                |
|             |  |                | 1/6/12       | <p>Schools program is part of our funding submissions and needs to continue, however, it should not continue with any significant AV resources. Outsourcing of this program to archery businesses is the preferred model. IN offered to assist TF to complete this activity.</p> <p><b>Actions:</b><br/>TF to complete all actions above asap. IN to assist with finalising the program.</p>   |            |                |
|             |  |                | 31/8/12      | <p>Due to the absence of the CEO at the World Archery Field Championships, no action has been taken on this item. Deferred to the next meeting.</p>  |            |                |
|             |  |                | 16/11/12     | <p>IN advised that CEO had drafted an outline of the schools program. Further work will be undertaken to finalise the schools program. Target date for</p>   |            |                |

| Item Number | Item  | Action Officer | Meeting Date | Actions Taken  | Status     | Date Completed |
|-------------|---|----------------|--------------|--|------------|----------------|
|             |   |                |              | completion is end Mar 13.  |            |                |
| 940.6.16    | Ensure that all team managers have Working With Children Certificates | SDO            | 9/12/11      | WWCC confirmed as required for all team managers at Youth Nationals.   | Continuing |                |
|             |   | CEO            | 27/4/12      | <b>Action:</b><br><br>CEO to create a new policy and procedure document to cover all events where a Team Manager is required. Due 30/6/12.   |            |                |
|             |   | CEO            | 31/8/12      | <b>Action:</b><br><br>Due to the absence of the CEO the policy and procedure document has been deferred to the next meeting. The meeting was reminded that all committee members at clubs also need to have a WWCC. CEO to remind all clubs of this requirement in upcoming AV News Updates. |            |                |

| Item Number | Item                             | Action Officer | Meeting Date | Actions Taken  | Status     | Date Completed |
|-------------|----------------------------------|----------------|--------------|--|------------|----------------|
| 942.11.4    | Draft Strategic Plan 2012 - 2016 | Irene Norman   | 27/4/12      | Draft Strategic Plan 2012 – 2016 and supporting documentation to be presented to the Board for discussion prior to seeking comments from stakeholders<br>Due Date: 25 May 12 (if possible)   | Continuing |                |
|             |                                  |                | 1/6/12       | IN advised that this is still to be completed  |            |                |
|             |                                  |                | 31/8/12      | The Forward Planning meeting to be held in conjunction with the AV AGM 2012 will set the scene for drafting a new strategic plan<br><br><b>Action:</b><br><br>Forward planning meeting to be held after the AV AGM   |            |                |
|             |                                  |                | 16/11/12     | Forward planning meeting was held after the AV AGM. A draft of the outcomes was submitted to Board meeting and agreed. The outcomes to be published on the website. Based on the outcomes of the planning meeting, Secretary to draft a strategic plan for consideration by the Board in the February 2013 meeting. Following the meeting the draft plan will be circulated for club comment. Plan to be put into place by end Jun 13. |            |                |

|          |   |     |                                      |  |            |  |
|----------|---|-----|--------------------------------------|--|------------|--|
| 942.11.9 | Grant Funding Submissions<br>Due May 2012   | CEO | 27/4/12<br><br>1/6/12<br><br>31/8/12 | <p>CEO to prepare grant submissions for review by the Board<br/>Due Date: 25 May 2012</p> <p>Grant submissions were provided to the Board and IN attended presentation to SRV. We are still awaiting decision from SRV on success or otherwise of the funding.</p> <p>AV was successful in gaining grants to all the bids submitted. CEO has circulated a summary of bids and required outcomes to the Board.</p> <p><b>Action:</b></p> <p>CEO to develop a draft Action Plan for achieving the outcomes required from the grants. Action Plan is to be submitted to the Board and agreed prior to implementation.</p> | Continuing |  |
| 944.12.1 | Purchase of Projector for Coaching Sessions | CEO | 1/6/12<br><br>31/8/12                | <p>The CEO to include in the 2012/13 budget under the Training section.<br/>Due Date 1 July 12</p> <p>CEO to provide quotes for purchase of a projector for Board approval. Due Date 1 August 12</p> <p>In the absence of the CEO this item was deferred to the next meeting.</p>  | Continuing |  |

| Item Number | Item                   | Action Officer | Meeting Date | Actions Taken  | Status     | Date Completed |
|-------------|------------------------|----------------|--------------|--|------------|----------------|
| 944.12.3    | Full time CEO Proposal | CEO            | 1/6/12       | Board requested summary feedback on forums and committee meetings attended by the CEO so that it could understand the learning and benefits gained.<br>Due Date: Ongoing   | Continuing |                |
|             |                        | Board          |              | The Board is to review the entire CEO role and put in place clear roles and KPI's as part of the increase in hours. CEO to draft a new performance agreement, duty statement and contract for submission to the Secretary prior to the next Board Meeting.<br>Due Date 27/7/12 |            |                |
|             |                        | Secretary      | 31/8/12      | Secretary advised that the CEO had provided a revised duty statement and a copy of the previous contract. A draft performance agreement was yet to be received. IN apologised that this item had not been finalised. Action to continue. Due Date 30 Sep 12                    |            |                |
|             |                        |                | 16/11/12     | Draft contract circulated and will be finalised for signature at next meeting.   |            |                |

| Item Number | Item  | Action Officer                         | Meeting Date                  | Actions Taken  | Status     | Date Completed |
|-------------|---|--|-------------------------------|--|------------|----------------|
| 944.12.4    | Archery Coach Training Session                  | CEO<br><br>CEO<br><br>Board<br><br>CEO | 1/6/12<br><br><br><br>31/8/12 | <p>The CEO to complete training materials for the Archery Coach Training Sessions and schedule these sessions. Due Date 1/9/12</p> <p>CEO to draft new duty statements for the HPCs in line with Board guidance. Due Date 1/10/12</p> <p>Board to appoint HPCs once training completed Due Date 1/1/13</p> <p>CEO advised prior to the meeting that he had completed a first draft of the training materials for the Coach Training Sessions. These will be circulated shortly. Board requested that CEO obtain endorsement from AA before putting these training materials in place.</p> <p><b>Action:</b></p> <p>CEO to get endorsement of new training materials from AA. Due Date 30/9/12.</p> | Continuing |                |
| 946.12.2    | Female State Uniform – Shirts                   | DN-F                                   | 31/8/12                       | DN-F to form a committee to review the Female State Uniform Shirts. Due Date 1/10/12   | Continuing |                |
| 946.12.3    | Presentation of Membership Cards at Tournaments | CEO                                    | 31/8/12                       | CEO to advise all clubs that AA membership cards are required to be presented to judges at all tournaments. CEO to check that this requirement is part of the on-line tournament entry process. Due Date 1/10/12   | Continuing |                |

| Item Number | Item                         | Action Officer       | Meeting Date | Actions Taken   | Status   | Date Completed |
|-------------|------------------------------|----------------------|--------------|---|----------|----------------|
| 948.9.1     | Board Meeting Standing Items | Secretary<br><br>CEO | 16/11/12     | Secretary to draft discussion paper on standing items for Board meetings – Due date Jan 13 Meeting<br><br>CEO to draft a Board meeting calendar with those regular items which should be included in each month by month meeting – Due date Jan 13 Meeting          | New Item |                |
| 948.10.1    | 2013 AV Calendar             | CEO                  | 16/11/12     | CEO to revamp the 2013 Calendar and Calendar Guidance documents in line with meeting decisions. Revised calendar and guidelines to be circulated to the Board asap. Calendar to them be circulated to clubs for nomination of events and comment. Due date 28/12/12 | New Item |                |
| 948.12.7    | Vacant Board Positions       | CEO                  | 16/11/12     | CEO to prepare documentation for vacant Board positions for consideration by the Board – Due date 10/12/12<br><br>CEO to advertise Board positions – Due date 12/12/12  | New Item |                |
| 948.12.8    | CEO Contract                 | Secretary            | 16/11/12     | Secretary to finalise CEO Contract  | New Item |                |
| 948.12.9    | Recreational Membership      | Secretary            | 16/11/12     | Secretary to allocation discussion time in a future meeting   | New Item |                |
| 948.12.10   | Judge Training               | PNF & DNF            | 16/11/12     | PNF DNF to liaise with Judges Co-ordinator to set up Judge Training – Due Date 19/12/12<br><br>CEO to finalise dates for Judge Training in 2013 and include in AV Calendar – Due Date 19/12/12  | New Item |                |
| 948.12.11   | Coaching Training Reviews    | Secretary<br><br>CEO | 16/11/12     | Secretary to undertake peer review for Level 0 coaching – Due Date Jul 13<br><br>CEO to organise for peer and participant review of Level 1 & 2 coaching – Due Date Jul 13  | New Item |                |

**BOARD MEETING ACTION ITEMS**  
**ITEMS CONFIRMED COMPLETED THIS MEETING**

| Item Number | Item   | Action Officer | Meeting Date | Actions Taken  | Status    | Date Completed |
|-------------|--|----------------|--------------|--|-----------|----------------|
| 938.14.15   | Investigate a low cost trophy option for the Championship Grand Prix competition | CEO            | 12/11/11     | Trophies for Championship winners to be investigated rather than medals to distinguish overall champion award  | Completed | 16/11/12       |
|             |  |                | 27/4/12      | CEO to provide report to Board for meeting of 25 May   |           |                |
|             |  |                | 1/6/12       | CEO provided some sample plaques to Board. The Board agreed to go ahead with plaques.<br><br>Action:<br>CEO to finalise plaque design and present a sample for confirmation at next meeting.<br>Due Date: Next Board Meeting |           |                |
|             |  |                |              | Action:<br>CEO to include cost of plaques in AV budget for next year.<br>Due Date: Next Board Meeting  |           |                |
|             |  |                | 31/8/12      | In the absence of the CEO, this item was held over until the next meeting.   |           |                |
|             |  |                | 16/11/12     | CEO advised that plaques had been finalised  |           |                |

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| 940.6.14 | SDO to get back on track with the Creating an Archery Community Program | SDO | 9/12/11  | SDO to focus on the CACP to create a demonstrator model for building club numbers  | Completed | 16 Nov 12 |
|          |   |     | 27/4/12  | With the resignation of the SDO the project will be supported by the Board and CEO. For further discussion at meeting of 25 May 12.  |           |           |
|          |   | CEO | 1/6/12   | Outcomes for the program to be defined by CEO for discussion by Board at the next meeting.<br><br>Action:<br><br>TF to provide a clear synopsis of the Creating an Archery Community Program and what outcomes are required. Should include a communication and engagement strategy for club involvement. Synopsis and strategy to be provided to Board at the next meeting. |           |           |
|          |   |     | 31/8/12  | Due to the absence of the CEO at the World Archery Field Championships, no action has been taken on this item. Deferred to the next meeting.   |           |           |
|          |   |     | 16/11/12 | This program has now been incorporated into the Grant funding programs for 2012/2013 and will be pursued as part of those programs. Loans issued to clubs as incentives for this program and as start up loans will continue to be recovered as per the funding agreements and monitored by CEO.   |           |           |

|         |  |     |          |   |           |           |
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| 940.7.5 | Draw up a draft set of clubs to be assigned to Board members to mentor | CEO | 9/12/11  | Board members to mentor a group of clubs, commit to visiting and consulting with them.  | Completed | 16 Nov 12 |
|         |  |     | 27/4/12  | Draft areas drawn up. To be discussed at meeting of 25 May 12   |           |           |
|         |  |     | 1/6/12   | Awaiting appointment of new Board member before finalising.   |           |           |
|         |  |     | 31/8/12  | With the appointment of Paul Bowen to the Board the breakup of clubs to be assigned to the Board members was discussed. None of the Board members had any particular preferences. |           |           |
|         |  | IN  |          | Action: Secretary to circulate assignment of clubs to Board Members for mentoring. Due Date 30 Sep 12   |           |           |
|         |  |     | 16/11/12 | Board Mentor action was completed via email. All Board members will now commence work with their assigned clubs.  |           |           |

|          |                                      |     |          |   |           |           |
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| 942.11.2 | Removal of Limited Compound Division | CEO | 27/4/12  | <p>Archery Victoria documentation be amended to reflect removal of the Limited Compound Division<br/>Due Date: 25 May 12</p>  | Completed | 16 Nov 12 |
|          |                                      |     | 1/6/12   | <p>CEO advised that references to limited compound division had been removed from AV documentation with the exception of some already printed brochures.<br/>(Note: some other exceptions were subsequently found – CEO to confirm these have been removed)</p> <p>Action:</p> <p>CEO to reconfirm that all documentation has been updated.</p> |           |           |
|          |                                      |     | 31/8/12  | <p>Due to the absence of the CEO this item could not be confirmed.</p> <p>Action:</p> <p>Secretary to confirm with CEO via email that this action is completed. Due Date 30 Sep 12</p>  |           |           |
|          |                                      |     | 16/11/12 | <p>CEO confirmed that this action is complete.</p>  |           |           |

|          |                                    |     |          |  |           |           |
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| 942.11.6 | X-Ring Magazine in e-magazine form | CEO | 27/4/12  | CEO to explore options for turning the X-Ring Magazine into an e-magazine to be published on a quarterly basis to all members and ex-members. Options to be presented to next Board Meeting<br>Due Date: 25 May 2012   | Completed | 16 Nov 12 |
|          |                                    |     | 1/6/12   | CEO outlined some actions taken. Work continues  |           |           |
|          |                                    |     | 31/8/12  | Due to the absence of the CEO this item was held over to the next meeting.   |           |           |
|          |                                    |     | 16/11/12 | A more general communication plan is to be considered by the Board early in 2013. CEO to draft a communication strategy for consideration by the Board at the February 2013 meeting. This item to be closed off. New item for February 2013 meeting – draft communication plan |           |           |



|          |                            |     |          |   |           |           |
|----------|----------------------------|-----|----------|---|-----------|-----------|
| 944.10.2 | Green Office               | CEO | 1/6/12   | The CEO to implement the Green Office concept.<br>Due Date 1 October 2012   | Completed | 16 Nov 12 |
|          |                            |     | 31/8/12  | The CEO to ensure that all Clubs are part of the electronic distribution network<br>Due Date 1 October 2012   |           |           |
|          |                            |     | 16/11/12 | Item not yet due – nothing further to add at this stage<br><br>CEO confirmed that this item is completed – other actions as part of the green office concept (electronic forms and surveys are considered administrative actions for completion by the CEO – CEO to advise Board of any strategic items which may impact from this policy – CEO to provide outcomes of the green office policy implementation in his Annual Report for 2012 – 2013. |           |           |
| 944.12.5 | 2012-2013 State Squad      | CEO | 1/6/12   | The CEO to prepare a revised State Team Guidelines document   | Completed |           |
|          |                            |     | 31/8/12  | CEO circulated the new guidelines. These have been issued to the Board members for consideration and email decision. Some Board members have responded. Other members were asked to complete their comments and forward to IN by 17/9/12.   |           |           |
|          |                            |     | 16/11/12 | New guidelines were drafted by PNF & DNF and circulated to Board. Guidelines were agreed and issued to the Clubs. Guidelines will be reviewed again at the August 2013 Board Meeting  |           |           |
| 944.12.6 | Judges Name on Claim Forms | CEO | 1/6/12   | The CEO to update all claim forms as required   | Completed | 16 Nov 12 |
|          |                            |     | 31/8/12  | In the absence of the CEO this item could not be confirmed.   |           |           |
|          |                            |     | 16/11/12 | Action completed  |           |           |

|          |  |     |          |  |           |           |
|----------|--|-----|----------|--|-----------|-----------|
| 944.12.7 | Constitutional Reform                                | IN  | 1/6/12   | The Secretary to draw up a draft of proposed changes to the Constitution   | Completed | 16 Nov 12 |
|          |  |     | 31/8/12  | Draft constitution changes to be completed by IN and circulated in time to be presented to Clubs at the AGM. Due Date 1 Sep 12 |           |           |
|          |  |     | 16/11/12 | Draft constitution accepted by AGM.  |           |           |
| 946.12.1 | Exclusion of State Matchplay from State Championship | CEO | 31/8/12  | CEO to remove State Matchplay from the events to count for the State Championships. Due Date 1/10/12                           | Completed | 16 Nov 12 |
|          |  |     | 16/11/12 | CEO Confirmed that State Matchplay was not part of State Championships.  |           |           |