



Archery Victoria			
Title:	AV Meetings		
Subject:	Minutes		
Author:	AV Secretary – Irene Norman		
Date:	16 Apr 14	Replaces:	New
Number:	978	Pages:	18

**Archery Victoria Board Meeting
Held at Waverley City Archers
Wednesday 16 April 2014 at 1830 hours**

978.1. Meeting Opens

The President declared the meeting open at 1852h.

978.2. Attendees

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

978.3. Apologies

Colin Carter	(CC)	Member's Representative
Bonnie Hamilton (BH)		AV Sports Administration Consultant (ex-officio)
Kate Bidwell (KB)		AV Sports Administration Consultant (ex-officio)

978.4. Declaration of Proxies

No proxies were declared.

978.5. Declaration of Pecuniary Interests

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

978.6. Minutes from Previous Meeting

The minutes of the Archery Victoria Board Meeting held via Zoom on 19 Feb 14 were distributed prior to the meeting. **MOVED** GL, **SECONDED** DNF that the minutes be accepted.

CARRIED

978.7. Business Arising From Previous Minutes

Action items have been updated at Annex A.

978.8. Business Conducted by Email since the Last Meeting

- The appointment of Brendan Jones, from Greater Hamilton Archers, as the Team Manager for the Victorian Youth Team to the 2014 National Youth Archery Championships was noted as business conducted via email since the last meeting.

978.9. Correspondence

- Letter from Department of Transport, Planning and Local Infrastructure re Local Coaches for Local Clubs Funding.
- Invitation from Victorian Olympic Committee to their AGM
- Letter from Consumer Affairs Victoria re constitution – approval and addendum.
- Email to all clubs providing information on Archery Victoria Constitution and the need for the model rules to be read in conjunction with the constitution in relation to dispute resolution.

978.10. Reports

- 978.10.1 **President Report.** The President advised that all items from his report were covered in other parts of the meeting. No other items of significance to report.
- 976.10.2 **Administrator’s Report.** The Administrator’s report is attached as Annex B to these minutes. The reports were discussed and accepted by the Board.
- 976.10.3 **Financial Reports.** The financial report is attached at Annex C to these minutes.
- 976.10.4 **Grant Funding Updates.** IN advised that the Local Coaches for Local Clubs grant application has been successful (\$4,000 for Archery Instructor training). The continued support of Sport and Recreation Victoria to our sport was noted with gratitude.
- 976.10.5 **Board Mentor Reports.** DNF reported to the Board that AV assistance had been offered to Twin City Archers Gippsland (TCAG) following recent fire damage to their field course. DNF will advise if any additional assistance is required. DNF raised an issue with a potential alcohol problem which had been reported at a member club. The Board will keep a watching brief on this club and take action as necessary. IN reported that Chewton Bowmen were making good progress and were growing steadily. IN reported a recent case involving a former member of a member club who wished to rejoin and use a crossbow at the club. Assistance had been provided to the club executive by both IN and PNF to resolve the issue. Issue appears to have been resolved for now. GL (as Board Mentor) briefed on issue and will monitor with the club.
- 976.10.6 **2014 Senior Nationals Update.** The minutes of the 2014 Senior Nationals Committee meetings are attached as Annex D to these Minutes.

978.11. Notices of Motion/Discussion Papers

There were no Notices of Motion or Discussion Papers presented to the meeting.

978.12. General Business

- 978.12.1 **AV Officials.** The issue of appointment of AV Officials under our new constitutional arrangements was discussed. Under the new constitution the Board can appoint the officials rather than the officials being elected by member clubs. Existing officers include the State Badges Recorder, the State Records Recorder and the State Judges Co-ordinator. It was noted that the Board was also seeking to appoint a State Coaches Co-ordinator. It was suggested that a schedule of appointment/reappointment be developed and that expressions of interest be sought to fill the positions. IN to prepare a paper on this for the July Board Meeting.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
978.12.1	AV Officials	16 Apr 14	Schedule of appointment/reappointment of AV Officials and EOIs to be drafted. Policy/procedural documentation to be completed.	IN	16 Jul 14

978.12.2 **Membership Sub-Committee.** At the AGM in December 2013 a motion was passed in relation to the forming of a sub-committee of the AV Board to explore options and provide feedback to AA on possibilities for a new membership model. With the AV Constitution now confirmed by Consumer Affairs Victoria, this action is now able to proceed. An expression of interest is to be circulated to all clubs and club members for membership of this sub-committee. Ideal number of members is 5-7. Terms of Reference to be drafted. GL agreed to be the Board representative on this sub-committee.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
978.12.2	Membership Sub-committee	16 Apr 14	Terms of Reference to be drafted.	IN & GL	13 Jun 14
978.12.2	Membership Sub-committee	16 Apr 14	EOI to be circulated to all clubs and club members	IN	1 Jul 14

978.12.3 **Short Range Distances for Masters, Veteran 70+ and Joey.** DNF raised the issue that there seems to be some anomalies in relation to the short range distances shot for Masters, Veteran 70+ and Joey divisions. Further research needs to be undertaken with AA to determine the correct distances for Masters and Veteran70+ and direction may need to be given to the club hosting future State events on the distances to be shot in these divisions. As the Joey division is applicable to Victoria only we need to draft and publish a policy in relation to the Joey division in general which would include distances for the Short Range.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
978.12.3	Short Range Distances	16 Apr 14	Liaise with AA and confirm distances to be shot in the State Short Range in the Masters and Veteran 70+ divisions	GL	30 Jul 14
978.12.3	Joey Division	16 Apr 14	A policy to be produced in relation to the Joey Division and how it operates in Victoria. To include distances for events. IN to include in policy schedule	IN	30 Jul 14

978.12.4 **State Target Championships 2014.** The State Target Championship for 2014 – to be held at Diamond Valley Archers – was discussed. Championship Medals have been provided, Judges appointed and equipment provided. GL advised that all is in hand for this event.

978.12.5 **Youth State Team.** The Board noted that one of the State representatives on our Youth team had withdrawn from the team but only after uniforms had been provided. The Board requested that the uniform be returned.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
978.12.5	Youth State Team	16 Apr 14	Uniform to be returned	DNF	30 May 14

978.12.6 **Shooting Judge Payments.** DNF raised the issue of payment to judges, the number of judges at events and the payments made to shooting judges. The Board agreed that it was time to review this policy and that the number of judges per event may need to be outlined clearly as well as the possibility of moving away from payment of shooting judges to free tournament entry (or some other similar arrangement). The issue of free entry will need to have input from Member Clubs as this will affect their income from tournaments (albeit to a small degree only).

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
978.12.6	Judges Policy and Payments	16 Apr 14	Judges Policy to be reviewed.	IN	30 Jul 14

978.12.7 **Recognition Derek Jacobs.** DNF advised that Derek Jacobs from Moorabbin Archery Club had been selected to represent Australia at the upcoming World Cup. DNF requested authority to pay Derek in accordance with the motion passed at the last AGM. **MOVED GL SECONDED IN** that payment be made to Derek.

CARRIED

DNF to draft form for payment and pass to Catalyst. The need for formalise these incentive payments in policies and procedures was also discussed.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
978.12.7	Incentive Payment to Derek Jacobs	16 Apr 14	Form to be completed and payment to be made	DNF/BH	1 May 14
978.12.7	Incentive Payments	16 Apr 14	Policy and procedures for incentive payments and other actions agreed at the 2013 AGM need to be drafted	IN	30 Aug 14

978.12.8 **AA Matchplay and National League Events.** GL noted the recent announcements from AA in relation to the running of a State Matchplay Event and the introduction of a National League/Pennant event. More information is needed before we can determine the impact on Victoria. GL was requested to seek more information. GL/CC were also requested to consider a Victorian State Matchplay event for the 2015 calendar. The impact of this on the State Championship awards needs to be considered.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
978.12.8	Matchplay and National League	16 Apr 14	Follow up with AA on recent announcements re State Matchplay events and the proposed National League	GL	14 May 14
978.12.8	2015 Tournament Calendar	16 Apr 14	Include a Victoria State Matchplay in the 2015 Draft Calendar	GL/CC	30 May 14
978.12.8	State Championship Policy	16 Apr 14	State Championship Policy to be reviewed for 2015 in light of the possible inclusion of a Victorian State Matchplay event	IN	30 Sep 14

978.12.9 **Australian Archery of the Year.** The Board noted the recent award of Australian Archer of the Year to Guenter Licht from Diamond Valley Archers. GL was congratulated on this achievement.

978.12.10 **Nomination for Julius Patching Sports Administrator Award.** The Board noted the nomination of Dawn Nelson-Furnell from Angel Archers for the Victorian Olympic Committee Julius Patching Award for outstanding contribution in sports administration. The Board congratulated DNF on her nomination.

978.13 Meeting Closes. The President declared the meeting closed at 2310h. Next meeting will be 21 May 14.

Annexes:

- A. Board Meeting Action Items
- B. Sports Administrator Monthly Reports (separate documents)
- C. Financial Reports (separate documents)
- D. 2014 National Archery Championship Organising Committee Minutes (separate documents)

BOARD MEETING ACTION ITEMS
OPEN ITEMS

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
948.9.1	Board Meeting Standing Items	Secretary	16/11/12	Secretary to draft discussion paper on standing items for Board meetings – Due date Jan 13 Meeting	Continuing	
			19/12/12	Secretary proposal re consent agenda proposed at this meeting meets this requirement. NFA		
		CEO		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	20/2/12	IN to complete this activity		
			19/6/13	Actions will be completed by Jul 13 meeting		
			21/8/13	Action still pending		
			20/11/13	Items for the standing agenda were clearer now that the Board year had been completed. Standing Agenda will be prepared for 2014		
		IN	22/1/14	IN to ensure Standing Agenda items are available for Mar 14 meeting.		
			16/4/14	The Board noted that due to other pressing issues this item has not been completed. IN to provide 2015 draft schedule by (30 Aug 14)		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
956.12.2	AV Coaching Coordinator	IN	17/4/13	Guidelines for the position of AV Coaching Coordinator to be drafted	Continuing	
			19/6/13	EOI to be issued along with EOI for CFO Board member		
			16/10/13	EOI has been issued. No responses to date		
			20/11/13	IN reported no responses to the EOI. Board Members to consider likely candidates with the view to approaching them to undertake the roles of this position		
		IN	22/1/14	Issue discussed. EOI to be reissued to all AV via IMG system. IN to prepare and send to DNF.		
			16/4/14	Another EOI was issued to all members of AV on 12 Mar 14. Once again, no nominations were received. IN to prepare a proposal for the way forward for Board consideration at the Jul 14 meeting. In the meantime IN will continue to perform this role to keep the coaching programs running. (16 Jul 14)		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
958.12.3	Tiered Membership Structure – Sherbrooke trial	PNF	15/5/13	PNF to organise a meeting between President and Secretary of affected club and the AV Board	Continuing	
			19/6/13	Meeting held 6 Jun 13 – separate minutes prepared by PNF. Club agreed to a number of actions including the provision of a proposal for consideration by the Board		
		IN/PNF	21/8/13	A Notice of Motion has been received from Sherbrooke in relation to a multi-tier membership trial at that club. Email correspondence between Sherbrooke and AA was noted. AA has asked for the notice of motion to be put through the AV Board and that the AV Board seek endorsement from other RGBs prior to submission to AA. Significant discussion ensued with Board members. It was agreed that there were some points of merit in the Sherbrooke proposal. The Board did not however, endorse the proposal as it stands. Further work on the proposal needs to be undertaken. ACTION: IN to draft an alternate proposal for reconsideration. New draft by end Sep 13. ACTION: PNF advised that he was still to complete the list of benefits document which had been agreed with Sherbrooke. ACTION: PNF to write to Sherbrooke in relation to the provision of information formerly requested in relation to the introduction of the Sherbrooke Social Club. Assurance to be sought that the process was constitutional and that members of Sherbrooke Archers Inc had been consulted in the process. Copies of meeting minutes, constitution, rules and by laws are still to be provided by Sherbrooke.		
			18/9/13	This item was carried over to the next meeting		
		PNF	16/10/13	PNF reported on conversations with AA on this issue. PNF still to write to Sherbrooke PNF also undertook to write up some proposals in relation to alternate membership models which could be used by clubs. Work is progressing on this issue.		
				CONTINUED		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
958.12.3	Tiered Membership Structure - Sherbrooke trial		20/11/13	<p>IN reported that Consumer Affairs had confirmed that the current rules/constitution of Sherbrooke Archers was dated 1999. A copy had been provided by Consumer Affairs.</p> <p>PNF advised that legal advice had been sought through AA in relation to the constitutional position of the Sherbrooke Archers Social Club given the constitution provided by Consumer Affairs. The advice indicated that Sherbrooke was in breach of their constitution and that action should be taken to advise them of same.</p> <p>PNF wrote to Sherbrooke Archers and requested that they provide evidence of compliance with their constitution in relation to membership changes and that, in the absence of any constitutional evidence to support the changes, that Sherbrooke immediately sign up all of their social club members as members of both Archery Victoria and Archery Australia.</p> <p>Sherbrooke Archers replied to PNF but did not provide evidence that would suggest that they abided by the 1999 Rules/Constitution. Legal advice was again sought from AA who expressed the opinion that Sherbrooke remained in breach of their constitution and that their actions were prejudicial to the interests of both Archery Australia and Archery Victoria.</p> <p>The AA Board gave in principle agreement for AV to continue action against Sherbrooke Archers in line with the AV constitution.</p> <p>AV considers that the actions of Sherbrooke Archers are prejudicial to the interests of Archery Victoria.</p> <p>MOVED PNF SECONDED GL that, subject to the approval of the AA Board, that Sherbrooke Archers Inc be fined the sum of \$5,000 and be directed to sign up all of their social club members as members of both Archery Victoria and Archery Australia. Should they fail to pay the fine or fail to comply with the direction to sign up members, deregistration of the club will be considered.</p> <p style="text-align: center;">CARRIED CONTINUED</p>	Continuing	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
958.12.3	Sherbrooke Archers Inc	PNF	22/1/14	<p>PNF advised that a letter had been sent to Sherbrooke Archers outlining the decision of the Board as above. Letter was dated 29 Dec 13. This letter went to both the Committee and all registered members. In line with the AV Constitution, Sherbrooke Archers were advised that they had a right of reply either in writing or via a face to face meeting with the Board which was scheduled for 8 Jan 14.</p> <p>The Board noted that the committee of Sherbrooke Archers Inc called a meeting of all members of the club for Sunday 5 Jan 14. Members of the AV Board had offered to be present at that meeting but this offer was declined. Discussions were initiated by a number of members of the club with members of the Board prior to this meeting.</p> <p>On 7 Jan 14, the Secretary of Sherbrooke Archers Inc sent an email to the AV Board advising that they would be complying with the direction of the Board in relation to registering all members, requesting waiver of the fine and also requesting a guarantee that no action would be taken against the committee or individuals as a result of this action.</p> <p>The AV Board convened on 8 Jan 14. No members of the Sherbrooke Committee attended the meeting. As such, the AV Board considered their decisions based on the email of 7 Jan 14. The minutes of this special meeting of the AV Board have been separately documented. The AV Board agreed to waive the fine to Sherbrooke Archers subject to a number of conditions which are outlined in the separate minutes of 8 Jan 14. The Sherbrooke Committee and members were advised of the 8 Jan 14 decision of the Board via a letter delivered by email on 13 Jan 14. Actions are required by Sherbrooke by 31 Jan 14 and 28 Feb 14. The Board once again reserved the right to take action against the committee or individuals as it sees fit.</p>		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
958.12.3	Sherbrooke Archers Inc	PNF & IN & CC	19 Feb 14	<p>Considerable discussion again ensued in relation to Sherbrooke Archers Inc. Sherbrooke Archers has provided a copy of their new Constitution for review by the AV Board. ACTION: IN to review SA constitution and provide recommendations to Board for any changes.</p> <p>The Board noted that some actions in relation to the issues which need addressing by Sherbrooke Archers had been completed. Sherbrooke provided a letter outlining some options for the sign up of members to the AA database. After considerable discussion between Board members PNF sent a letter to Sherbrooke Archers on 6 Feb 14 requesting a series of actions in this regard. Sherbrooke responded with an email and attached letter on 9 Feb 14 which expressed displeasure at the tone and content of the 6 Feb 14 correspondence. IN to draft a reply to Sherbrooke for Board consideration. The Board agreed to continue with previous decisions.</p> <p>Further actions are required by Sherbrooke Archers by 28 Feb 14. CC to follow up.</p> <p>A discussion was had in relation to any penalties which the AV Board may wish to impose on individuals within the Sherbrooke committee. Given the heavy involvement of CC in discussions with Sherbrooke, further discussions on this issue were adjourned until CC could participate.</p>	Continuing	
		CC	16 Apr 14	<p>With the absence of CC at this meeting it was suggested that Board members get together on the Saturday of the State Target – after the event – to discuss this item further – report at May meeting.</p>		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
976.13.1	2015 Tournament Calendar	GL & CC	19 Feb 14 16/4/14	Draft 2015 Tournament Calendar to be produced for Board consideration Action continues	Continuing	
978.12.1	AV Officials	IN	16/4/14	Schedule of appointment/reappointment of AV Officials and EOIs to be drafted by (16 Jul 14). Policy/procedural documentation to be completed.	New Item	
978.12.2	Membership Sub-committee	IN/GL	16/4/14	Terms of Reference for Membership Sub-committee to be drafted by (13 Jun 14)	New Item	
978.12.2	Membership Sub-committee	IN	16/4/14	EOI to be circulated to all clubs and club members in relation to membership of sub-committee by (1 Jul 14)	New Item	
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)	New Item	
978.12.3	Joey Division	IN	16/4/14	A policy to be produced in relation to the Joey Division and how it operates in Victoria. To include distances for events. IN to include in policy schedules. (30 Jul 14)	New Item	
978.12.5	Youth State Team	DNF	16/4/14	Uniform to be returned for Youth Team member who withdrew at late notice	New Item	
978.12.6	Judges Policy and Payments	IN	16/4/14	Judges policy to be reviewed (30 Jul 14)	New Item	
978.12.7	Incentive Payment to Derek Jacobs	DNF/BH	16/4/14	Form to be completed and payment made to Derek	New Item	
978.12.7	Incentive Payment Policy	IN	16/4/14	Policy and procedures for incentive payments and other actions agreed at 2013 AGM to be drafted (30 Aug 14)	New Item	
978.12.8	Matchplay and National League	GL	16/4/14	Follow up with AA on recent announcements re State Matchplay events and the proposed National League (14 May 14)	New Item	
978.12.8	2015 Tournament Calendar	GL/CC	16/4/14	Include a Victoria State Matchplay in the 2015 Draft Calendar	New Item	
978.12.8	State Championship Policy	IN	16/4/14	State Championship Policy to be reviewed for 2015 in light of possible inclusion of a Victoria State Matchplay event (30 Sep 14)	New Item	

BOARD MEETING ACTION ITEMS
ITEMS CLOSED THIS MEETING

954.13.5	Tournament Kit	CC	20/2/13	Investigate the purchase of suitable timing equipment for an AV Tournament Kit	CLOSED	16 Apr 14
			17/4/13	CC provided an update to the meeting along with some examples of products. Further investigation to be undertaken		
			15/5/13	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.		
			19/6/13	CC provided further information to Board. MOVED DNF SECONDED PNF that 2 timing devices be purchased at a cost not to exceed \$4,500. CARRIED Action: CH to purchase.		
		CH CC		Further discussion was had in relation to other items from the tournament kit. It was suggested that some good hand held radios and charger be purchased, a leader board be considered and a clout set be considered. A trailer to transport it may be required. CC to continue to look at other items		
		CC	21/8/13	MOVED GL SECONDED CC that an amount NTE \$1,000 be authorised for the purchased of additional items to complete the timing equipment – cables, storage, etc. CARRIED		
		CC/IN	21/8/13	ACTION: Procedure for borrowing of timing equipment to be completed.		
		CC	18/9/13	Discussion ensued re the purchase of the PA System in time for use at the Australian Masters. CC was tasked to identify suitable timing equipment and seek email approval from the Board. CC advised that the timing equipment will be provided to Geelong for the Australian Masters. Work on this kit has been completed and all is operational. Hand held radios would be the next item to be pursued in the building up of the Tournament Kit CONTINUED		

954.13.5 cont including 968.10.1	Tournament Kit	CC	16/10/13	Timing equipment work and the PA purchases were completed. Equipment was provided to Geelong Archers for use during the Australian Masters. Testing at both the Masters and at DVA has concluded that an additional timing kit was required. MOVED PNF SECONDED DNF that an additional kit be purchased at a value not to exceed \$2k. CARRIED	CLOSED	16 Apr 14
		CC	22/1/14	CC to investigate options for purchase of clout equipment for AV Tournament Kit.		
		CC	19/2/14	Discussion deferred pending report from CC. Further discussion was had on the additional timing equipment. It was agreed that 2 additional display units were required. MOVED GL SECONDED DNF that 2 additional units be purchased at a cost not to exceed \$4k CARRIED.		
			16/5/14	The Board noted that the PA System was complete. The Board thanked GL for the time and effort he had put into modifying this equipment and ensuring it met required standards. The Board noted that the additional timing units had been purchased and delivered. GL is undertaking the required modifications. IN advised that CC had requested that clout equipment for the 2014 Nationals be borrowed from clubs and that the need for this equipment as part of the AV Tournament Kit be reviewed. This item is to be closed and the issue of further items for the Tournament Kit is to be put on the agenda for the Jun 14 meeting. If further items are needed, a new action item will be raised.		

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	CLOSED	16 Apr 14
			19/6/13	Nothing from AA as yet. See invitation to Board meeting at 956.12.5.		
			21/8/13	It was noted that the July meeting with AA did not proceed due to illness of AA CEO. No further information has been provided by AA on this item.		
		IN & PNF	18/9/13	GL advised that Rod Miller believes he has a disk with all the coaching curriculum information on it. GL to contact Rod. PNF to again make contact with AA CEO on this issue		
		IN & PNF	16/10/13	PNF advised that he had contacted Jim Larven in relation to curriculum material and Jim had undertaken to provide the information as soon as possible. Discussions also continued around the courses being run in SA. SA will be contacted if AA cannot provide in a timely manner		
			20/11/13	IN advised that Jim Larven had confirmed that the documentation held by AV on the Community Come and Try Instruction Program was current. Slides and teaching materials still to be confirmed. Jim Larven to supply additional material.		
		IN	22/1/14	IN advised that AA had now put up all coaching programs and training materials on the AA website. AA had been approached to get a current list of all Victorian coaches as it seems that the list currently held by AV may not be current. ACTION: Once list received from AA, IN to undertake an audit with all clubs and individuals if necessary. Funding has been applied for to subsidise Level 1 coaching (Archery Instructor) under the Local Coaches for Local Clubs grant program. Funding confirmation is expected in Feb 14. In the meantime, EOIs for those interested in Archery Instructor coaching to be issued. CONTINUED		

958.12.1	Coaching Programs CONT	IN	22/1/14 16/4/14	<p>ACTION: IN to issue EOI for Archery Instructor coaching.</p> <p>PNF reported that he had been in contact with Jim Park in relation to training for Regional Coaches. PNF suggested that once the list of AV coaches had been confirmed then the Club Coaches be approached with a view to undertaking Regional Coach training. AV will consider subsidies for those undertaking that training subject to a commitment from those participating in undertaking training at other coaching levels.</p> <p>IN advised that the first of the Archery Instructor courses was underway with the face to face component conducted on 12 Apr 14. Participants have paid \$30 with an AV subsidy of \$50 and a subsidy from Sport and Recreation Victoria (Local Clubs for Local Sports grant) of \$100. Further courses will be programmed over the course of 2014 based on nominations received from the EOI.</p> <p>This item to be closed and a standing report item from the Coaching Coordinator to be included in Reports at future Board Meetings.</p>	CLOSED	16 Apr 14
966.11.3	Financial Procedures	BH IN	18/9/13 22/1/14 16/4/14	<p>BH to consider what procedures need to be completed in relation to the financial operations of AV. Once agreed, draft procedures to be completed and provided to the Board</p> <p>Some initial drafts completed. To be reviewed</p> <p>To be included in policy/procedural reviews schedule</p> <p>Item to be closed with transfer to review schedule</p>	CLOSED	16 Apr 14
968.12.1	AV Alcohol Policy	IN	16/10/13 22/1/14 16/4/14	<p>IN (in conjunction with Catalyst) to review AV Alcohol Policy</p> <p>Catalyst has provided a draft for review. More work to be completed in relation to the bringing of alcohol into an archery venue. Drafts to be considered at Mar 14 Board Meeting</p> <p>This policy to be included in the current review of all policies.</p> <p>This item to be closed and transferred to policy review.</p>	CLOSED	16 Apr 14

974.10.2.3	Participation Reporting	IN	22/1/14 19 Feb 14 16/4/14	IN to liaise with Catalyst on a simplified format for participation report for Clubs and Board Catalyst noted the requirement and will comply New format in place	CLOSED	16/4/14
974.10.1 and 974.10.2	Financial Queries	DNF	22/1/14 19/2/14 16/4/14	Catalyst to advise explanations for financial statement entries Information provided. One outstanding item in relation to accounts receivable still being investigated by BH, KB and DNF Actions completed	CLOSED	16/4/14
976.6.1	Inclusion Plan	IN	19 Feb 14 16/4/14	Following discussion with SRV, changes to be made to draft Inclusion Plan prior to submission by end Mar 14 IN advised that Inclusion Plan had been submitted to VicSport who in turn had submitted to SRV. Grant has been approved. This item to be closed and updates included in reports at future meetings.	CLOSED	16/4/14