



Archery Victoria			
Title:	AV Meetings		
Subject:	Minutes		
Author:	AV Secretary – Irene Norman		
Date:	20/02/13	Replaces:	New
Number:	954	Pages:	14

**Archery Victoria Board Meeting  
Held at 50 Campbell Street, Crib Point, VIC, 3919  
Wednesday 20 February 2013.**

**954.1. Meeting Opens**

The President declared the meeting open at 1930h.

**954.2. Attendees**

Peter Nelson-Furnell (PNF)	President
Dawn Nelson-Furnell (DNF)	Vice-President
Irene Norman (IN)	Secretary
Guenter Licht (GL)	Board Member (elect)
Colin Carter (CC)	Board Member (elect)

**954.3. Apologies**

Nil

**954.4. Declaration of Proxies**

No proxies were declared.

**954.5. Declaration of Pecuniary Interests**

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

**954.6. Confirmation of New Board Members**

Applications for membership of the Board had been received prior to this meeting from:

Guenter Licht (Board Member)  
Colin Carter (Member's Representative).

CCs nomination for member's representative was circulated to all member clubs for voting. Four votes were returned – all in favour of CC as Member's Representative.

**MOVED** Irene Norman, **SECONDED** Peter Nelson-Furnell that Guenter Licht and Colin Carter be accepted as members of the Archery Victoria Board. GL and CCs membership of the Board will remain until the next AGM later in 2013. At that time these positions will become vacant. GL and CC may renominate at that time if they wish.

**CARRIED**

**954.7. Resignation/Stepping Down of Board Members**

A letter of resignation from the Board was received from Paul Bowen (CFO). PNF advised that discussions had been had with Paul and that he wished to step down from the Board. The Board accepted this resignation with reluctance. The Board thanks Paul Bowen for his time on the Board and his helpful contributions to discussions and issues.

The Board also received a letter from Dawn Nelson-Furnell advising that she wished to step down from the position as Vice-President of the Board. The Board accepted Dawn's decision to step down from this position and thanked her for her time and considerable efforts in this role.

In accordance with the new AV Constitution, the Board then determined the positions to be held by its members. The composition of the new Archery Victoria Board is:

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

The position of Chief Financial Officer (CFO) remains vacant. Discussion continued and it was decided that the CFO position would be advertised once again. In the meantime, all Board Members will maintain a watching brief on the financial aspects of Board operation.

Item Number	Item	Meeting Date	Actions to beTaken	Action Officer	Target Date
954.7.	New Board Member (CFO)	20/2/2013	Calls for nominations for Board position of CFO to be sought. Position to be filled until next AGM	Secretary	31/3/2013
954.7.	Update avboard Google Group	20/2/2013	avboard Google Group to be updated to remove previous Board members and add in new Board members	Secretary	28/2/2013

#### 954.8. Minutes from Previous Meeting

The minutes of the Archery Victoria Board Meeting dated 29 December 2012 were distributed prior to the meeting. **MOVED** PNF, **SECONDED** IN that the minutes of this meeting be accepted.

**CARRIED**

#### 954.9. 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.

#### 954.10. Business Conducted by Email Since the Last Meeting

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

- **Registration of AV Calendar Tournaments.** The Board agreed via email to the registration of 2013 AV Calendar Tournaments as AA and WA events. Registration to be paid by AV. This was completed.
- **State Team Selection.** The selection of the State Team for the 2013 Nationals was discussed via email in accordance with the current State Team Policy. Letters of invitation were sent out and the team filled. The Board expressed their thanks to PNF for all his work in getting these letters out and negotiating successful outcomes with the team members. DNF also did considerable work on the State Rankings used for this selection and was thanked for her efforts. This is a continuing task which DNF will continue with at this time.
- **Letter to Waverley City Archers (WCA) re Mobile Butts.** WCA requested AV support for a submission to local government to allow them to use mobile butts on their range. A letter of support was drafted and sent by PNF with agreement of the Board.
- **State Team Manager – Senior Nationals.** An Expression of Interest for team manager for the State Team Nationals was circulated with agreement of the Board.

- **Selection of State Administrator.** Following considerable discussion via email and phone the position of State Administrator (to replace the CEO) was advertised. Applications and assessment information was circulated to the Board for discussion at this meeting.

## 954.11. Reports

- 954.11.1 **CEO Report.** Reports for December and January were provided to the Board prior to the meeting.
- 954.11.2 **Financial Reports.** Reports for December and January were provided to the Board prior to the meeting.
- 954.11.3 **Board Mentor Reports.** Due to the issues to be dealt with as a result of the resignation of the CEO, Board Mentor Reports were not completed. This is a continuing action at Annex A.

**MOVED DNF, SECONDED GL** that the Reports be accepted.

**CARRIED**

## 954.12. Notices of Motion

A Notice of Motion (0601-052) was submitted by the Judges Co-ordinator for an increase in the fees paid to judges. The Motion proposes:

- An increase in the fee for Shooting Judges from \$30 - \$40.
- An increase in the fee for Competition Judges from \$30 - \$80.
- Removal of the judge levy for the Archery Victoria Grand Prix competitions.

**MOVED PNF, SECONDED CC** that:

- The fee for Shooting Judges be increased from \$30 - \$40.
- The fee for Competition Judges be increased from \$30 - \$80.
- Archery Victoria bear the cost of payment of judges for tournaments in the Archery Victoria Grand Prix competitions.

These changes are to take effect from the date of this meeting (20 February 2013).

**CARRIED**

## 954.13. General Business

954.13.1 **Archery Victoria Sports Administrator Position.** The applications for the role of Sports Administrator and all supporting documentation were distributed to the Board prior to the meeting. The applications were discussed and a preferred candidate chosen. PNF undertook to contact the preferred candidate and discuss the application and the opportunity being presented. It was further discussed that a 3 month 'pull out' clause be put into the contract to allow both parties to assess the position. Both parties will have the option to cease the contract, with no detriment, within this 3 month period. IN to draft the contract and circulate to the Board for comment.

Item Number	Item	Meeting Date	Actions to beTaken	Action Officer	Target Date
954.13.1.	AV Sports Administrator position	20/2/2013	Discuss application and position with preferred candidate	PNF	asap
954.13.1.	AV Sports Administrator Contract	20/2/2013	Draft contract to be circulated to Board	IN	28/2/2013

954.13.2 **State Team Manager Senior Nationals.** One application was received for the position of State Team Manager at the upcoming Senior Nationals. The application was discussed. **MOVED PNF SECONDED** CC that Robert Hawkins be appointed as the State Team Manager for the Senior Nationals to be held in Canberra during March 2013.

**CARRIED**

954.13.3 **Payment of AA and World Archery Fees for AA and World Archery Events.** As per previous discussion – **MOVED DNF SECONDED** GL that Archery Victoria bear the cost of payment of 2013 Archery Victoria Grand Prix Events for registration as AA and World Archery events. Any clubs who have already registered their events and paid the fees will be reimbursed. (Note: this action has already been undertaken.)

**CARRIED**

954.13.4 **Payment of Registration Fee for QREs.** In line with the payment by AV of tournament registration fees, the issue of QRE fees was discussed. It was agreed that QREs were a necessary supplement to the tournament calendar and were required to ensure that archers within Victoria could reach appropriate rankings. As such – **MOVED DNF SECONDED** CC that Archery Victoria bear the cost of payment for QRE registration. Costs to be reimbursed to hosting Clubs on production of evidence of completion of events within the rules and guidelines.

**CARRIED**

Item Number	Item	Meeting Date	Actions to beTaken	Action Officer	Target Date
954.13.4.	QRE Payments	20/2/2013	Procedural guidelines to be developed for reimbursement of QRE fees on successful and compliant completion of QRE events.	DNF	May 13

954.13.5 **AV Come and Try and Tournament Equipment.** A number of previous Board discussions had agreed that AV should have a set of come and try equipment available to Clubs to undertake major come and try activities. This equipment will supplement the Clubs own equipment as that becomes necessary. IN advised that there was sufficient equipment left from the sale of the AV inventory to meet this requirement. The equipment will need to be set up, arrows made etc. IN undertook to get this done with the view to having this equipment available to clubs by the end of Apr 13.

**MOVED DNF SECONDED** IN that 20 sets of equipment suitable for come and try activity be put together and made available for Club and event use. The ongoing maintenance and replacement of this equipment should be factored into the AV Budget in future years.

**CARRIED**

CC raised the issue of AV Tournament Equipment. It was discussed that AV should have tournament equipment available for Clubs to use. This will especially assist the smaller Clubs who wish to hold events. It may also be used for events such as the Australian and World Masters when they are held in Victoria. CC agreed to research timing equipment as a starting point for putting together a Tournament Kit. The Kit should eventually include clout equipment as well.

Item Number	Item	Meeting Date	Actions to beTaken	Action Officer	Target Date
954.13.5.	AV Come and Try Equipment	20/2/2013	20 sets of come and try equipment to be put together and made available for come and try activities as needed.	IN	End Apr 13
954.13.5.	Tournament Kit	20/2/2013	Investigate the purchase of suitable timing equipment for an AV Tournament Kit	CC	Next meeting

**954.14. Meeting Closes.** The President declared the meeting closed at 2335h

**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><b>Action:</b> Merchandising to be transferred to archery businesses as soon as practical, no further equipment to be ordered by AV.</p> <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>	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></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.		

942.11.4	Draft Strategic Plan 2012 - 2016	Irene Norman	27/4/12	<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>	Continuing	
			1/6/12	IN advised that this is still to be completed		
			31/8/12	<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>		
			16/11/12	<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>		

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.  <b>Action:</b> 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.		



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	
948.10.1	2013 AV Calendar	CEO      IN    CC	16/11/12    19/12/12    20/2/13	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 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.  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.  A brief discussion was had re the 2014 Calendar and CC undertook to begin work on this.	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	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	Continuing	

950.9.2	Financial Delegations and Approvals	CEO	19/12/12 20/2/13	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.	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. <b>Actions:</b> 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	
950.10.1	Consent Agenda	IN	19/12/12	Secretary to further develop the consent agenda concept for AV Board Meetings for implementation at the Apr 13 meeting	Continuing	
954.7	New Board Member (CFO)	IN	31/3/2013	Calls for nominations for Board position of CFO to be sought. Position to be filled until next AGM	New Item	
954.7	Update avboard Google Group	IN	31/3/2013	avboard Google group to be updated to remove previous Board members and add in new Board members	New Item	
954.13.1	AV Sports Administrator position	PNF	31/3/2013	Discuss application and position with preferred candidate	New Item	
954.13.1	AV Sports Administrator contract	IN	28/2/2013	Draft contract to be circulated to Board	New Item	
954.13.4	QRE Payments	DNF	20/2/2013	Procedural guidelines to be developed for reimbursement of QRE fees on successful and compliant completion of QRE events	New Item	
954.13.5	AV Come and Try Equipment	IN	End Apr 13	20 sets of come and try equipment to be put together and made available for come and try activities as needed	New Item	
954.13.5	Tournament Kit	CC	Next meeting	Investigate the purchase of suitable timing equipment for an AV Tournament Kit	New Item	

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

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	Closed and fro transafer to Strategic Plan	20/2/2013
			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		
				Action: Board Members to provide comments to Peter N-F Due Date: 18 May 2012		
			1/6/12	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.		
			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. Action: DN-F to discuss coaching hierarchy with AA		
		DN-F	19/12/12	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.		
			19/12/12	Following discussion this item is to be closed and continuing action undertaken as part of the draft Strategic Plan. This is to include the construct of a coaching/judge training proposal with feedback from AA.		
		IN	20/2/13	Fees for judge training were discussed. MOVED PNF SECONDED IN that, due to the current low numbers of judges that judge training would be provided free to those attending during 2013. A fee for payment of the trainers would be negotiated and paid by Archery Victoria. CARRIED		

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.	Completed	20/2/13
		CEO	27/4/12	Action:  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	Action:  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. All clubs were reminded of requirements.		
			19/12/12	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  Action:  CEO to include the result of this motion into document 0241 - the AV policy document on WWCC.		
			20/2/13	Completed		

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>	Completed	20/2/13
			31/8/12	In the absence of the CEO this item was deferred to the next meeting.		
			19/12/12	Following discussion it was MOVED Paul Bowen SECONDED Irene Norman that an amount not to exceed \$1,000 be approved for the purchase of an appropriate projector. CARRIED		
			20/2/13	The projector has been purchased and is now available for use on training courses etc.		
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. Due Date: Ongoing	Closed	20/2/13
		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. 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 20/2/13	Draft contract circulated and will be finalised for review by the Board. Due to the resignation of the CEO this item is now closed.		

948.12.7	Vacant Board Positions	CEO	16/11/12  19/12/12  20/2/13	CEO to prepare documentation for vacant Board positions for consideration by the Board – Due date 10/12/12  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. All actions completed	Completed	20/2/13
950.9.2	Copies of Bank Statements	CEO	19/12/12  20/2/13	CEO to provide copies of bank statements to the Board on a monthly basis Copies of bank statements were provided. Copies to continue to be provided for all bank accounts along with the end of month financial statements.	Completed	20/2/13
950.10.2	SRV Funding Reports	All Board Members	19/12/12  20/2/13	All Board Members to provide feedback on the SRV Reports to the CEO before the end of Dec 12 Feedback provided. NFA.	Completed	20/2/13
940.10.4	AA Policy Changes	CEO	19/12/12  20/2/13	CEO to clarify recent AA policy changes and make amendments to AV documentation asap Completed. NFA	Completed	20/2/13