



Archery Victoria			
Title:	AV Meetings		
Subject:	Minutes		
Author:	AV Secretary – Irene Norman		
Date:	17/04/13	Replaces:	New
Number:	956	Pages:	15

**Archery Victoria Board Meeting
Held at Waverly City Archers Clubrooms
Wednesday 17 April 2013.**

956.1. Meeting Opens

The President declared the meeting open at 1820h.

956.2. 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)

The President welcomed Campbell Hodgson to the meeting. Campbell is the newly appointed Archery Victoria Sports Administrator and will be attending the meetings as an ex-officio member.

956.3. Apologies

Nil

956.4. Declaration of Proxies

No proxies were declared.

956.5. Declaration of Pecuniary Interests

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

956.6. 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 QRE registration fees to Clubs. **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 954.13.4.)

956.7. 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.

956.8. Business Conducted by Email Since the Last Meeting

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

- **Appointment of AV Sports Administrator.** Following discussion at the previous Board meeting, the Board agreed via email to the appointment of Campbell Hodgson as the AV Sports Administrator. The appointment is for 1 year with the option of a 1 + 1 year extension. A three month probationary period was written into the contract and the contract completed and signed via email. All actions completed.
- **Computing Equipment for AV Sports Administrator.** Emails were exchanged with the Board who approved the purchase of computing equipment for the AV Sports Administrator in line with the bid submitted by Campbell Hodgson. Conditions of purchase were agreed. Equipment has now been purchased and is in use. All actions completed.
- **Expenses for the 2013 Senior Nationals.** Emails were exchanged in relation to expenses to be authorised for the Team Manager for the 2013 Senior Nationals. In line with the current AV policy a budget of \$2,000 was provided. Bobby Hawkins submitted an estimate of expenditure and based on this estimate an advance of \$1,800 was made. This advance is subject to acquittal. Bobby to acquit after the Nationals along with all receipts and other evidence to support the expenditure.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
956.8.	Team Manager Advance for Senior Nationals	17 Apr 13	Senior Nationals Team Manager to acquit advance	CH	End April 13

956.9. Correspondence

Several significant Items of Correspondence were received since the last meeting.

- **Variation to 2012-2015 Victorians More Active Funding Agreement.** Correspondence received from Department of Planning and Community Development re minor changes in the payment schedule for the VMA/VIP grants. Agreement signed and returned by Secretary. Payments are subject to completion of 6 monthly reporting. Next report is due prior to 30 Jun 13. The following are the reporting and payment dates

What AV Agreed to	How we will demonstrate that action is complete	Evidence Date	Due	Payment amount (excluding GST)
Sign and return all documents relating to funding agreement	Activity schedule signed and received by Department, with confirmation of all funding resources	01 Jul 2012		\$17 000.00
6 month progress report due	Report satisfactorily submitted	31 Dec 2012		\$18 000.00
12 month progress report due	Report satisfactorily submitted	30 Jun 2013		\$15 000.00
18 month progress report due	Report satisfactorily submitted	31 Dec 2013		\$10 000.00
24 month progress report due	Report satisfactorily submitted	30 Jun 2014		\$15 000.00
30 month progress report due	Report satisfactorily submitted	31 Dec 2014		\$7 500.00
Final report due	Report satisfactorily submitted	31 May 2015		\$2 500.00

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
956.9.1	VMA/VIP Reporting Schedule	17 Apr 13	Report submission reminders to be provided to Board President and Secretary one month before due date	CH	6 monthly until May 2015

- **Hume City Leisure Strategy.** Hume City Council has released the draft Hume City Leisure Strategy 2013-2018 for final consultation. They have requested feedback from AV. Submissions close 29 April 2013. Secretary to prepare response before due date. Consultation with relevant clubs to be undertaken.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
956.9.2	Hume City Leisure Strategy	17 Apr 13	Prepare submission	IN	29 Apr 13

- **History of Wendouree Archery Club.** Wendouree Archery Club sent a copy of “Archery in Ballarat” to the Board for inclusion in the AV Library. The Board commented that this was a fantastic initiative and the book was well presented. The book will be included in the AV Library. Thanks were expressed to Wendouree Archery Club and the author for all their hard work on this book.
- **Archery Victoria Constitution.** Letter received from Department of Justice re the new AV Constitution. The Constitution has been accessed and accepted. It is noted that it has been assessed under the old legislation as it was accepted by the AV membership prior to the date of the new legislation. As such, where the Constitution may not cover off on an issue required under the new legislation, the Model Rules will be deemed the authoritative source for anything not covered in the Constitution. The Board believes that all issues under the new legislation have been covered off. As such IN to request assessment under the new legislation. In the meantime the Model Rules will be consulted as required. (Model Rules can be found at www.consumer.vic.gov.au/iarules)

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
956.9.3	AV Constitution	17 Apr 13	Request assessment under new legislation	IN	30 Jun 13

- **VicHealth Active Club Grants Program.** VicHealth have advised that Diamond Valley Archers, Phillip Island Target Archers and Waverley City Archers have been successful recipients of the 2012/13 grants. The Board commended the clubs on their pursuit of and success in receiving these grants.
- **VicHealth PICSAR State and Regional Grants 2007-2011.** Report received from VicHealth on evaluation and outcomes from this program.

956.10. Reports

956.10.1 President Report.

- The President advised that significant time had been spent by all Board members and by the CH in moving through the finance, membership and other records of AV on handover from the CEO. Most issues were in the process of resolution but some anomalies had been detected in the way the financial business of the association was being recorded. The financial records for the period Jul – Dec 12 had been inspected by the auditor with no major findings. The documentation returned from auditor was yet to be examined. Considerable discussion ensued and CH was directed to complete a reconciliation of the accounts for this FY. DNF is assisting with this task as well as reconciliation of the membership database. DNF and CH to report to the next Board meeting.
- PNF further advised that he had attended the Executive Officer meeting held by SRV on 1 Mar 13. As a consequence information was able to be provided to those attending the Senior Nationals on possible funding for travel and other expenses associated with their representation at this event. Similar advise will be issued to those selected for the Junior Nationals.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
956.10.1.	Financial and Membership Reconciliations	17 Apr 13	Reconciliation of Financial and Membership Records to be completed for the period 1 Jul 12 to current date.	IN	15 May 13
956.10.1	Funding for Junior Nationals Team	17 Apr 13	Advice to be circulated to Junior team on funding opportunities	CH & PNF	Coincide with team announcement

956.10.2 **Administrator's Report.** CH provided the following updates:

- **Memberships.** AA/AV memberships need to be reconciled with some Clubs being identified as having overpaid for AA/AV subscriptions (related to 6% credit card charge from IMG). An easy to follow flowchart will be sent to the clubs regarding the manual payments for membership. Invoices will now be sent to each club at the beginning of the month and payments are to be made on invoice. This should make the reconciliation simpler to follow.
- **Participation Reports.** Some clubs have provided their reports. Board Mentors were asked to contact their respective clubs and ensure data has been submitted. The importance of this data to our funding arrangements is to be emphasised.
- **AV Loans to Clubs.** Invoices for outstanding loan amounts have not been issued regularly to the clubs involved. CH will invoice the monthly payment amount at the beginning of the month to those clubs involved.
- **ATO BAS Lodgement.** Access to the ATO system still needs to be arranged.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
956.10.2.	Participation Reports	17 Apr 13	Board Mentors to assist CH in chasing up participation reporting and emphasising the importance of this data	All	Continuing

956.10.3 **Financial Reports.** Financial Reports were not yet available for this meeting.

956.10.4 **Board Mentor Reports.** Due to the issues to be dealt with the change over of administrative personnel and procedures, Board Mentor Reports were not completed. This is a continuing action at Annex A. It was noted that a number of clubs had been contacted and that fruitful discussions had been held.

MOVED IN, SECONDED GL that the Reports be accepted.

CARRIED

956.11. Notices of Motion

No notices of motion were submitted to the meeting.

956.12. General Business

956.12.1 **VMA/VIP Grant Update.** PNF advised that he and IN had met regarding the VMA/VIP Grants and that there do not appear to be any major issues in AV meeting the conditions of the grants. A meeting has been organised with Sport and Recreation Victoria (SRV) to discuss the current status and future actions. This meeting is scheduled for 24 Apr 13. A further update will be provided following this meeting. VMA/VIP Grants to become a standing item in reports at future meetings.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
956.12.1.	VMA/VIP Grants	17 Apr 13	VMA/VIP updates to become a standard reporting item at future meetings	IN	Next Meeting

956.12.2 **AV Coaching Coordinator.** CC raised the issue of AV appointing a Coaching Coordinator. Following discussion it was agreed that this had merit and guidelines for a coaching coordinator should be drafted.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
956.12.2.	AV Coaching Coordinator	17 Apr 13	Guidelines for the position of AV Coaching Coordinator to be drafted	IN	Next Meeting

This discussion led to a further discussion on the role of the AV Judges Coordinator and the issues currently being experienced within Victoria re the demand for Judges exceeding the ability to provide. It was once again agreed that increasing our officials (judging and coaching) was a major priority for us. This is a focus of the VMA and VIP grants and would be a focus for the upcoming Strategic Plan. CC and DNF undertook to discuss the current issues with the AV Judges Coordinator to seek alternate solutions to the issues being faced.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
956.12.2.	Judges for 2013 tournament calendar	17 Apr 13	Discussion with AV Judges Coordinator to be undertaken to seek resolution to current issues	DNF/CC	Next Meeting
956.12.2	AV Officials	17 Apr 13	Increasing numbers of officials to be given emphasis in Strategic Plan	IN	End Jun 13

956.12.3 **Junior Nationals Team Manager.** With the Junior Nationals imminent an EOI is to be issued for a Team Manager for this event. EOI to be written and distributed.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
956.12.3.	Junior Nationals Team Manager	17 Apr 13	EOI to be issued	IN	End Apr 13

956.12.4 **AA AGM.** PNF advised that the AA AGM and Strategic Planning Meeting is to be held on 26 May 13 in Melbourne. PNF will attend. PNF to circulate documentation relating to this event for Board input.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
956.12.4.	AA AGM	17 Apr 13	Items for AGM and Planning Meeting to be circulated to Board for input.	PNF	End Apr 13

956.12.5 **2014 Senior Nationals.** AA has advised that they currently do not have a venue for the 2014 Nationals and have asked for EOI. Discussion on the merits of AV putting in a bid for the event was discussed. Some concern was expressed that bidding for the event without agreement from a host club may be problematic. PNF undertook to have some initial discussions with AA on this issue.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
956.12.5.	2014 Senior Nationals	17 Apr 13	PNF to discuss feasibility of AV hosting the 2014 Senior Nationals with AA CEO	PNF	Next Meeting

956.12.6 **Fee Reimbursement for Member of Waverley City Archers.** DNF presented a request from Waverley City Archers for one of their members to receive a reimbursement of AV and AA fees. The member signed up and it was then discovered that they suffered from dementia. After working with the member the club made the decision that they were not safe on the range. Waverley have refunded the member their portion of the fees and have requested AA and AV to provide a similar refund. AV supported the request and will provide details to AA for consideration. **MOVED** Dawn Nelson-Furnell, **SECONDED** Irene Norman that the AV portion of the fees for this member be refunded.

CARRIED

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
956.12.6.	Fee Refund	17 Apr 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	DNF/CH/IN	Next Meeting

956.13. Meeting Closes. The President declared the meeting closed at 2230h

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	<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>		
			31/8/12	<p>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.</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>		
		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	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.		

944.12.4	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	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.	
		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.	

948.9.1	Board Meeting Standing Items	Secretary CEO IN	16/11/12 19/12/12 20/2/12	Secretary to draft discussion paper on standing items for Board meetings – Due date Jan 13 Meeting 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 IN to complete this activity	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
950.9.2	Financial Delegations and Approvals	CEO IN IN/CH	19/12/12 20/2/13 17/4/13	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.	Continuing	
950.9.3	Board Mentor Reports	CEO IN All IN	19/12/12 20/2/13	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.	Continuing	

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	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	Continuing	
954.13.5	Tournament Kit	CC	20/2/13 17/4/13	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	Continuing	
956.7	New Board Member (CFO)	IN	31/3/2013 17/4/13	Calls for nominations for Board position of CFO to be sought. Position to be filled until next AGM Action still to be completed	New Item	
956.8	Team Manager Advance for Senior Nationals	CH	17/4/13	Senior Nationals Team Manager to acquit advance	New Item	
956.9.1	VMA/VIP Reporting Schedule	CH	17/4/13	Report submission reminders to be provided to Board President and Secretary one month before due date. 6 monthly until May 2015	New Item	
956.9.2	Hume City Leisure Strategy	IN	17/4/13	Prepare Submission – 29 Apr 13	New Item	
956.9.3	AV Constitution	In	17/4/13	Request assessment under new legislation	New Item	
956.10.1	Financial and Membership Reconciliations	CH	17/4/13	Reconciliation of Financial and Membership Records to be completed for the period 1 Jul 12 to current date	New Item	
956.10.1	Funding for Junior Nationals Team	CH& PNF	17/4/13	Advice to be circulated to Junior team on funding opportunities	New Item	
956.10.2	Participation Reports	All	17/4/13	Board Mentors to assist CH in chasing up participation reporting and emphasising the importance of this data	New Item	
956.12.1	VMA/VIP Grants	In	17/4/13	VMA/VIP updates to become a standard reporting item at future meetings	New Item	
956.12.2	AV Coaching Coordinator	IN	17/4/13	Guidelines for the position of AV Coaching Coordinator to be drafted	New Item	
956.12.2	Judges for 2013 tournament calendar	DNF/CC	17/4/13	Discussion with AV Judges Coordinator to be undertaken to seek resolution to current issues	New Item	
956.12.2	AV Officials	IN	17/4/13	Increasing numbers of officials to be given emphasis in Strategic Plan	New Item	

956.12.3	Junior Nationals Team Manager	IN	17/4/13	EOI to be issued	New Item	
956.12.4	AA AGM	PNF	17/4/13	Items for AGM and Planning Meeting to be circulated to Board for input	New Item	
956.12.5	2014 Senior Nationals	PNF	17/4/13	PNF to discuss feasibility of AV hosting the 2014 Senior Nationals with AA CEO	New Item	
956.12.3	Fee Refund	DNF/CH/IN	17/4/13	DNF to provide details of member. CH to refund AV fees. IN to send request to AA for consideration of refund of AA fees.	New Item	

BOARD MEETING ACTION ITEMS
ITEMS CLOSED THIS MEETING

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
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	CLOSED	17/4/13
			19/12/12	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.		
		IN	20/2/13	Board Mentors & CEO to ensure support is provided to clubs running tournaments. Some issues have arisen with the published 2013 Calendar. Notably the Holdsworth Trophy has been excluded and there are a number of clashes with national and international events. IN undertook to contact clubs and revamp the calendar as required.		
			17/4/13	The 2013 tournament calendar has been finalised – only outstanding item is the date of the Box Hill tournament in October (clash with Australian Masters). 2013 calendar to be published and distributed.		

948.12.11	Coaching Training Reviews	Secretary CEO	16/11/12 17/4/13	Secretary to undertake peer review for Level 0 coaching – Due Date Jul 13 CEO to organise for peer and participant review of Level 1 & 2 coaching – Due Date Jul 13 Given the concerns expressed by AA re the coaching being undertaken in Victoria this item will be closed pending further discussions with AA. Issue will form part of our Strategic Plan and will be covered off in that document	CLOSED	17/4/13
950.10.1	Consent Agenda	IN IN	19/12/12 17/4/13	Secretary to further develop the consent agenda concept for AV Board Meetings for implementation at the Apr 13 meeting IN advised that due to the change over of Board Members and the breadth of issues to be discussed that a consent agenda was not feasible at this time. This item to be closed. IN to raise again if appropriate.	CLOSED	17/4/13
954.7	Update avboard Google Group	IN	31/3/2013 17/4/13	avboard Google group to be updated to remove previous Board members and add in new Board members IN advised that google groups have been updated.	CLOSED	17/4/13
954.13.1	AV Sports Administrator position	PNF	31/3/2013 17/4/13	Discuss application and position with preferred candidate Actions completed and documented in minutes.	CLOSED	17/4/13
954.13.1	AV Sports Administrator contract	IN	28/2/2013 17/4/13	Draft contract to be circulated to Board Contract circulated and agreed. Signed	CLOSED	17/4/13