



<b>Archery Victoria</b>			
Title:	AV Board Meeting		
Subject:	Minutes		
Author:	AV Board		
Date:	16 Jun 2016		
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**Archery Victoria Board Meeting  
Held via ZOOM Thursday 16 June 2016**

**1022.1. Meeting Opens**

The meeting was declared open at 1907h

**1022.2. Attendees**

Peter Bennett (PB)	President
Guenter Licht (GL)	Vice-President
Damien Sinclair (DS)	Secretary
Merv Grinstead (MG)	Board Member
Irene Norman (IN)	Board Member

**1022.3. Apologies**

Nil

**1022.4. Declaration of Proxies**

Nil

**1022.5. Declaration of Material Personal Interests**

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

**1022.6. Minutes from Previous Meeting**

MOVED Guenter Licht SECONDED Damien Sinclair that the minutes of the meeting dated 19 May 2016 as presented be accepted.

**CARRIED**

**1022.7. Business Arising from Previous Minutes**

- See Annex A

**1022.8 Business Conducted by Email since Last Meeting**

Nil

**1022.9 Correspondence**

Nil

**1022.10. Reports**

**1022.10.1 Financials.** Financial Reports up to end of Apr 2016 were presented. It was noted that the debtor's outstanding accounts need to be reconciled.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1022.10..1	Financial Reports	16 June 16	Debtors outstanding accounts to be reconciled	IN	Prior to finalisation of EOFY accts

## 1022.10.2 Officials Reports

EOFY Officials Reports will be due at the next meeting. GL to follow up with all officials.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1022.10.2	Officials Reports	16 June 16	Officials EOFY reports to be available for next meeting. Reports due end Sep, end Dec, end Mar and end Jun each year.	GL	21 Jul 16

## 1022.10.3 Grant Funding Updates.

1022.10.3.1 **SRV Grant Funding Proposal 2016 – 2019.** IN confirmed that the funding grant of \$178,500 over the next 3 years has been approved by SRV. Funding agreements to be signed on receipt. Proposed work plan distributed to Board members prior to meeting. Some minor changes have been requested by SRV. IN to work on detailed implementation plan with the intent to distribute prior to next meeting.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1022.10.3.1	Grant Funding	16 June 16	Implementation plan for 1 <sup>st</sup> 12 month's work plan to be confirmed	IN	21 Jul 16

1022.10.3.2 **Travel Funding NAC 2016.** IN advised that the grant for travel and accommodation funding for the Senior Nationals in Adelaide has been approved by SRV. Funding agreements to be signed on receipt. Details of distribution of funds to athletes to be determined.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1022.10.3.2	Travel Funding NAC	16 June 16	Discussion Paper re distribution of funds to State Team athletes to 2016 NAC to be presented to next meeting	IN	21 Jul 16

## 1022.10.4 Board Mentor Reports

No specific Board Mentor Reports this month.

## 1022.11 Notices of Motion/Discussion Papers

No notices of motion or discussion papers were presented to this meeting.

## 1022.12. General Business

1022.12.1 **Mark up on AV Badges.** GL has received a request for decision from AV Badges Recorder in relation to whether AV require a mark-up on badges distributed by AV. Board discussion determined that no mark-up was required. This is considered a service to the individual archers and Clubs. **MOVED PB SECONDED** GL that no mark-up will be sought by AV on the sale of archer's achievement badges. Costs associated with postage etc will be met by AV. GL to notify AV Badges Recorder.

**CARRIED**

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1022.12.1	Mark up on AV Badges	16 June 16	GL to notify AV Badges Recorder of Board decision	GL	21 Jul 16

1022.12.2      **State Team Shirts – National Indoors.** The issue of the availability of State Shirts for members of the Victorian Team for the National Indoors was discussed. The Board agreed in principle to team members being provided with State Team Shirts. It was further agreed that the timeframe to action this for 2016 was too short and that this issue would be reviewed for 2017. A review of the State Team policy in relation to uniforms to be conducted to incorporate this decision.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1022.12..2	State Team Shirts for Victorian Team for National Indoor Championships	16 June 16	Policy review to be conducted to take into account the provision of State Team shirts. Policy to be presented to Board for decision	IN	30 Sep 16

1022.12.3      **Resignation – Damien Sinclair.** Damien Sinclair advised that, due to personal commitments, he would be resigning from the Archery Victoria Board wef 20 Jul 16. The Board reluctantly accepted Damien’s resignation and thanked him for his work with the Board. The AV Board will be seeking to seconde a temporary replacement for Damien until the next AGM.

### 1022.13      Meeting Closes

Meeting closed by the President at 2022h. Next meeting 21 Jul 16 via Zoom.

**Dated 16 June 16**  
**BOARD MEETING ACTION ITEMS**

**OPEN ITEMS**

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Due Date	Date Completed
992.10.3	Policy Reviews	IN/All	18/2/15	IN to redistribute revised policies (February meeting) for review by all Board members.	Continuing	30 Sep 16	
			18/3/15	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.			
			20/05/15	IN to nominate policies for board members to review			
		DNF	22/6/15	DNF is to review the existing tournament policy and submit to the board for review and approval.			
		IN	27/8/15	Funding has been allocated to allow us to employ someone to review all documents. Awaiting funding to come through.			
		All	18/2/16	A draft of all the new policies has been submitted to the board to digest and approve			
		IN	10/3/16	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.			
			21/4/16	State Championship Schedule presented for approval this month.			
	16/6/16	No reviews presented this month					

998.12.1	Website management	IN	20/5/15 18/2/16 21/4/16 16/6/16	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 DS to liaise with SH and IMG re new website design and publication. DS to check on progress	Continuing	Jun 16	
1018.12.3	Financial Procedures	IN	21/4/16 16/6/16	Financial procedures to be drafted as per proposal for both standard payments and non-standard payments Expense claim form completed and now in use. Other procedures still to be completed	Continuing	18 Aug 16	
1018.12.5	2016 State/National Indoor Championships	DS PB	21/4/16 16/6/16	AA to be advised of 2016 venues  Agenda Item – Jun 16 meeting – possible separation of State and National Championships Agenda Item included. AV Board in favour of proposal. Draft proposal to be provided to next President’s Forum for discussion	Completed Completed New Item	19 May 16 18 Jun 16 18 Jun 16	19 May 16 16 Jun 16
1018.12.6.2	President’s Forums	IN	21/4/16 16/6/16	Formal proposal for President’s Forums to be developed for Jun 16 Board meeting Formal proposal still to be completed	Continuing	21 Jul 16	

1018.12.9	Archery Heroes	GL	21/4/16	Organise plaques for successful nominees	Continuing	30 May 16	
		DS		Announcement of successful nominees to clubs		30 May 16	
		IN		Agenda Item – determine date for next round of Archery Hero nominations		18 Jun 16	
		GL	16/6/16	Archery Heroes nominations have been confirmed. GL has liaised with Nicole Ashton and a pin design has been approved. <b>MOVED PB SECONDED GL</b> that Nicole be paid a design fee of \$300. <b>CARRIED.</b> 50 pins to be order in initial batch through JAS. Expected cost not to exceed \$1800-00. <b>MOVED GL SECONDED PB</b> that order to be placed at a cost not to exceed \$1800-00. <b>CARRIED.</b> Pins are expected to be available by mid-Jul. Pins and citations will be distributed to clubs for presentation at an appropriate club event – including AV nominations.		21 Jul 16	
		IN		Next round of nominations for Archery Heroes to be sent out in September 2016.		14 Sep 16	
1018.12.10	Arnold Classic	PB	21/4/16	Further discussions with organisers on possible AV involvement	Continuing	18 Aug 16	
		PB	16/6/16	Confirmation of interest in event completed – 3 year commitment from March 2017. PB to work on competition details for this event. Grant funding confirmed as part of SRV grant. Prize money to be discussed. PB to put forward a proposal for Aug 2017 meeting.			
		IN		Catalyst to be approached to provide event coordination and sponsorship support (for this event and general sponsorship for AV and Clubs).			

1018.12.11	Archers Diary Training	DS	21/4/16 16/6/16	Clubs to be canvassed for possible dates and venues – liaise with AA Dates to be confirmed with AA.	Continuing	21 Jul 16	
1020.12.1	Debit Card	IN	19/5/16	Explore option of Debit Card on AV Band Account or prepaid card	Continuing	21 Jul 16	
1020.12.4	Secondment of Members Representative	DS	19/5/16 16/6/16	Seek ratification by Member Clubs for Members Rep nomination Email sent to all clubs – request for feedback by 24 Jun 16. Details to be distributed via email for Board decision	Continuing	21 Jul 16	
1020.12.6	State Indoor Championships 2017	DS	19/5/16	Include the splitting of the State and National Indoor Championships in Agenda for next President’s Forum	Continuing	21 Jul 16	
1020.12.7	Junior Development Squad	DS	19/5/16	Support for Sherbrooke program and expanded State Program	Continuing	21 Jul 16	
1022.10.1	Financial Reports	IN	16/6/16	Debtors outstanding accounts to be reconciled	New Item	Prior to finalisation of EOFY accounts	
1022.10.2	Officials Reports	GL	16/6/16	Officials EOFY reports to be available for next meeting. Reports due end Sep, end Dec, end Mar and end Jun each year.	New Item	21 Jul 16	
1022.10.3.1	Grant Funding	IN	16/6/16	Implementation plan for 1 <sup>st</sup> 12 month’s work plan to be confirmed	New Item	21 Jul 16	
1022.10.3.2	Travel Funding NAC	IN	16/6/16	Discussion paper for distribution of funds to State Team athletes to 2016 NAC to be presented to next meeting	New Item	21 Jul 16	
1022.12.1	Mark up on AV Badges	GL	16/6/16	GL to notify AV Badges Recorder of Board decision – no mark-up on badges	New Item	21 Jul 16	
1022.12.2	State Team Shirts for Victorian Team for National Indoor Championships	IN	30/9/16	Policy review to be conducted to take into account the provision of State Team shirts for State Indoor team. Policy to be presented to Board for decision.	New Item	30 Sep 16	

**ITEMS CLOSED THIS MEETING**

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
1018.10.3.4	Judges	MG	21/4/1	NJs and NJCs to be reminded to put in their commitments for the remainder of the events on the 2016 Calendar	Completed	19 May 16
		GL	16/6/16	Zoom meetings to be set up to assist NJCs with questions and workshops Task to be handed over to new AV Officials Administrator. To be included in Board Report	Completed	16 Jun 16
1018.12.1	Heidlelberg Archery Inc	IN	21/4/16  16/6/16	Advice to HAI of acceptance as a member club Send out all required paperwork to HAI for completion Advise AV Clubs of acceptance of HAI as member club Advice to clubs via Newsletter – all paperwork provided to HAI	Completed	16 Jun 16
1020.10.1	Financial Reports	IN	19/5/16 16/6/16	Reports to be available for next meeting Reports presented	Completed	16 Jun 16
1020.12.2	AV Officials Co-ordinator	IN	19/5/16 16/6/16	EOI to fill position EOI distributed to all judges. EOI received from Sheryn Licht. MOVED PB SECONDED MG that Sheryn Licht (SL) be appointed as the AV Officials Administrator. <b>CARRIED</b> (note – GL recused himself from this decision given his relationship with SL) SL to be advised.	Completed	16 Jun 16
1020.12.3	Board Newsletter	IN	19/5/16 16/6/16	Draft newsletter for Board release First newsletter drafted, approved and released.	Completed	16 Jun 16
1020.12.5	Recognition of Achievement	DS	19/5/16  16/6/16	Policy 0492 to be brought to the attention of all Victoria archers selected for the World Field Championships Email sent by DS to all clubs and archers selected for the event.	Completed	16 Jun 16