



Archery Victoria			
Title:	AV Board Meeting		
Subject:	Minutes		
Author:	AV Board		
Date:	10 <sup>th</sup> March 2016		
Number:	1016	Pages:	1 of 13

**Archery Victoria Board Meeting**  
**Held via ZOOM Thursday 10<sup>th</sup> March 2016**

**1016.1. Meeting Opens**

The meeting was declared open at 1910h

**1016.2. Attendees**

Irene Norman (IN)  
Guenter Licht (GL)  
Damien Sinclair (DS)  
Tania Sacco (TS)  
Peter Bennett (PB)  
Merv Grinstead (MG)

Members Representative

**1016.3. Apologies**

**1016.4. Declaration of Proxies**

**1016.5. Declaration of Material Personal Interests**

Irene Norman declared a Material Personal Interest as Director of Arrows Plus.  
Peter Bennett declared a Material Personal Interest as Proprietor of Pete's Pro Shop

**1016.6. Minutes from Previous Meeting**

DS moved a motion to accept the minutes of Meeting dated 20160218  
Moved DS  
Seconded TS

**CARRIED**

**1016.7. Business Arising from Previous Minutes**

- See Annex A

**1016.8. Business Conducted by Email since Last Meeting**

1016.8.1 Grant Funding  
1016.8.2 Judges Course Training Funding  
1016.8.3 Aim Archery Club

**1016.9. Correspondence**

Letter received regarding MPO

**1016.10. Reports**

1016.10.1 President's Report \*8:36  
1016.10.2 Financials  
1016.10.3 Officials Reports  
1016.10.4 Grant Funding Updates

- SRV Transitional
- Grant Funding Proposal
- Funding – National Para & VI and NYA
- Grant funding for Instructors

1016.10.5 Board Mentor Reports

TS wished to acknowledge the great work done by Yering in the hosting of the Victorian leg of the National Match Play.

1016.10.6 Policy Reviews

Revised duty statements for Board and Officer positions were presented to the Board prior to the meeting. Motion to approve the new duty statements 0201, 0202, 0203, 0204, 0205, 0206, 0214 and 0216.

Moved:PB

Seconded: GL

Moved 6:0

**CARRIED**

New documents to be posted to the AV website.

**1016.11**

**Notices of Motion/Discussion Papers**

None

**1016.12.**

**General Business**

1016.12.1 Letter from Ex-Aim Members  
Peter Bennet has now taken up the role as President and MPO and he will undertake MPO training as a matter of urgency.

Board Elections

President

Moved TS

Seconded MG

Peter Bennett elected to the President Role

Two nominations were received for the role of Vice President – Merv Grinstead and Guenter Licht

Vice President

Moved PB

Seconded DS

Guenter Licht elected to the Vice-President Role

1016.12.2 Secretary  
Moved:DS  
Seconded: TS  
Irene Norman elected to Secretary Role

CFO

Moved: DS

Seconded: GL

Tania Sacco elected to the CFO role with Damien Sinclair to Assist.

Tania Sacco to remain as Members Rep (this is an elected position) with Damien Sinclair to assist.

TS, MG and DS are for a one-year term

IN, PB and GL are for a two-year term.

1016.12.3 Facebook access  
DS to be added as admin and people with other roles (eg State recorder) added to be able to post but with post to be approved by the admin.  
ACTION: DS to set up new Facebook process. Process to be documented in Social Media Policy

- Archery Heroes New Documentation
- 1016.12.4 Documentation and nomination forms forwarded to clubs  
**ACTION:** Nominations to be collated by TS and presented to the April Board Meeting  
 Grants  
 Motion to approve a start-up loan of \$5,000 to Orion Archers  
 Moved: PB  
 Seconded: TS  
 Motion passed 6:0
- 1016.12.5 \$178500 grant funding will be received by AV over the next 3.5 years. A work plan for the first 12 months needs to be submitted once agreements are signed. The funds are earmarked for particular projects but there is leeway in the actual delivery. The thrust of this funding is to directly assist clubs in the areas of participation, growth and inclusion (amongst others). It is hoped that clubs will be able to directly input with ideas on supporting funding expenditure. Funds will need to be acquitted and accounted for.
- \$6000 National Youth state teams for travel and accommodation will be allocated and distributed shortly.  
 \$5000 for VI and Para State team will be assessed and distributed after the National Championships.
- A bid has also been put in for a \$6000 grant for the State team to the Senior Nationals. Again, this funding is for travel and accommodation only.  
 The AV board considered the information provided in the new club application.  
 Motion that the new A.I.M Archers in Melbourne Inc. club be accepted pending new rules being submitted to CAV.
- 1016.12.6 Moved: PB  
 Seconded: GL
- CARRIED**
- 1016.12.7 TS to forward all new documentation through to A.I.M to be completed and AA to be notified.  
 IMG/Website Access.  
 TS to arrange for access.  
 Archery business to not appear on the new website.  
 AV officials  
 Judges Co-ordinator – Merv Grinstead (subject to acceptance of exemption re judge renewal from National Judge Co-ordinator)  
 State Ranking List Co-ordinator – Dawn Nelson-Furnell
- 1016.12.8 Coaching Co-ordinator – Irene Norman  
 Badges Recorder – Guenter Licht to liaise Paul Gardiner and Ros Greig  
 State Recorder – Guenter Licht to liaise with Fiona Guest and Dawn Nelson-Furnell to determine way forward  
 State Junior Co-ordinator – IN to rewrite duty statement, pass to Board for approval and then send out EOI.  
 Assignment of Board Mentors to Member Clubs
- 1016.12.9 PB/MG: SETA, AA, PAC, TCAG, YB KCB  
 GL: GA DVA, WAI, NEA, WAC  
 TS: OA, YDA, AIM, WCA  
 DS: SA, PITA, BHCA, GHA, HCA  
 IN: MAC, CB, FAC, SCAC, WA, YVA

- SGM
- 1016.12.10 The SGM to be run via ZOOM. Information to be sent out to clubs to advise. IN to arrange meeting details.  
AFO Funding  
Motion to supply sponsorship to the Australian Field Open for \$2000 dollars.
- 1016.12.11 Moved:IN  
Seconded:MG
- CARRIED**
- Details to be promoted to other RGBs and AV website.  
When events are scheduled for 2017 on, is will be requested that some dates be avoided.
- 1016.12.11 The members Rep for each club will post event details for their clubs.

## **1016.14**

### **Meeting Closes**

Meeting closed by the president at 20:00h

Next meeting 21<sup>st</sup> April via Zoom

**Dated 10 March 2016**  
**BOARD MEETING ACTION ITEMS**

**OPEN ITEMS**

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
984.12.1	New Club Application – HMAS Cerberus	PNF/DNF  IN	20/8/14  22/9/14 21/1/15	<p>Meeting with XO HMAS Cerberus re concerns – report back to meeting 17 Sep 14</p> <p>Meeting still to be arranged</p> <p>Brief discussion was held on this application. Concerns in relation to how this club is intending to set up and the proximity to existing clubs still prevails. The following actions will be undertaken:</p> <ul style="list-style-type: none"> <li>● Critical analysis of the documentation provided by CAC be undertaken. Of particular note is the issue of payment of association fees, incorporation and safety issues associated with the proposal.</li> <li>● Angel Archers to be formally approached (outside the Board discussion process noting that members of Angel Archers had been part of the Board discussions in the past) for their official input on the application.</li> </ul> <p>The Board noted that AA had indicated that they are looking at archery clubs on Defence establishments at a national level. IN to have further discussions with AA to determine timeframes and intentions.</p> <p>Updated report at the next meeting.</p>		
		IN	20/5/15	<p>IN in contact with AA regarding Cerberus and at present AA in investigating the formation of Defence based Archery Clubs as a national exercise. As a result, nothing will be done with Cerberus in the short term awaiting further feedback from AA.</p>	In abeyance pending further	
			10/3/16			

				IN updated on follow work that AA are doing in ADF as a complete group. Closed awaiting AA feedback on what status this will hold.	advice from AA	10/3/16
992.10.3	Policy Reviews	IN/All  DNF IN  All IN	18/2/15  18/3/15  20/05/15  22/6/15 27/8/15  18/2/16  10/3/16	IN to redistribute revised policies (February meeting) for review by all Board members. DNF to forward draft copy of revised Championship and Tournament rules documentation to IN for compare and contrast. To be then forwarded to Board for final approval. IN to nominate policies for board members to review DNF is to review the existing tournament policy and submit to the board for review and approval. Funding has been allocated to allow us to employ someone to review all documents. Awaiting funding to come through. A draft of all the new policies has been submitted to the board to digest and approve IN is going through the revised documents and duty statements for the board to then approve. IN will send them out over the next two months.	Continuing	
998.12.1	Website management	IN	20/5/15  18/2/16	A call is to be put out a call for EOI for updating and management of the AV website TS is currently in discussions with a website developer in regard to updating the current website. Shaun Hastie has expressed an interest in helping with the management of the AV website. Motion to bring Shaun on to help with this role. Moved: TS Seconded: IN Moved 6:0	Continuing	

**ITEMS CLOSED THIS MEETING**

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
966.14.3	Archery Heroes	IN	18/9/14	IN to complete work on the Archery Heroes program for presentation at the AGM.	Continuing	
			20/11/14	Draft presented to meeting. Draft to be circulated to all clubs for comment. For discussion at the AGM.		
			22/1/14	Draft was sent out to all clubs and reviewed at the AGM. Strong support from all clubs. Request for first round of nominations to go out in Mar 14. Nomination form and reward details to be finalised		
			16/4/14	IN advised that the first round of nominations for this program will be send out before the end of May 14.		
		21/5/14	First round of calls for nominations will be out by end of May 14.			
		IN	16/7/14	EOI issued. Nominations received. Final part of process to be completed including issue of incentives and publication on website. Nominations to be distributed to the Board for approval.		
		IN	20/8/14	Work continues – this will need to be finalised by end Oct 14 and a date set for the Archery Heroes Dinner		
TS	21/1/15	This item was discussed and the Board agreed that this item had lost momentum. TS agreed to take on the task of getting this program back on track and finalising all issues including confirmation of the type of recognition to be provided, confirming the type/style of event to be run to acknowledge our archery heroes, collating and confirming nominations already received and confirming arrangements for 2015. Once completed, clubs need to be notified. IN thanked TS for taking on this task. In the future, the management of Volunteers will fall into the duties of the Members Representative who will be responsible for representing volunteers as well as individual archers.				
TS	18/02/15	TS presented a draft document. All Board members were asked to provide input. Those previously				

		TS	18/03/15	nominated will be added to the first round. TS to progress. Recipients are to receive an appreciation award certificate, and pin/badge to be presented to them at a club function of their choice. Their AV board mentor is to be invited to conduct the presentation. TS to resend the nomination form to the AV board for them to provide feedback. TS to then proceed in distributing the nomination form to the AV clubs. TS to design a badge and distribute design to the AV board for their feedback and seek approval to have them produced.		
			20/5/15	TS to forward information to DNF to be sent via email to all AV members with a call for design submissions for a pin to be made for the recipients of the Archery Hero's award.		
			22/6/15	TS to forward information to DNF to be sent via email to all AV members with a call for design submissions for a pin to be made for the recipients of the Archery Hero's award.		
			27/8/15	Badge to be designed by TS and to have AV and Club logo with text. One badge produced as sample for evaluation before multiples are produced.		
			10/3/16	New Archery Heroes documentation sent out to the clubs	Closed	10/3/16
978.12.3	Short Range Distances	GL	16/4/14	Liaise with AA and confirm distances to be shot in the State Short Range in the Masters and Veteran 70+ divisions (30 Jul 14)		
		GL	16/7/14	Action still to be taken on this item		
		GL	20/8/14	Action still to be undertaken on this item		
		GL	21/1/15	GL undertook to have a discussion paper ready for the next meeting.		
		GL	18/02/15	To be carried over to next meeting		
		GL	18/3/15	Proposal to be written by David Annear/GL to be submitted to the AV Board to reduce maximum distances for longbow and barebow. If the proposal is		



		GL	20/5/15	deemed to be successful, it will be forwarded to the AA board for consideration.		
		GL	27/8/15	GL to re-write submission and forward to the AV board for approval.		
			17/9/15	A Lowbow document has been produced for submission to the board. GL to complete documents for the remaining bow types.		
			10/3/15	GL to submit to the board for review Junior Rounds for Joeys change from Newcastle to Mini Canberra, Cubs Junior Canberra. IN to liaise with MAC to confirm details	Closed	10/3/16
980.10.3	Regular Reconciliations of badges activity Amended 21/1/15 Regular Quarterly Reporting by AV Board Officials	DNF/ Badges Recorder	21/5/14	DNF to discuss monthly or quarterly reconciliations of the badges activity with Badges Recorder and put a system in place to ensure regular reporting and reconciliation – due May 14	Continuing	
		DS	20/8/14 21/1/15	DNF to pursue for next meeting DNF advised that the badges recorder had completed a stocktake of all badges and awards and some funds had been banked. DS was tasked with preparing a template report (in conjunction with the Badges Recorder) for quarterly submission to the Board Meeting. The report is to be constructed in such a way as to make it as easy as possible for the Badges Recorder to provide the information needed by the Board. Similar templates are to be set up for all Officials. DS to liaise with IN and GL and the relevant officials to refine these templates.		
		DS	18/02/15	Officials Reports to be presented (in writing) at the April, June, September and December Board meetings. To be complete by the end of Feb		
			27/7/15	DS to contact relevant officials for reports to be submitted to prior to the AGM Irene Norman – Coaching Leanne Strahan – Badges Recorder Fiona Guest – State claims Recorder Merv Grinstead - Judges Dawn Nelson Furnell – Ranking List submitter		
			10/6/13			

				New duty statements have been submitted for approval. These will be updated and passed to the new officials. MOVED IN SECONDED GL that the duty statements as presented be approved. CARRIED	CLOSED	
980.12.4	Audit of Annual Returns	BH	21/5/14	Audit of all club annual returns to CAV to be undertaken and results presented to be provided to Board Mentors for follow up		
		IN	16/7/14	Catalyst have completed the audit and results are with Board. IN to distribute to Board Mentors for follow-up		
			20/8/14	Follow up actions underway		
			21/1/15	IN advised that the audit of annual returns undertaken by Catalyst was not correct and needs to be redone. Once results are known Board Mentors will be asked to contact clubs as needed to remind them of their obligations in this regard.		
		Board Members		Most Board members indicated that they had followed up with clubs. Those still outstanding to be contacted.		
		IN	18/02/15	IN to provide a status update to the March meeting. Clubs which have not been contacted or still have outstanding returns to be contacted. IN will confirm which clubs are still delinquent and forward to Board Mentors to follow up.		
			18/3/15	IN to conduct an audit to see which clubs still have outstanding reports.		
			20/5/15	Most clubs have now submitted their returns. IN to check again for outstanding returns.		
		DS	22/6/15	Reminder email to be sent to clubs for returns and forms to be submitted with changes of committee		
		DNF/IN	27/7/15	End of year returns to be lodged.		
		IN	10/3/16	Most club are up to date with returns or have updated once reminded. AV will continue to follow clubs up as an annual check.	CLOSED	10/3/16

984.12.2	New Sports Administrator	All Board Members IN/All Board Members IN	20/8/14 22/9/14 21/1/15	<p>Feedback on duties of Sports Administrator to IN by 1 Sep 14</p> <p>Action needs to be taken to ensure the sustainability of our business. IN to redraft duty statement and circulate to Board for feedback. EOI to be issued by end Sep 14</p> <p>In email correspondence with the Board IN proposed exploring a different model for support services to the Board. This proposal looks at contracting specialist organisations/individuals for critical parts of the activities required. These activities break down into 3 major components:</p> <ul style="list-style-type: none"> <li>● Bookkeeping</li> <li>● Web &amp; Social Media development and maintenance</li> <li>● General Administration.</li> </ul> <p>IN acknowledge the work of Peter Nelson-Furnell in distilling the requirements. The Board agreed to look at this alternate proposal. IN advised that she had been in contact with the three applicants for the provision of services to the Board to advise that their applications remained extant.</p> <p>IN has a meeting arrange to discuss looking after managing and maintenance for AV accounts.</p> <p>IN has engaged a book keeping firm to go through the existing account using quickbooks, to bring them into line. A proposal has been suggested for AV to go to Quickbooks online which allows for information to be visible to all authorised people instantaneously.</p> <p>Accounts to be brought up to date by the end of May. Now looking for someone to look after administration support, social media, etc.</p> <p>Motion to engage Top Class accounts to keep the AV books at a cost of approx. \$500 p/m which is expected to reduce with online management.</p> <p>Moved by IN Seconded by DS</p>		
		IN	18/3/15			
		IN	20/5/15			

		DNF	20/5/15 10/3/16	Moved 3:0  Motion to move to online, cloud based accounting system. Moved: IN Seconded: DS Moved 3:0 DNF to supply to IN bank statements for April and to lodge new signatories. Current signatures need updating.	CLOSED	10/3/16
986.12.3	Membership & Participation Working Group	GL IN	22/9/14 21/1/15  10/3/16	Working Group to provide report to the Board by 31 Oct 14 Input was received from the Working Group. In a meeting following the AGM in Nov 14 the input was provided to Club Presidents and comments were sought. The general flavour of this discussion was that clubs were in favour of change but were not tied to any particular proposal. Some of the proposals suited some clubs whilst other proposals suited different clubs. More consideration needs to be given to this input prior to submission to AA for their consideration (input requested by AA from RGBs in the AA Strategic Plan). A revised submission to be drafted for Board consideration prior to the Mar 15 AV Board Meeting. Closed	Closed	10/3/16
992.10.1	Draft Budget 2015/16	All Board Members	18/2/15 10/3/16	All Board Members to provide input to 2015/2016 budget to DNF Closed	Closed	10/3/16

992.12.7	Joey Division	DNF & GL  DNF/GL	18/2/15  20/5/15  22/6/15 27/8/15  10/3/16	<p>Look at options for Joey Division to be included in Archers Diary and whether AV should be recommending this division to AA and other RGBs</p> <p>DNF and GL to put forward a proposal to John Hyde to have the Joey division included in Archers Diary Proposed rounds to be submitted for addition into Archers Diary with the understanding that Joeys will shoot as cubs on national events.</p> <p>DNF and GL to form a proposal to put forward to AV board.</p> <p>A proposal was put forward but due to it being only something supported by AV, AA was not prepared to add the Division in to Archers Diary. AV will revisit this in the future. This information is to be distributed to the clubs.</p>	Closed	10/3/16
1000.10.2	Updating of financial management	IN/DNF  IN	22/6/15  27/8/15 10/3/16	<p>IN has submitted a copy of the financials for review and has been liaising with Top Class accounting to bring details up to date. DNF and IN discuss further details with Top Class accounting to arrange format, access, transfer of accounts, etc.</p> <p>Accounts for the end of financial year now completed and ready for upload one the new system is up and running.</p> <p>Financials to be presented to SGM</p>	Continuing CLOSED	21/09/15  10/03/16