



Archery Victoria			
Title:	AV Meetings		
Subject:	Minutes		
Author:	AV Secretary – Irene Norman		
Date:	16 Jul 14	Replaces:	New
Number:	982	Pages:	17

Archery Victoria Board Meeting
Held via ZOOM
Wednesday 16 July 2014 at 1930 hours

982.1. Meeting Opens

The President declared the meeting open at 1933h.

982.2. Attendees

Peter Nelson-Furnell (PNF)	President
Guenter Licht (GL)	Vice President
Irene Norman (IN)	Secretary
Dawn Nelson-Furnell (DNF)	Board Member
Bonnie Hamilton (BH)	AV Sports Administration Consultant (ex-officio)
Kate Bidwell (KB)	AV Sports Administration Consultant (ex-officio)

Note: BH & KB left meeting at 2034h following presentation of the Administrators Report and the Financial Report.

982.3. Apologies

Colin Carter (CC) Member's Representative

982.4. Declaration of Proxies

No proxies were declared.

982.5. Declaration of Pecuniary Interests

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

982.6. Minutes from Previous Meeting

The minutes of the Archery Victoria Board Meeting held via Zoom on 21 May 14 were distributed prior to the meeting. **MOVED** DNF **SECONDED** PNF that the minutes be accepted.

CARRIED

982.7. Business Arising From Previous Minutes

Action items have been updated at Annex A.

982.8. Business Conducted by Email since the Last Meeting

Nil

982.9. Correspondence

- Letter to Sherbrooke dated 16 Jul 14
- Email from Hazel Hockley (WCA) dated 2 Jul 14
- Email from AA re Future Nationals Events

982.10. Reports

982.10.1 **Presidents Report.** Nothing significant to report

982.10.2 **Administrator's Report.** BH advised that outstanding amounts had in the main been resolved. Most issues cleaned up by EOFY. Participation data has been updated. Form 0623 discussed – BH to publish new ones. A number of forms still have old contact information – these need to be updated. Catalyst to update all forms with new contact details. Drafts to be sent to Board for approval. Badges and awards have been split as requested. Badges have been reconciled. Badges stocktake has been completed. Asset register is almost complete. Audit of CAV lodgements have been completed. Discussion as to whether the auditors need the budget – not to be sent unless they really need it. Catalyst were asked to ensure that all emails and documents are backed up. Back up exchange to be undertaken this month

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
982.10.2	Forms Update	16 Jul 14	Catalyst to update all forms with updated contact details and send through to Board for approval before publication to the web	BH	20 Aug 14
982.10.2	Back up exchange	16 Jul 14	Catalyst to exchange back up disks with PNF before end Jul 14.	BH/PNF	31 Jul 14

982.10.3 **Financial Reports.** The financial report is attached at Annex C to these minutes. The Board noted that the 2014 Nationals loan to Angel Archers has been fully repaid. DNF questioned the Balance Sheet totals for Plant and Equipment. BH to check this against the Assets Register. It was noted by the Board that KCB continue to owe membership funds. Catalyst to continue to chase. GL and PNF to organise to visit KCB.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
982.10.3	Assets totals	16 Jul 14	Catalyst to update assets – plant and equipment – in financials`	BH	31 Jul 14

982.10.4 **Officials Reports**

Coaching Coordinator. The first of the Archery Instructor Courses for 2014 has been completed with all candidate coaches completing all elements of their training successfully. Most have now been issued with their coaching accreditation. An additional 3 courses have been scheduled for late Jul/early August. The courses on 29 Jul and 2 Aug will be held at BHCA whilst the course on 9 Aug 14 will be held at Wangaratta. IN continues to provide support to these courses. It is envisaged that an additional metropolitan course and an additional regional course will be needed.

982.10.4 **Grant Funding Updates.** IN and PNF took part into an audit of our VMA funding from SRV. No results of the audit have been made available as yet. SRV continue to seek additional information on grant funding. The Local Coaches for Local Clubs grant funding has been received. A bid was submitted for funding under the Significant Event funding arrangements to assist in the funding of the 2014 National Archery Championships. This funding bid was successful with a

grant of \$5,000 being allocated. A revised budget is required by SRV before finalising this grant.

982.10.6 **Board Mentor Reports.** DNF advised that there are some concerns with committee positions at AIM that she is working on. IN reported on ongoing issues at Wangaratta and Geelong – both seem to have settled down.

982.10.7 **2014 Senior Nationals Update.** The minutes of the 2014 Senior Nationals Committee meetings are attached as Annex D to these Minutes.

982.10.8 **Policy Reviews.** No comments were received on the Transgender Policy. **MOVED IN SECONDED** GL that the Transgender Policy be accepted. Policy to be published to the website.

CARRIED

The Social Media Policy was submitted to the Board for consideration and review. Board members were asked to provide comments back to IN by the end of Jul 14.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
982.10.8	Social Media Policy	16 Jul 14	Document to be reviewed and comments provided to IN	All Board Members	31 Jul 14

982.11. Notices of Motion/Discussion Papers

982.11.1 **Terms of Reference – Membership and Participation Working Group.** IN presented a draft Terms of Reference to the Board in relation to the Membership and Participation Working Group approved at the 2013 AGM. Comments from Board Members to be received by end Jul 14.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
982.11.1	TOR – Working Group	16 Jul 14	Document to be reviewed and comments provided to IN	All Board Members	31 Jul 14

982.12. General Business

981.12.1 **New Crossbow Legislation.** IN briefed the Board on the new Crossbow legislation which came into effect on 1 Jul 14. There are no major changes for us but some additional guidelines have been put in place. The Board agreed to publication of information on the AV website to inform members, clubs and those enquiring about crossbow issues.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
982.12.1	Crossbow Legislation	16 Jul 14	Prepare information for AV Website	Irene	31 Aug 14

981.12.2 **2014/2015 Budget.** IN presented a draft 2014/15 Budget to the Board. Discussion on the potential loss was discussed and the Board agreed that a loss was in accordance with the Board direction to reinvest in the sport. Losses are to be kept to a minimum however. DNF to provide some additional information on the budget to IN for finalisation.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
982.12.2	FY2014/2015 Budget	16 Jul 14	DNF to provide additional information on budget items IN to finalise budget	DNF/IN	20 Aug 14

981.12.3 **VI Overseas Archery Competition.** An email was received by the Board from WCA advising that 2 of their VI archers were competing in an overseas

competition and requested support from AV for their participation. PNF to seek additional information – decision at next Board meeting.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
982.12.3	Support to VI archers	16 Jul 14	PNF to obtain additional information prior to decision	PNF	20 Aug 14

981.12.4 **Future Nationals Events** The Board noted the correspondence from AA re future national events which did not have a sponsor. The Board will consider this issue further after the 2014 National Archery Championships. To be considered at AV Board meeting in Nov 14.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
982.12.4	Future National Events	16 Jul 14	Discussion re sponsorship of future national events to be scheduled for Nov 14 meeting	IN	30 Oct 14

981.12.5 **Working with Children Checks.** IN advised that the 5 year anniversary of the implementation of WWCC for archery is coming up. This will mean that quite a few archers who hold WWCC will need to get them renewed. An email to be sent to all clubs reminding them of the requirements for WWCC and the implications of the upcoming anniversary.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
982.12.5	WWCC	16 Jul 14	Email to all clubs re WWCC to be sent	IN	30 Aug 14

981.12.6 **AV AGM.** IN advised that the AV AGM will need to be held before the end of Nov 14. The Board agreed to schedule the meeting for Nov 14 – after the 2014 National Archery Championships are completed. It was suggested that the AGM this year could be run from a central club with the ZOOM facility being made available to remote participants.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
982.12.6	AV AGM	16 Jul 14	AV AGM to be organised for Nov 14	IN	30 Sep 14

981.12.7 **Team Manager – 2014 National Archery Championships.** The position of Team Manager for the national championships needs to be filled. EOI to be issued.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
982.12.7	Team Manager NAC 2014	16 Jul 14	EOI to be issued for Team Manager for 2014 NAC	IN	30 Aug 14

CARRIED

982.13 Meeting Closes. The President declared the meeting closed at 2333h. Next meeting will be 20 Aug 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
966.9	Catalyst Contract Review	DNF & IN	18/9/13	DNF and IN to undertake contract review and present outcomes to December Board Meeting	Continuing	
			20/11/13	Action continues		
			22/1/14	DNF and IN to organise meeting with Catalyst before end of Feb 14		
		IN	16/4/14	Due to other pressing issues this item continues. IN to organise a meeting with Catalyst re their intentions re contract renewal in Sep 14. Meeting to be organised before Jun Board Meeting.		
		IN	21/5/14	AV Board to formulate a position on what we expect/want in terms of Sports Administration and support. Scope the administrative and financial position clearly. Extensive discussion was had on the approach to take in enlisting support and determining requirements. What can we realistically afford to buy in and what can we expect of our volunteers? An initial discussion paper to be drafted.		
		IN/PNF	16/7/14	Further discussion on what we require for administrative support. Review of archive material will inform the outcome. A decision needs to be made at the next Board meeting.		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
966.13.3	Archery Heroes	IN	18/9/13	IN to complete work on the Archery Heroes program for presentation at the AGM.	Continuing	
			20/11/13	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.		
970.11.1	Change to Longbow Rules	IN	29/11/13	Circulate the motion to the other RGBs for support. Raise the motion for consideration by the AA Board.	Continuing	
			22/1/14	Actions continue		
			16/4/14	Formal submission to AA will be completed by end Jun 14.		
		IN	16/7/14	Still to be completed.		
974.10.2.2	Membership Numbers	All Board Mentors	22/1/14	Contact with YVA, KCB, HCA, PITA and SETA to discuss membership numbers and how AV can assist.	Continuing	
			19 Feb 14	GL & PNF to visit KCB in Mar 14. Conversations continue with other clubs		
		IN	16/4/14	Membership numbers at most clubs continue to grow. A review of growth in membership by club to be completed for Board consideration in Aug 14		
		GL/PNF	16/4/14	GL and PNF to provide initial report o KCB for Jul Board Meeting.		
		GL/PNF	21/5/14	GL will be absent for month of Jun – report for the Jul or Aug meeting for KCB. List of issues to be completed by PNF for discussion. It is noted that KCB have not lodged their 2013 returned.		
		GL/PNF	16/7/14	KCB visit still to be undertaken.		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
976.13.1	2015 Tournament Calendar	GL & CC GL GL/CC	19 Feb 14 16/4/14 21/5/14 16/7/14	Draft 2015 Tournament Calendar to be produced for Board consideration Action continues GL to put options into dropbox for review. Board Members to review. GL and CC to overlay current traditional tournaments onto the options to see the differences	Continuing	
978.12.1	AV Officials	IN	16/4/14 21/5/14	Schedule of appointment/reappointment of AV Officials and EOIs to be drafted by (16 Jul 14). Policy/procedural documentation to be completed. Duties of the positions need to be clearly documented.	Continuing	
978.12.3	Short Range Distances	GL	16/4/14 16/7/14	Liaise with AA and confirm distances to be shot in the State Short Range in the Masters and Veteran 70+ divisions (30 Jul 14) Action still to be taken on this item	Continuing	
978.12.6	Judges Policy and Payments	IN	16/4/14 21/5/14 16/7/14	Judges policy to be reviewed (30 Jul 14) Discussion paper to be circulated to clubs Action still to be taken on this item	Continuing	
978.12.7	Incentive Payment Policy	IN DNF IN	16/4/14 21/5/14 16/7/14	Policy and procedures for incentive payments and other actions agreed at 2013 AGM to be drafted (30 Aug 14) DNF to draft policies/procedures on motions she put up to the AGM IN to follow up on other policies and procedures and put into policy/procedures schedule. Action still to be taken on this item.	Continuing	
978.12.8	Matchplay and National League	GL	16/4/14 21/5/14	Follow up with AA on recent announcements re State Matchplay events and the proposed National League (14 May 14) PNF advised that some info has come from AA. PNF to provide info to GL. GL to follow up and report back to Board.	Continuing	
978.12.8	2015 Tournament Calendar - Matchplay	GL/CC	16/4/14 21/5/14	Include a Victoria State Matchplay in the 2015 Draft Calendar Action continuing	Continuing	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
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 Victorian State Matchplay event (30 Sep 14)	Continuing	
980.10.2	Sponsorship	IN	21/5/14	Sponsorship Discussion to be scheduled for future meeting (Aug 14)	Continuing	
980.10.3	Regular Reconciliations of badges activity	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	
980.10.3	Asset Reconciliation	BH	21/5/14 16/7/14	Catalyst to undertake a reconciliation of assets purchased this year and update the assets register. The assets register and value of assets in the accounts needs to be reconciled (30 Jun 14) Reconciliation continues	Continuing	
980.12.4	Audit of Annual Returns	BH IN	21/5/14 16/7/14	Audit of all club annual returns to CAV to be undertaken and results presented to be provided to Board Mentors for follow up Catalyst have completed the audit and results are with Board. IN to distribute to Board Mentors for follow-up	Continuing	
982.10.2	Forms Update	BH	16/7/14	Catalyst to update all forms with updated contact details and send through to Board for approval before publication to the web	New Item	
982.10.2	Back up exchange	BH/PNF	16/7/14	Catalyst to exchange back up disks with PNF before end Jul 14	New Item	
982.10.3	Assets Totals	BH	16/7/14	Catalyst to update assets – plant and equipment – in financials	New Item	
982.10.8	Social Media Policy	All Board Members	16/7/14	Policy to be reviewed and comments provided to IN by 31 Jul 14	New Item	
982.11.1	TOR – Working Group	All Board Members	16/7/14	TOR for membership working group to be reviewed and comments provided to IN by 31 Jul 14	New Item	
982.12.1	Crossbow Legislation	IN/DN	16/7/14	Information to be prepared for AV Website an sent to Dawn for publication	New Item	
982.12.2	FY2014/2015 Budget	DNF/IN	16/7/14	DNF to provide additional information on budget items. In to finalise budget	New Item	
982.12.3	Support to VI archers	PNF	16/7/14	PNF to obtain additional information prior to decision on support	New Item	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
982.12.4	Future Nationals Events	IN	16/7/14	Discussion re sponsorship of future national events to be scheduled for Nov 14 meeting	New Item	
982.12.5	WWCC	IN	16/7/14	Email to all clubs re WWCC to be sent by 30 Aug 14	New Item	
982.12.6	AV AGM	IN	16/7/14	AV AGM to be organised for Nov 14	New Item	
982.12.7	Team Manager 2014 NAC	IN	16/7/14	EOI to be issued for Team Manager for 2014 NAC by 30 Aug 14	New Item	

BOARD MEETING ACTION ITEMS
ITEMS CLOSED THIS MEETING

956.12.2	AV Coaching Coordinator	IN	17/4/13	Guidelines for the position of AV Coaching Coordinator to be drafted	CLOSED	16 Jul 14
			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)		
		IN	21/5/14	Role of Coach Coordinator discussed. Google group to be established for all coaches once the coach audit has been completed. Coaching page on website needs to be established. Discussion to be had with AA about how they intend to direct coach development. Audit of list of club coaches to be completed and published on website. Direct approach to enlist the services of a coach co-ordinator may be the next step.		
		IN	16/7/14	In light of no interest in the role, a coach resource needs to be established on our webpage – we have VMA funding for this which will be used this FY. Start looking at some content for the website. Google Group to be established and all coaches put on it once coach audit has been completed. May be able to use bite-size volunteering model to work with this. This item will be closed for now and relooked at when AV Official positions are reviewed. IN to continue to support this role in the meantime.		

958.12.3	Tiered Membership Structure – Sherbrooke trial	PNF	15/5/13	<p>PNF to organise a meeting between President and Secretary of affected club and the AV Board</p> <p>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</p> <p>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.</p> <p>ACTION: IN to draft an alternate proposal for reconsideration. New draft by end Sep 13.</p> <p>ACTION: PNF advised that he was still to complete the list of benefits document which had been agreed with Sherbrooke.</p> <p>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.</p>	CLOSED	16 Jul 14
		IN/PNF	19/6/13			
		IN/PNF	21/8/13			
		PNF	18/9/13 16/10/13	<p>This item was carried over to the next meeting</p> <p>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.</p> <p>CONTINUED</p>		

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. 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>	CLOSED	16 Jul 14
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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>		
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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>	CLOSED	16 Jul 14
		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> <p>CONTINUED</p>		

958.12.3	Sherbrooke Archers Inc	IN	21 May 14 16/7/14	PNF advised of curb-side meeting on Saturday 3 May 14 with DNF, PNF, GL and CC. Agreed that clarification needs to be provided to Sherbrooke. Agreed that penalty to club and committee in general should not proceed as they are now complying with direction from AV and AA. SA to be reminded that they need to remain current in member payments. AV believes that the officers of the SA committee do need to undertake training in their legal and procedural responsibilities. Offer from AV to assist in organising such training. There is still concern with the actions of the President. A 5 year period of support to the associations by Mr Filmer to be considered. A precise of all activities and actions relating to this issue will be provided to AA who may consider action under the AA constitution should there be any further breaches. Draft letter to be provided to AA legal adviser prior to sending. Letter sent to Secretary of Sherbrooke Archers Inc.	CLOSED	16 Jul 14
976.6.2	Board Training on Inclusion	IN & CC IN IN	19 Feb 14 16/4/14 21/5/14 16/7/14	A date to be organised for Board Inclusion training with VicSport Date yet to be confirmed Date to be arranged with VicSport Opportunity for this training has passed for the moment. Further follow-up following Board elections in Nov 14. Item to be closed for now	CLOSED	16 Jul 14
978.12.2	Membership Sub-committee TOR	IN/GL	16/4/14 16/7/14	Terms of Reference for Membership Sub-committee to be drafted by (13 Jun 14). TOR has been drafted and presented to this meeting. New item being opened. This item to be closed	CLOSED	16 Jul 14
978.12.2	Membership Sub-committee EOI	IN	16/4/14 16/7/14	EOI to be circulated to all clubs and club members in relation to membership of sub-committee by (1 Jul 14). Duplicate item. As per previous. This item to be closed	CLOSED	16 Jul 14
980.10.3	Badges & Awards	BH	21/5/14 16/7/14	Change the accounting for badges and awards to make a distinction between awards and badges and make these transactions clear and transparent Action completed by Catalyst	CLOSED	16 Jul 14

980.10.3	Reconciliation of Badges	DNF/ Badges Recorder	21/5/14 16/7/14	A reconciliation of badges to be completed – income and expenditure. All outstanding payments to be made to the AV Bank account by 30 May 14 Catalyst advised that a reconciliation has been completed and funds banked	CLOSED	16 Jul 14
980.10.2	Badges Stocktake EOFY	Badges Recorder	21/5/14 16/7/14	A stocktake of badges to be undertaken at end of financial year and report to Catalyst (1 Jul 14) Stocktake completed	CLOSED	16 Jul 14
980.10.8	Transgender Policy	All Board Members	21/5/14	Document to be reviewed and comments provided to IN Policy approved at this meeting. NFA	CLOSED	16 Jul 14
980.12.2	FY 2014/2015 Budget	BH/IN/DN F	21/5/14 16/7/14	Draft budget to be prepared for presentation to Jun 14 Board Meeting Draft budget presented to this meeting. New Item	CLOSED	16 Jul 14