



Archery Victoria			
Title:	AV Meetings		
Subject:	Minutes		
Author:	AV Secretary – Irene Norman		
Date:	19/12/12	Replaces:	New
Number:	950	Pages:	15

**Archery Victoria Board Meeting
Held at 50 Campbell Street, Crib Point, VIC, 3919
Wednesday 19 December 2012.**

950.1. Meeting Opens

The President declared the meeting open at 1935h.

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)

950.3. Apologies

Nil

950.4. Declaration of Proxies

No proxies were declared.

950.5. 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 16 November 2012 were discussed and a number of amendments were made to the draft minutes previously circulated. These included correction of the outcome of discussions on Recreational Membership and the decision to issue a President's Christmas message. **MOVED** Paul Bowen, **SECONDED** Peter Nelson-Furnell that the minutes of this meeting as amended be accepted.

CARRIED

950.7. 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.

950.8. Business Conducted by Email Since the Last Meeting

Nil

950.9. Reports

950.9.1 **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.

950.9.2 **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. The Board sought clarification on a number of items in the Financial Statements and these were provided by the CEO

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date
950.9.2.	Financial Delegations and Approvals	19/12/12	With the change of Board appointments the CEO was requested to have signatories changed on the AV Bank Accounts. Signatories to include The President, Secretary, Treasurer and CEO	CEO	30/1/13

The CEO was requested to provide the Board, on a monthly basis with copies of the Bank Statements for all AV accounts.

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date
950.9.2.	Copies of Bank Statements	19/12/12	CEO to provide copies of bank statements to the Board on a monthly basis	CEO	ongoing

950.9.3 **Board Mentor Reports.** It was agreed that Board Members would provide Board Mentor Reports prior to each Board Meeting to ensure that the issues raised by clubs and actions which needed to be taken as a result were highlighted to all Board members. Board Mentor Reports to be circulated before the February 2013 Board Meeting and before each meeting thereafter.

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date
950.9.3.	Board Mentor Reports	19/12/12	All Board Members to circulate Board Mentor Reports from Feb 13 meeting onwards	All	ongoing

MOVED Irene Norman, **SECONDED** Paul Bowen that the Reports be accepted.

CARRIED

950.10. General Business

950.10.1 **Consent Agenda.** The Secretary outlined the concept of a Consent Agenda to help streamline AV Board Meetings. The concept was agreed in principle. The Secretary was tasked with further development of this concept with a view to having a consent agenda running by the Apr 13 meeting.

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date
950.10.1.	Consent Agenda	19/12/12	Secretary to further develop the consent agenda concept in relation to AV Board Meetings	Secretary	Apr 13

950.10.2 **SRV Funding Reports.** The requirements of the SRV Funding reports were circulated prior to the meeting. Board Members were asked to provide feedback to the CEO prior to the end of December in order for the SRV timeline for submission of the next report to be met.

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date
950.10.2.	SRV Funding Reports	19/12/12	All Board Member to provide feedback on the SRV Reports to the CEO before the end of Dec 12	All Board Members	28/12/12

950.10.3 **AA Relationship Report.** The CFO outlined the content of his recent discussions with CEO AA. Some general feedback was provided on the things AV could do to improve communication between AV and AA. The CFO advised that he had discussed the concept of Recreational Memberships with CEO AA who in turn had advised that AA was not actively pursuing this issue and if AV wanted to pursue it then it would need to garner support from the other RGBs before progressing for consideration by the AA Board. The Board agreed that it was useful to get this type of feedback from AA and that discussions of this nature should continue on an opportunity basis.

950.10.4 **AA Policy Changes.** It was noted by the Board that there had been a number of AA Policy Changes including changes to classifications and changes to State team representation at the Nationals. CEO was asked to clarify the changes and update AV documentation asap.

Item Number	Item	Meeting Date	Actions Taken	Action Officer	Target Date
950.10.4.	AA Policy Changes	16/11/12	CEO to clarify changes and make amendments to AV documentation asap	CEO	30/1/13

950.11. Meeting Closes. The President declared the meeting closed at 2315h

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. Due Date 1 Jul 12		
			31/8/12	Action still continuing – IN to chase CEO to finalise		
		CEO	19/12/12	CEO to send design file to Secretary		

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	Action: Discussions re AV Coaching Hierarchy and duty statements to be undertaken between P N-F and CEO Due Date: 18 May 2012		
		1/6/12	Action: Board Members to provide comments to Peter N-F Due Date: 18 May 2012 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. Action: Coaching hierarchy to be reviewed as part of Strategic Planning for 2012/13.			
		DN-F	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. 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.		
			19/12/13	Action: DN-F to discuss coaching hierarchy with AA Further discussion determined that this item would be held in abeyance until the direction as received from AA following the appointment of the new National Coach.		

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>Action: Merchandising to be transferred to archery businesses as soon as practical, no further equipment to be ordered by AV.</p> <p>Action: 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>Actions:</p> <p>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 completion is end Mar 13.</p>		

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	<p>Action:</p> <p>CEO to create a new policy and procedure document to cover all events where a Team Manager is required. Due 30/6/12.</p>		
		CEO	31/8/12	<p>Action:</p> <p>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.</p>		
			19/12/12	<p>All clubs were reminded of requirements. Secretary raised the issue of recognition of Police Officers and Teachers as being exempt from WWCC. The legislation allows this exemption subject to each organisation confirming that they do not require additional checks to be done. MOVED Irene Norman SECONDED Paul Bowen that AV recognise active Police Officers and current Victorian Teachers as being exempt from additional WWCC checks (subject to appropriate documentation being provided on currency of employment.) CARRIED</p> <p>Action:</p> <p>CEO to include the result of this motion into document 0241 - the AV policy document on WWCC.</p>		

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 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 Action: 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.		

944.12.1	Purchase of Projector for Coaching Sessions	CEO	1/6/12	<p>The CEO to include in the 2012/13 budget under the Training section. 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>	Continuing	
944.12.3	Full time CEO Proposal	CEO	1/6/12	<p>Board requested summary feedback on forums and committee meetings attended by the CEO so that it could understand the learning and benefits gained. Due Date: Ongoing</p>	Continuing	
		Board		<p>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. Due Date 27/7/12</p>		
		Secretary	31/8/12	<p>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</p>		
			16/11/12	<p>Draft contract circulated and will be finalised for review by the Board.</p>		

944.12.4	Archery Session	Coach	Training	CEO	1/6/12	The CEO to complete training materials for the Archery Coach Training Sessions and schedule these sessions. Due Date 1/9/12	Continuing	
				CEO		CEO to draft new duty statements for the HPCs in line with Board guidance. Due Date 1/10/12		
				Board		Board to appoint HPCs once training completed Due Date 1/1/13		
					31/8/12	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. Action: CEO to get endorsement of new training materials from AA. Due Date 30/9/12.		
				CEO	19/12/12	CEO advised that due to other priorities this task was not yet complete. Board requested CEO to complete this task to allow review of the materials by the Board with the view to them being submitted to AA by the end of March 2013.		
948.9.1	Board Items	Meeting	Standing	Secretary	16/11/12	Secretary to draft discussion paper on standing items for Board meetings – Due date Jan 13 Meeting	Continuing	
				CEO	19/12/12	Secretary proposal re consent agenda proposed at this meeting meets this requirement. NFA 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		

948.10.1	2013 AV Calendar	CEO	16/11/12 19/12/12	<p>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</p> <p>CEO presented additional information to the Board on the 2013 Calendar in line with discussions at the previous Board Meeting. CEO advised that most tournaments had been filled and that this item was on target for completion by 28/12/12.</p> <p>Board Mentors & CEO to ensure support is provided to clubs running tournaments.</p>	Continuing	
948.12.7	Vacant Board Positions	CEO	16/11/12 19/12/12	<p>CEO to prepare documentation for vacant Board positions for consideration by the Board – Due date 10/12/12</p> <p>CEO to advertise Board positions – Due date 12/12/12 CEO advised that positions had been advertised. Information will be provided to the Board after the closing date.</p>	Continuing	
948.12.9	Recreational Membership	Secretary	16/11/12	Secretary to allocation discussion time in a future meeting (Apr 13)	Continuing	
948.12.11	Coaching Training Reviews	Secretary CEO	16/11/12	<p>Secretary to undertake peer review for Level 0 coaching – Due Date Jul 13</p> <p>CEO to organise for peer and participant review of Level 1 & 2 coaching – Due Date Jul 13</p>	Continuing	
950.9.2	Financial Delegations and Approvals	CEO	19/12/12	CEO to organise for change of bank account signatories by end Jan 13	New Item	
950.9.2	Copies of Bank Statements	CEO	19/12/12	CEO to provide copies of bank statements to the Board on a monthly basis	New Item	
950.9.3	Board Mentor Reports	CEO	19/12/12	All Board Members to circulate Board Mentor Reports from Feb 13 meeting onwards	New Item	

950.10.1	Consent Agenda	Secretary	19/12/12	Secretary to further develop the consent agenda concept for AV Board Meetings for implementation at the Apr 13 meeting	New Item	
950.10.2	SRV Funding Reports	All Board Members	19/12/12	All Board Members to provide feedback on the SRV Reports to the CEO before the end of Dec 12	New Item	
940.10.4	AA Policy Changes	CEO	19/12/12	CEO to clarify recent AA policy changes and make amendments to AV documentation asap	New Item	

BOARD MEETING ACTION ITEMS
ITEMS CONFIRMED COMPLETED THIS MEETING

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
942.11.9	Grant Funding Submissions Due May 2012	CEO	27/4/12	CEO to prepare grant submissions for review by the Board Due Date: 25 May 2012	Completed	19/12/12
			1/6/12	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.		
			31/8/12	AV was successful in gaining grants to all the bids submitted. CEO has circulated a summary of bids and required outcomes to the Board. Action: 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.		
		CEO	19/12/12	All actions relating to the May grant submissions have been completed. This item will be monitored via regular CEO reports. NFA on this item at this time.		
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	Completed	19/12/12
			19/12/12	DN-F confirmed that a decision had been made on the Female State Uniform Shirts and all arrangements were now in place. NFA required.		

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			1/6/12	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.		
			31/8/12	AV was successful in gaining grants to all the bids submitted. CEO has circulated a summary of bids and required outcomes to the Board. Action:		
			19/12/12	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. All actions relating to the May grant submissions have been completed. This item will be monitored via regular CEO reports. NFA on this item at this time.		
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	Completed	19/12/12
			19/12/12	CEO confirmed that this information had been included in the on-line tournament entry process. NFA required		

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			1/6/12	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.		
			31/8/12	AV was successful in gaining grants to all the bids submitted. CEO has circulated a summary of bids and required outcomes to the Board. Action:		
		CEO	19/12/12	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. All actions relating to the May grant submissions have been completed. This item will be monitored via regular CEO reports. NFA on this item at this time.		
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	Completed	
			19/12/12	CEO to finalise dates for Judge Training in 2013 and include in AV Calendar – Due Date 19/12/12 Dates for training have been finalised and included in AV Calendar		