



Archery Victoria			
Title:	AV Board Meeting		
Subject:	Minutes		
Author:	Secretary AV – Damien Sinclair		
Date:	18 Feb 15	Replaces	New
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**Archery Victoria Board Meeting
Held via ZOOM
Wednesday 18 February 2015 at 7pm**

992.1. Meeting Opens

The President declared the meeting open at 1913h.

992.2. Attendees

Irene Norman (IN)	President
Dawn Nelson-Furnell (DNF)	CFO
Guenter Licht (GL)	Vice President
Tania Sacco (TS)	Board Member
Damien Sinclair (DS)	Secretary

992.3. Apologies

No apologies were received

992.4. Declaration of Proxies

No proxies were declared.

992.5. Declaration of Pecuniary Interests

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

992.6. Minutes from Previous Meeting

The minutes of the Archery Victoria Board Meeting held via Zoom on 21 Jan 15 were distributed prior to the meeting. **MOVED** GL **SECONDED** DNF that the minutes of the meetings be accepted.

CARRIED

992.7. Business Arising from Previous Minutes

Action items have been updated at Annex A.

992.8. Business Conducted by Email since Last Meeting

None

992.9. Correspondence

None

992.10. Reports

992.10.1 Financial Reports. IN advised that the January financial reports would be distributed separately. Draft budget to be prepared for 2015/16. All Board Members to provide input to draft budget to DNF.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
992.10.1	Draft Budget	18/02/15	All Board Members to provide input to 2015/2016 budget to DNF	All	March meeting

992.10.2 Board Mentor Reports. Contact has been made with most clubs this month. Board Mentors were requested to ensure that they stayed in regular contact with their mentee clubs. IN advised of an issue with Chewton Bowmen – 0 members due to an issue with entry to IMG database. Issue has now been resolved. IN reported that some inappropriate behaviour between clubs (clubs not supporting one another) has become an issue. Board members were asked to look out for this and correct where they can. IN to send an email to all clubs on this issue.

992.10.3 Policy Reviews. Policy Reviews were distributed to Board Members prior to the meeting but most had not had a chance to review. IN to redistribute and request concurrence.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
992.10.3	Policy Reviews	18/02/15	IN to redistribute revised policies for review. All Board Members to Review	IN All	March meeting

992.11 Notices of Motion/Discussion Papers

No notices of motion were received.

992.12. General Business

992.12.1 Board Positions. IN advised that an email vote by clubs in relation to Tania Sacco's nomination for the position of Member's Representative had been completed. All clubs who responded voted YES. More than 50% of clubs responded. As such Tania Sacco is now the Member's Representative on the Archery Victoria Board. The role of the Member's Representative covers both members and volunteers. IN to advise all clubs and provide TS with access to the member's representative email box.

992.12.2 Recorder Training Archers Diary. DNF expressed concerns about the need for training of club recorders in Archers Diary. An audit of all clubs and their access needs to be conducted and a strategy developed to get all clubs to use the system. John Hyde has offered to run training sessions for all clubs. There is an option for face to face training or training via Zoom. A combination of these may be appropriate. DNF to liaise with John Hyde to get this organised.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
992.12.2	Archers Diary	18/02/15	Audit clubs for access. Training session to be organised.	DNF	End of March 15

992.12.3 Coaching Courses and accreditation. DS advised that there was some ambiguity around the coaching levels – particularly in relation to Level 0 and Level 1 coaching requirements. IN advised that the Community Archery Instructor (Level 0) coaching was only applicable to non-members of Archery Australia. Archery Instructor (Level 1) is the first level for AA members. Most clubs who previously trained their coaches as Community Archery Instructors have now had them trained as Archery Instructors. An Archery Instructor course to be held at Arrow Rest Archery on 28 Feb 15 will take care of the remaining issues.

992.12.4 Sherbrooke development grant application. DS enquired as to whether Sherbrooke may be eligible for a development grant for the Australian Open Field Championships following work done by Melbourne Water which has compromised their field course. IN & DS to check policy.

Item	Item	Meeting Date	Actions to be Taken	Action	Target
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Number				Officer	Date
992.12.4	Sherbrooke Grant application	18/02/15	Check to see if development grant is available for Field Open and ground redevelopment after work by Melbourne Water	IN & DS	March meeting

992.12.5 AV Equipment Insurance. DNF queried whether the AA insurance policy covers the AV equipment whilst in transit/on loan. DNF to check with AA and provide a recommendation to the Board as to whether separate insurance is needed.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
992.12.5	Mobile insurance cover	18/2/15	Check to see if we are covered for mobile/ lent equipment.	DNF	March Meeting

992.12.6 AV QRE Policy reimbursement of registration fees. DNF queried whether it was time to reconsider the AV policy in relation to reimbursement of registration fees for QREs. DNF to provide discussion paper to the May meeting.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
992.12.6	QRE Reimbursements	18/2/15	Discussion paper for consideration – revised policy on QREs	DNF	May Meeting

992.12.7 AV Joey Division. DNF noted that the Joey division is only applicable in Victoria and is not currently catered for in the Archers Diary. GL and DNF were asked to discuss this issue and contact AA to see if there was a possibility of changes to Archers Diary to cater for this. DNF and GL to also consider whether AV should approach the other RGBs and AA in relation to introducing the Joey division within Australian tournaments.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
992.12.7	Joey Division	18/2/15	Look at options for Joey Division to be included in Archers Diary and consider approach to AA and RGBs for introduction into AA tournaments.	DNF, GL	April Meeting

992.13

Meeting Closes

Meeting closed by President at 1919h. Next Meeting via Zoom 18th March 2015

Annexes:

- A. Board Meeting Action Items

BOARD MEETING ACTION ITEMS

OPEN ITEMS

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.		
		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				

		TS	18/02/15	<p>of Volunteers will fall into the duties of the Members Representative who will be responsible for representing volunteers as well as individual archers.</p> <p>TS presented a draft document. All Board members were asked to provide input. Those previously nominated will be added to the first round. TS to progress.</p>		
978.12.1	AV Officials	IN IN	16/4/14 21/5/14 20/8/14 21/1/15	<p>Schedule of appointment/reappointment of AV Officials and EOIs to be drafted by (16 Jul 14). Policy/procedural documentation to be completed.</p> <p>Duties of the positions need to be clearly documented. Due to lack of time this issue was not further discussed. IN to continue to pursue</p> <p>IN advised that the Board needed to set policy in relation to the term of officials. It was generally agreed that if an official was willing and capable of continuing in a role there was no need to impose a strict time limit. AV is looking to put in place the following officials for 2015:</p> <ul style="list-style-type: none"> ● Judges Coordinator ● Coaching Coordinator ● State QRE and Ranking Coordinator ● State Recorder ● State Badges Recorder ● Youth Coordinator <p>IN to contact current officials to determine their continued roles. EOIs to be issued following those discussions.</p> <p>Annual consideration of appointment of Officials has been included in the Standing Items Agenda</p> <p>Leanne Strahan and Fiona Guest have advised that they are happy to continue in their officials role. Merv Grinstead to be contacted. Additional roles to be made available. A policy needs to be put in place for terms for AV officials.</p>	Continuing	
978.12.3	Short Range Distances	GL	16/4/14	<p>Liaise with AA and confirm distances to be shot in the State Short Range in the Masters and Veteran 70+</p>	Continuing	

		GL GL GL	16/7/14 20/8/14 21/1/15 18/02/15	divisions (30 Jul 14) Action still to be taken on this item Action still to be undertaken on this item GL undertook to have a discussion paper ready for the next meeting. To be carried over to next meeting		
978.12.6	Judges Policy and Payments	IN GL GL	16/4/14 21/5/14 16/7/14 20/8/14 22/9/14 21/1/15 18/02/15	Judges policy to be reviewed (30 Jul 14) Discussion paper to be circulated to clubs Action still to be taken on this item Action still to be taken on this item This issue was discussed at some length. GL to put a proposal to the Board for consideration. GL agreed to have a discussion paper ready for the next meeting GL to distribute discussion paper to Board for comment.	Continuing	
980.10.3	Regular Reconciliations of badges activity <i>Amended 21/1/15</i> Regular Quarterly Reporting by AV Board Officials	DNF/ Badges Recorder DS DS	21/5/14 20/8/14 21/1/15 18/02/15	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 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. Officials Reports to be presented (in writing) at the April, June, September and December Board meetings. To be complete by the end of Feb	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	Continuing	

			20/8/14 21/1/15	Board. IN to distribute to Board Mentors for follow-up Follow up actions underway 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. 18/02/15 Most Board members indicated that they had followed up with clubs. Those still outstanding to be contacted. IN to provide a status update to the March meeting.		
982.12.1	Crossbow Legislation	IN/DNF	16/7/14 20/8/14 21/1/15	Information to be prepared for AV Website an sent to Dawn for publication Still to be completed IN to provide this information to DNF for publication on the website prior to the next meeting.	Continuing	
984.12.1	New Club Application – HMAS Cerberus	PNF/DNF IN	20/8/14 22/9/14 21/1/15	Meeting with XO HMAS Cerberus re concerns – report back to meeting 17 Sep 14 Meeting still to be arranged 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: <ul style="list-style-type: none"> ● 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. ● 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. 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. Updated report at the next meeting.	Continuing	

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"> ● Bookkeeping ● Web & Social Media development and maintenance ● General Administration. <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>	Continuing	
984.12	2015 National/State Indoor Championships	GL	20/8/14 22/9/14 21/1/15 18/2/15	<p>Respond to email from Mr Annear</p> <p>To be completed</p> <p>GL to report back at the next meeting</p> <p>Carried over until next meeting</p>	Continuing	
986.12.3	Membership & Participation Working Group	GL IN	22/9/14 21/1/15	<p>Working Group to provide report to the Board by 31 Oct 14</p> <p>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</p>	Continuing	

				revised submission to be drafted for Board consideration prior to the Mar 15 AV Board Meeting.		
990.12.3	State Youth Team Selection	GL DNF & TS	21/1/15 18/02/15	GL to collate and summarise submissions received on State Team selection procedures A number of issues and concerns have been received by various Board Members in relation to the team selection for the NYAC. It was agreed that although the policy does need to be reviewed it was felt that the main issue was about the communication between clubs, coaches, individuals and AV in relation to the requirements. AV needs to look at ways to ensure that the information being provided is easily obtained, digestible and presented in a way that is understood. This issue will be looked at as part of the policy reviews. A communication strategy to be developed. DNF & TS to tidy up existing document (0491 – State Team Guidelines) and develop a communication strategy.	Continuing	
992.10.1	Draft Budget 2015/16	All Board Members	18/2/15	All Board Members to provide input to 2015/2015 budget to DNF	New Item	
992.10.3	Policy Reviews	IN/All	18/2/15	IN to redistribute revised policies (February meeting) for review by all Board members	New Item	
992.12.2	Archers Diary	DNF	18/2/15	Audit of all clubs for access to Archers Diary. Training sessions to be organised	New Item	
992.12.4	Sherbrooke Grant Application	IN & DS	18/2/15	Check to see if development grant is applicable to Sherbrooke	New Item	
992.12.5	Mobile Insurance cover	DNF	18/2/15	Check to see if AV is covered for equipment when mobile or on loan	New Item	
992.12.6	QRE Reimbursements	DNF	18/2/15	Discussion paper for consideration – revised policy on QREs	New Item	
992.12.7	Joey Division	DNF & GL	18/2/15	Look at options for Joey Division to be included in Archerys Diary and whether AV should be recommending this division to AA and other RGBs	New Item	

BOARD MEETING ACTION ITEMS

ITEMS CLOSED THIS MEETING

990.12.2	Victorian State Team Manager – 2015 Youth	IN	21/1/15 18/02/15	EOI to be issued for Team Manager Applications received from Brendan Jones for Team	CLOSED	18 Feb 15
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Nationals

Manager and Ros Greig for Assistant. AA has issued amended rules for the 2015 NYAC which allows on two officials on the field of play. Other officials may be present but not on the field of play. MOVED IN SECONDED TS that Brendan Jones be appointed as the Victorian State Team Manager for the 2015 NYAC.

CARRIED