



Archery Victoria			
Title:	AV Meetings		
Subject:	Minutes		
Author:	AV Secretary – Irene Norman		
Date:	15/5/2013	Replaces:	New
Number:	958	Pages:	12

**Archery Victoria Board Meeting  
Held at Waverly City Archers Clubrooms  
Wednesday 15 May 2013.**

**958.1. Meeting Opens**

The President declared the meeting open at 1820h.

**958.2. Attendees**

Peter Nelson-Furnell	(PNF)	President
Guenter Licht	(GL)	Vice President
Irene Norman	(IN)	Secretary
Colin Carter	(CC)	Member's Representative
Dawn Nelson-Furnell	(DNF)	Board Member
Campbell Hodgson	(CH)	AV Sports Administrator (ex-officio)

**958.3. Apologies**

Nil

**958.4. Declaration of Proxies**

No proxies were declared.

**958.5. Declaration of Pecuniary Interests**

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

**958.6. Minutes from Previous Meeting**

The minutes of the Archery Victoria Board Meeting dated 20 February 2013 were distributed prior to the meeting. One amendment was made to the minutes relating to a discussion re reimbursement of fees for a member of Waverley Archery Club. **MOVED** GL, **SECONDED** CC that, subject to the amendment noted, the minutes of this meeting be accepted.

**CARRIED**

(Secretary's note: Amendment has been incorporated into the previous minutes at 956.12.6.)

**958.7. Business Arising From Previous Minutes**

Due to the large number and complexity of items to be discussed at this meeting, not all business arising from the previous minutes was revisited. Updates to items have been annotated as required. Completed actions from previous minutes have been deleted and archived.

**958.8. Business Conducted by Email since the Last Meeting**

The following business was conducted by the AV Board via Email since the last meeting.

- **Elite Travel Grant Applications.** The Board received notification from Sport and Recreation Victorian in relation to Elite Travel Grant Applications in relation to attendance at the Senior Nationals. The Board was requested to prioritise the applications and provide their recommendations. The applicants and criteria were circulated by PNF and discussion via email ensued. A final prioritised listing was agreed and submitted to SRV. Results of the applications are not yet known.

## 958.9. Correspondence

- 958.9.1 **Vigano Shield.** AIM Archery Club is holding a Memorial Shoot for an ex-Club member. AV Board agreed to advertise this event on the AV Website.

## 958.10. Reports

- 958.10.1 **President Report.** Due to the volume of other items for discussion no formal President's report was presented.

- 958.10.2 **Administrator's Report.** CH provided the following updates:
- **Memberships.** The changes to the operation of membership payments as discussed at the last meeting have been implemented.
  - **Participation Reports.** Participation reports are now being received from most clubs. A participation report should be available at the next meeting.
  - **AV Loans to Clubs.** Invoices for outstanding loan amounts have now been issued.
  - **ATO BAS Lodgement.** Access to the ATO system has been organised.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
958.10.2	Participation Reports	15 May 13	CH to provide a participation update to next meeting	CH	June Meeting

- 958.10.3 **Financial Reports.** A financial report was received and is attached as Annex A to these minutes.
- 958.10.4 **VMA/VIP Updates.** The current status of the VIP/VMA grant programs was circulated prior to the meeting but was not discussed due to time constraints. It is noted that the next update reports are due at the end of June 2013.
- 958.10.5 **Board Mentor Reports.** Due to other priority issues formal Board Reports were not completed. All Board Members verbally reported on discussions with their clubs.

MOVED IN, SECONDED GL that the Reports be accepted.

CARRIED

## 958.11. Notices of Motion

No notices of motion were submitted to the meeting.

## 958.12. General Business

- 958.12.1 **Archery Australia vs Archery Victoria Coaching Programs.** Following recent discussions with CEO AA it is apparent that some of the AA courses have been modified in Victoria and may now be out of alignment with the national program. AA has requested that AV cease to run these courses until the content and running of them can be verified. IN has requested a copy of the National Training Program, the curriculum, exams, training notes and any other available material so that a comparison can be made and any deficiencies corrected. CEO AA has asked to attend an AV Board Meeting. PNF will discuss with CEO AA and arrange a suitable date.
- (Secretary's Note: Subsequent to this meeting this issue was discussed with the CEO AA at the AA AGM on 26 May 13. CEO AA will provide the material requested as soon as possible.)

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
958.12.1.	Coaching Programs	15 May 13	IN to obtain copy of National Coaching Program and associated material for comparison with current AV training material and processes	IN	asap

958.12.2 **Team Manager Youth Nationals.** One nomination for the position of Team Manager at the Youth Nationals was received. The nomination was discussed by the Board and the nominee was considered very suitable. MOVED PNF SECONDED GL that Brendan Jones from Greater Hamilton Archers be appointed as the Team Manager for the 2013 Youth Nationals. CN to advised Brendan and organise all the details.

**CARRIED**

958.12.3 **Tiered Membership Structure.** A member of an AV Archery Club has been in contact with the Members Representative of the AV Board in relation to a new membership structure which they believed was being put in place at that club. The member was concerned about the new fee structure as portion of it omitted the payment of AA and AV fees. AA also reported that some changes were made to the AA database in relation to this fee structure which was of considerable concern to AA. A member of the AA Board has met with the AV President to discuss the issue and express AA's concern. The issue has also been put on the agenda for the upcoming AA AGM and Strategic Planning meeting with RGBs.

Considerable discussion ensued with the Board expressing concern at the possible ramifications if this type of proposal went forward. Concerns were also expressed at the process in relation to the introduction of this fee structure and whether it had been done constitutionally by the club. Following discussion, the meeting requested PNF to arrange a meeting with the President and Secretary of the club concerned and the AV Board, in order to determine the true nature of the situation as it was not clear to the Board if the club committee was fully across the issue. This will also allow PNF to fairly represent the issue at the upcoming AA meetings.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
958.12.3.	Tiered Membership Structure	15 May 13	PNF to organise a meeting between President and Secretary of the affected club and the AV Board	PNF	Before 26 May 13

958.12.4 **Club Outstanding Invoices.** The issue of outstanding membership fess for one of the AV Clubs is of continuing concern. PNF has had discussions with the Club President who has disputed the level of outstanding fees. CH was requested to research the payment history and determine the true state of the outstanding payments. CH to also offer support to the club in relation to administration of the Membership Database.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
958.12.4.	Outstanding Invoices – Club Membership	15 May 13	CH to reconcile payment history, finalise invoices and offer assistance to the Club in relation to administration of the database	CH	asap

958.12.5 **Archery Victoria Member Protection Officer.** IN raised the issue of the AV MPO. The CEO had previously undertaken this role and on his departure the requirements of this role were not filled. In the case of clubs, if a separate MPO is not appointed, the role falls by default, to the President. PNF agreed to

undertake the role at this stage. MPO training had not been undertaken for AV or the Clubs for approximately 4 years. The Board felt that it was likely that many clubs may not now be familiar with the MPO role or aware that they needed to appoint and train someone into this position. CH was requested to contact the AA MPO to determine what training is available and what the cost would be. Following receipt of that information an update is to be prepared for clubs to remind them of the need to appoint an MPO, the default position of the President carrying out these duties should no one be appointed and determine the need for training.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
958.12.5.	Member Protection Officers	15 May 13	CH to contact AA MPO re training and requirements. A governance audit of MPOs to be carried out to determine the current training needs and Club compliance.	CH	31 Jul 13

958.12.6 **Sherbrooke Unmarked Field.** A request had been received from both Sherbrooke and participants in the 2013 Sherbrooke Unmarked Field in relation to the lack of judges and the decision not to award records for this tournament. PNF undertook to write formally to the club and any relevant participants to explain the decision and the World Archery rules surrounding same.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
958.12.6.	Sherbrooke Unmarked Field	15 May 13	PNF to formally write to the club and relevant participants re the World Archery ruling.	PNF	30 Jun 13

958.12.7 **Support to Greater Hamilton Archers – Outdoor Adventure Fair.** A request was received from GHA in relation to an upcoming Outdoor Adventure Fair (Oct 13) and the support that AV may be able to provide for them. The Board agreed to the loan of the AV Come and Try Kit for the event. It may not be possible for an AV Board member to assist on the day due to a clash with the Australian Masters and other commitments. AV will investigate what merchandise may be available to GHA for this event. The Board commented that it was excellent to see GHA partnering with Archery Alliance partners to put forward a joint exhibit for this Fair. AV support for GHAs involvement in this activity was given. CH to liaise with GHA on requirements.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
958.12.7.	GHA – Outdoor Adventure Fair	15 May 13	CH to contact GHA to determine what support can be provided.	CH	31 Jul 13

958.12.8 **National and State Indoor.** AV has been approached by DVA in relation to holding the State and National Indoors for 2013 at a 2<sup>nd</sup> venue - namely Diamond Valley Archers. After some discussion, the Board agreed to a 2<sup>nd</sup> venue at DVA but only as a National Venue (already agreed by AA). Only participants at Twin City Archers would be able to compete in the State Indoor. Alternative venues for the State Indoor will be discussed for the 2014 calendar.

958.12.9 **DVA Request for Support for retention of old format for 2014 Senior Nationals.** DVA requested AV support for the retention of the old format for the 2014 Senior Nationals. The Board agreed to the issue of a survey to all clubs and members in relation to the format for the 2014 Nationals.

**958.13. Meeting Closes.** The President declared the meeting closed at 2245h

**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		
		DNF	20/2/12	No design had been provided by the CEO prior to his resignation. DNF offered to liaise with Grandstand Promotional Products re designing and manufacturing the armbands		
940.6.13	SDO and CEO to tidy up schools program	SDO, CEO	9/12/11	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.  <b>Action:</b> Merchandising to be transferred to archery businesses as soon as practical, no further equipment to be ordered by AV.	Continuing	

				<p><b>Action:</b> 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>		
			27/4/12	TF to outline outcome		
			1/6/12	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><b>Actions:</b></p>		
			31/8/12	TF to complete all actions above asap. IN to assist with finalising the program. 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	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.		
		IN	20/2/13	IN to complete for presentation to Apr 13 Board Meeting.		
		IN	17/4/13	Due to other pressing issues this action is still to be completed		

942.11.4	Draft Strategic Plan 2012 - 2016	IN	27/4/12  1/6/12  31/8/12       16/11/12	<p>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)</p> <p>IN advised that this is still to be completed</p> <p>The Forward Planning meeting to be held in conjunction with the AV AGM 2012 will set the scene for drafting a new strategic plan</p> <p><b>Action:</b></p> <p>Forward planning meeting to be held after the AV AGM</p> <p>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.</p>	Continuing	
948.9.1	Board Meeting Standing Items	Secretary   CEO   IN	16/11/12  19/12/12      20/2/12	<p>Secretary to draft discussion paper on standing items for Board meetings – Due date Jan 13 Meeting</p> <p>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</p> <p>IN to complete this activity</p>	Continuing	

948.12.9	Recreational Membership	Secretary	16/11/12 17/4/13	Secretary to allocation discussion time in a future meeting (Apr 13) It was agreed to postpone further discussion on this item. It was noted that the AA Board is also discussing this issue and has postponed that discussion to a future date. This item will be deferred pending the outcome of the AA discussions.	Deferred	Deferred
954.13.4	QRE Payments	DNF DNF/IN	20/2/2013 17/4/13	Procedural guidelines to be developed for reimbursement of QRE fees on successful and compliant completion of QRE events DNF to provide dot points to IN to draft procedural guidelines.	Continuing	
954.13.5	AV Come and Try Equipment	IN	20/2/2013 15/5/13	20 sets of come and try equipment to be put together and made available for come and try activities as needed. Due Date end May 13 Approximately 8 sets are ready to go. Arrows still to be made for the remainder.	Continuing	
954.13.5	Tournament Kit	CC	20/2/13 17/4/13 15/5/13	Investigate the purchase of suitable timing equipment for an AV Tournament Kit CC provided an update to the meeting along with some examples of products. Further investigation to be undertaken CC provided a further update with a locally sourced timing set being available for approximately \$7,000. CC to finalise and present a formal proposal to the next Board meeting.	Continuing	
956.7	New Board Member (CFO)	IN	31/3/2013 17/4/13 15/5/13	Calls for nominations for Board position of CFO to be sought. Position to be filled until next AGM Action still to be completed An EOI has been circulated with a closing date prior to June 13 meeting.	Continuing	
956.10.1	Financial and Membership Reconciliations	CH	17/4/13 15/5/13	Reconciliation of Financial and Membership Records to be completed for the period 1 Jul 12 to current date Membership reconciliation is complete	Continuing	
956.12.2	AV Coaching Coordinator	IN	17/4/13	Guidelines for the position of AV Coaching Coordinator to be drafted	Continuing	



956.12.2	Judges for 2013 tournament calendar	DNF/CC	17/4/13 15/5/13	Discussion with AV Judges Coordinator to be undertaken to seek resolution to current issues Discussions have taken place and a consolidated plan for judging courses and coordinator will be developed	Continuing	
956.12.2	AV Officials	IN	17/4/13	Increasing numbers of officials to be given emphasis in Strategic Plan	Continuing	
956.12.5	2014 Senior Nationals	PNF	17/4/13 15/5/13	PNF to discuss feasibility of AV hosting the 2014 Senior Nationals with AA CEO A survey of clubs and members is to be undertaken to ascertain archers' thoughts on the format for the 2014 Nationals. Discussion to take place with AA at AA AGM	Continuing	
956.12.3	Fee Refund	DNF/CH/IN	17/4/13 15/5/13	DNF to provide details of member. CH to refund AV fees. IN to send request to AA for consideration of refund of AA fees. Details have been provided by DNF. IN has sent submission to AA. CH to confirm AV refund made.	Continuing	
958.10.2	Participation Reports	CH	15/5/13	CH to provide a participation update to next meeting	New Item	
958.12.1	Coaching Programs	IN	15/5/13	IN to obtain copy of National Coaching Program and associated material for comparison with current AV training material and processes	New Item	
958.12.3	Tiered Membership Structure	PNF	15/5/13	PNF to organise a meeting between President and Secretary of affected club and the AV Board	New Item	
958.12.4	Outstanding Invoices – Club membership	CH	15/5/13	CH to reconcile payment history, finalise invoices and offer assistance to club in relation to membership database	New Item	
958.12.5	Member Protection Officer	CH	15/5/13	CH to contact AA MPO re training and requirements. A governance audit of MPOs to be carried out to determine the current training needs and Club compliance	New Item	
958.12.6	Sherbrooke Unmarked Field	PNF	15/5/13	PNF to formally write to the club and relevant participants re the World Archery ruling	New Item	
958.12.7	GHA – Outdoor Adventure Fair	CH	15/5/13	CH to contact GHA to determine what support can be provided	New Item	

**BOARD MEETING ACTION ITEMS**  
**ITEMS CLOSED THIS MEETING**

944.12.4	Archery Coach Training Session	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	Closed	15/5/13
		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.		
		CEO		Action: CEO to get endorsement of new training materials from AA. Due Date 30/9/12.		
			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.		
		PNF	20/2/13	With the resignation of the CEO this task does not appear to have been completed. Materials have been handed over from the CEO. Discussion to be undertaken with the AA Coaches Co-ordinator to determine any actions to be taken.		
PNF	17/4/13	There appear to be some issues relating to the coach framework being used by AV. These need to be discussed with AA.				
		15/5/13	This issue has been taken over by 958.12.1. Issues transferred to this item			

950.9.2	Financial Delegations and Approvals	CEO IN IN/CH	19/12/12 20/2/13 17/4/13 15/5/13	CEO to organise for change of bank account signatories by end Jan 13 IN provided paperwork to Board Members for signature. This will be lodged asap. Further changes will be necessary when the new Sports Administrator is appointed. Signatories on the accounts have been changed over. Further changes need to be made with appointment of CH. IN to provide a letter plus copy of these minutes for lodgement with the bank. CH to lodge once received. All signatories have been changed over. Completed	CLOSED	15/5/13
950.9.3	Board Mentor Reports	CEO IN All IN	19/12/12 20/2/13 15/5/13	All Board Members to circulate Board Mentor Reports from Feb 13 meeting onwards With the appointment of new Board Members, the clubs assigned to Board members will be revised. Actions: Secretary to provide draft club breakdown for Board Mentors Board Mentors to provide brief written reports on Board Mentor activities to the next meeting. Secretary to include Board Mentor Reports as a standing item on the Agenda. This item has now been included as a Standing Agenda item in the minutes	CLOSED	15/5/13
956.8	Team Manager Advance for Senior Nationals	CH	17/4/13 15/5/13	Senior Nationals Team Manager to acquit advance This advance has been acquitted. CLOSED	CLOSED	15/5/13
956.9.1	VMA/VIP Reporting Schedule	CH	17/4/13 15/5/13	Report submission reminders to be provided to Board President and Secretary one month before due date. 6 monthly until May 2015 Reminders from SRV come via email. No need for additional reminders. CLOSED	CLOSED	15/5/13
956.9.2	Hume City Leisure Strategy	IN	17/4/13 15/5/13	Prepare Submission – 29 Apr 13 Submission completed	CLOSED	15/5/13
956.9.3	AV Constitution	In	17/4/13 15/5/13	Request assessment under new legislation With the move away from a CEO, the constitution will need to be reviewed prior to the next AGM. The revised constitution can then be tested under the new legislation. NFA on this item at this time	CLOSED	15/5/13

956.10.1	Funding for Junior Nationals Team	CH& PNF	17/4/13 15/5/13	Advice to be circulated to Junior team on funding opportunities Advice was provided at time of notification of success for State Team membership. CLOSED	CLOSED	15/5/13
956.10.2	Participation Reports	All	17/4/13 15/5/13	Board Mentors to assist CH in chasing up participation reporting and emphasising the importance of this data CH has had good success with gaining club cooperation re participation reporting. CH will monitor. CLOSED	CLOSED	15/5/13
956.12.1	VMA/VIP Grants	In	17/4/13 15/5/13	VMA/VIP updates to become a standard reporting item at future meetings VMA/VIP and other grant funding is now a standing item on the AV Board Agenda	CLOSED	15/5/13
956.12.3	Junior Nationals Team Manager	IN	17/4/13 15/5/13	EOI to be issued EOI issued and Team Manager appointed.	CLOSED	15/5/13
956.12.4	AA AGM	PNF	17/4/13 15/5/13	Items for AGM and Planning Meeting to be circulated to Board for input PNF circulated items for discussion.	CLOSED	15/5/13

AV BOARD MEETING 14/5/2013

AV has received from	\$195.36 from December to May in over payments		
AIM	\$16.86	MAC	\$79.68
BHCA	\$9.26	YDA	\$2.91
WCA	\$71.88	GHA	\$14.77

**I have now added Dawn, Peter, Irene and Campbell to the ATO account**

**ID NUMBER 26 137 527 669**

**ABN 27 869 355 758**

I have enlisted **LBW Chartered Accountants** who I have used for the past 5 years to help bring the accounts back into order. I believe they are a good company with many different departments which will be able to help AV in moving forward.

**ACCOUNTS**

Term deposit	063510	50149828	\$170,000
Saver	063239	10456775	\$6.58
Transaction	063510	10097031	\$41633.71

The term deposit was increased from \$150,000 to \$170,000 on 29 April 2013

The money was taken from the transaction account.

Saver	063239	10456775	\$6.58 balance
	\$10,000	5 Feb 2013	
	\$10,000	4 Feb 2013	
	\$10,000	2 Feb 2013	
	\$10151.09	1 Feb 2013	
	\$10,000	31 Jan 2013	

This money was transferred out of this account and in to the Transaction account

This is the account that Trevor set up and tried to close but the interest it generated had not been paid so it has stayed open.

Transaction	063510	10097031	\$41633.71
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**This is a summary from the 1<sup>st</sup> of Feb to the 13 May 2013**

<b>Income</b>	<b>\$17959.22</b>
IMG MEMBERSHIPS	\$2486.00
CLUBS MEMBERSHIPS	\$13,760.29
INTEREST FROM TERM DEPOSITE	\$1534.93
HATS	\$32
STATE TEAM MANAGER	
REFUND	\$146
PITA LOAN (APRIL)	\$150
GHA LOAN (FEB)	\$150
<b>EXPENSISE</b>	<b>\$32672.79</b>
AA MEMBERSHIPS	\$14548.38
ATO	\$2451
CONSUMER AFFAIRS	\$75.20
JUDGES	
SHOOTING	\$120
NON-SHOOTING	\$320
STATE TEAM UNIFORMS	\$2589.02
NATIONAL CHAMPS ENTRÉE FEE	
ARCHERS NO UNIFORMS	\$450

STATE TEAM MANAGER	\$1800
ACCOUNTANT	
C & L PARTNERS	\$1175
TEAM HODGSON	\$3000
OFFICE WORKS	\$1003.90
AUS POST	\$213
TREVOR FILMER	
15 FEB 2013	\$150.00
7 FEB 2013	\$987.29
2 FEB 2013	\$3750.00
BANK FEE ADJUSTMENT	\$40.00