



Archery Victoria			
Title:	AV Board Meeting		
Subject:	Minutes		
Author:	Secretary AV – Damien Sinclair		
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**Archery Victoria Board Meeting**  
**To be held via ZOOM**  
**Wednesday 18 March 2015 at 7pm**

**994.1. Meeting Opens**

The President declared the meeting open at 1911h.

**994.2. Attendees**

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

**994.3. Apologies**

No apologies were received

**994.4. Declaration of Proxies**

No proxies were declared.

**994.5. Declaration of Pecuniary Interests**

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

**994.6. Minutes from Previous Meeting**

The minutes of the Archery Victoria Board Meeting held via Zoom on 18 Feb 15 were distributed prior to the meeting. Clarifications made to the previous minute were made and these are to be re distributed via email for approval. Minutes approved at May board meeting.

Moved TS

Seconded GL

Minutes accepted

**994.7. Business Arising from Previous Minutes**

Action items have been updated at Annex A.

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

**994.8.1 Victorian State Uniforms**

The AV board members discussed that a State shirt should be available to all archers entered into the NYAC and their supporters (parents, etc). The shirts will be the standard Victoria navy uniform with the Archery Victoria logo on the front and name on the back. The State Team insignia is reserved for members of the State team only.

### **994.12.2** **Boxhill National Matchplay**

The AV board members discussed sponsorship arrangements for the Boxhill leg of the National matchplay series. It was proposed that \$1000 would be donated by AV towards the prize money to help encourage the top Australian archers to attend and promote the growth of the National matchplay series as a new event to the Victorian calendar. TS has agreed to take the lead in assisting BCA with running organising and running the event.

Motion to fund \$1000 toward the prize money for the Boxhill Matchplay event

Moved TS

Seconded GL

Motion Carried

### **994.12.3** **Youth Team Selection**

The AV board members discussed and the requirements for State team selection for the NYAC. A MQS will be required for Target and Field shooting, however, due to the limitation of Clout opportunities during the selection period, the MQS will not be enforced for Clout. The submission of a clout score, will still be required, shot at the distances they will be shooting at the NYAC.

Youth State Team Selection

- Youth Nationals uniform
- AV Contribution to Box Hill National Matchplay

### **994.9** **Correspondence**

None

### **994.10.** **Reports**

**994.10.1. President's Report** – IN has noted an influx of correspondence to AV as a positive move, showing an encouraging trend that members feel comfortable to discuss issues they may have. Also noted that members are giving positive feedback on the responses they are receiving from AV.

**994.10.2 Board Mentors Reports** – GL that with the format change to the short range being held at DVA, it will be an AA registered event, not WA and that National and State records will be acknowledged. Badges will not be available. Joeys will be able to claim championship records as a new event.

### **994.11** **Notices of Motion/Discussion Papers**

#### **994.11.1 Judges Policy and Payment discussion paper**

Discussion paper has been submitted to the Board by GL for review.

#### **994.11.2 Badges for Board member identification**

TS has suggested that badges be purchased for the board members to help with identifying as an AV board members.

Motion for approval for TS to purchase badges for the committee

Moved: TS

Seconded:GL

Motion Carried

### **994.12** **General Business**

None

### **994.13** **Meeting Closes**

**21:09**

Next meeting Face to face at MAC, 6:30pm for Inclusion induction training to be conducted by Vic Sport.

**BOARD MEETING ACTION ITEMS**

**OPEN ITEMS**

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

		TS	18/03/15	<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> <p>Recipients are to receive an appreciation award certificate, and pin/badge to be presented to them at a club function of their choice. Their AV board mentor is to be invited to conduct the presentation. TS to resend the nomination form to the AV board for them to provide feedback. TS to then to proceed in distributing the nomination form to the AV clubs.</p> <p>TS to design a badge and distribute design to the AV board for their feedback and seek approval to have them produced.</p>	25/3/15	
978.12.1	AV Officials	IN  IN	<p>16/4/14</p> <p>21/5/14</p> <p>20/8/14</p> <p>21/1/15</p> <p>18/02/15</p>	<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.</p> <p>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"> <li>● Judges Coordinator</li> <li>● Coaching Coordinator</li> <li>● State QRE and Ranking Coordinator</li> <li>● State Recorder</li> <li>● State Badges Recorder</li> <li>● Youth Coordinator</li> </ul> <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 official role.</p> <p>Merv Grinstead to be contacted. Additional roles to be</p>	Continuing	



	Reporting by AV Board Officials	DS	20/8/14 21/1/15	DNF to pursue for next meeting DNF advised that the badges recorder had completed a stocktake of all badges and awards and some funds had been banked. DS was tasked with preparing a template report (in conjunction with the Badges Recorder) for quarterly submission to the Board Meeting. The report is to be constructed in such a way as to make it as easy as possible for the Badges Recorder to provide the information needed by the Board. Similar templates are to be set up for all Officials. DS to liaise with IN and GL and the relevant officials to refine these templates. Officials Reports to be presented (in writing) at the April, June, September and December Board meetings. To be complete by the end of Feb		
		DS	18/02/15			
980.12.4	Audit of Annual Returns	BH	21/5/14	Audit of all club annual returns to CAV to be undertaken and results presented to be provided to Board Mentors for follow up	Continuing	
		IN	16/7/14	Catalyst have completed the audit and results are with Board. IN to distribute to Board Mentors for follow-up		
			20/8/14	Follow up actions underway		
			21/1/15	IN advised that the audit of annual returns undertaken by Catalyst was not correct and needs to be redone. Once results are known Board Mentors will be asked to contact clubs as needed to remind them of their obligations in this regard.		
		Board Members	18/02/15	Most Board members indicated that they had followed up with clubs. Those still outstanding to be contacted.		
		IN	18/3/15	IN to provide a status update to the March meeting. <b>Clubs which have not been contacted or still have outstanding returns to be contacted. IN will confirm which clubs are still delinquent and forward to Board Mentors to follow up.</b>		
982.12.1	Crossbow Legislation	IN/DNF	16/7/14	Information to be prepared for AV Website an sent to Dawn for publication	Continuing	
			20/8/14	Still to be completed		
			21/1/15	IN to provide this information to DNF for publication on the website prior to the next meeting.		
984.12.1	New Club Application –	PNF/DNF	20/8/14	Meeting with XO HMAS Cerberus re concerns – report	Continuing	

	HMAS Cerberus	IN	22/9/14 21/1/15	<p>back to meeting 17 Sep 14 Meeting still to be arranged</p> <p>Brief discussion was held on this application. Concerns in relation to how this club is intending to set up and the proximity to existing clubs still prevails. The following actions will be undertaken:</p> <ul style="list-style-type: none"> <li>● Critical analysis of the documentation provided by CAC be undertaken. Of particular note is the issue of payment of association fees, incorporation and safety issues associated with the proposal.</li> <li>● Angel Archers to be formally approached (outside the Board discussion process noting that members of Angel Archers had been part of the Board discussions in the past) for their official input on the application.</li> </ul> <p>The Board noted that AA had indicated that they are looking at archery clubs on Defence establishments at a national level. IN to have further discussions with AA to determine timeframes and intentions. Updated report at the next meeting.</p>		
984.12.2	New Sports Administrator	All Board Members IN/All Board Members IN	20/8/14 22/9/14 21/1/15	<p>Feedback on duties of Sports Administrator to IN by 1 Sep 14</p> <p>Action needs to be taken to ensure the sustainability of our business. IN to redraft duty statement and circulate to Board for feedback. EOI to be issued by end Sep 14</p> <p>In email correspondence with the Board IN proposed exploring a different model for support services to the Board. This proposal looks at contracting specialist organisations/individuals for critical parts of the activities required. These activities break down into 3 major components:</p> <ul style="list-style-type: none"> <li>● Bookkeeping</li> <li>● Web &amp; Social Media development and maintenance</li> <li>● General Administration.</li> </ul> <p>IN acknowledge the work of Peter Nelson-Furnell in distilling the requirements. The Board agreed to look at this alternate proposal. IN advised that she had been in contact with the three applicants for the provision of</p>	Continuing	

		IN	18/3/15	services to the Board to advise that their applications remained extant. <b>IN has a meeting arrange to discuss looking after managing and maintenance for AV accounts.</b>		
986.12.3	Membership & Participation Working Group	GL IN	22/9/14 21/1/15	Working Group to provide report to the Board by 31 Oct 14 Input was received from the Working Group. In a meeting following the AGM in Nov 14 the input was provided to Club Presidents and comments were sought. The general flavour of this discussion was that clubs were in favour of change but were not tied to any particular proposal. Some of the proposals suited some clubs whilst other proposals suited different clubs. More consideration needs to be given to this input prior to submission to AA for their consideration (input requested by AA from RGBs in the AA Strategic Plan). A revised submission to be drafted for Board consideration prior to the Mar 15 AV Board Meeting.	Continuing	
990.12.3	State Youth Team Selection	GL DNF & TS	21/1/15 18/02/15  18/3/15	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. <b>TS to examine current selection guidelines to ensure they are well-defined and submit to the board for approval.</b>	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	Continuing	
992.10.3	Policy Reviews	IN/All	18/2/15	IN to redistribute revised policies (February meeting)	Continuing	



			18/3/15	for review by all Board members. DNF to forward draft copy of revised Championship and Tournament rules documentation to IN for compare and contrast. To be then forwarded to Board for final approval.		
992.12.2	Archers Diary	DNF  All board Members	18/2/15  18/3/15	Audit of all clubs for access to Archers Diary. Training sessions to be organised  All board members to check with their respective clubs to ensure an access request has been submitted and ensure they have access. Once completed, training is to be arranged. DNF to submit a suggestion to IT for Archerys Diary regarding lodgement of Joey scores.	continuing	
992.12.5	Mobile Insurance cover	DNF	18/2/15  18/3/15	Check to see if AV is covered for equipment when mobile or on loan  IN to forward to DNF a copy of the AV asset register	continuing	
992.12.6	QRE Reimbursements	DNF	18/2/15	Discussion paper for consideration – revised policy on QREs	continuing	
992.12.7	Joey Division	DNF & GL	18/2/15	Look at options for Joey Division to be included in Archers Diary and whether AV should be recommending this division to AA and other RGBs	continuing	

**BOARD MEETING ACTION ITEMS**  
**ITEMS CLOSED THIS MEETING**

984.12	2015 National/State Indoor Championships	GL  GL	20/8/14 22/9/14 21/1/15 18/2/15 18/3/15	Respond to email from Marcus Annear To be completed GL to report back at the next meeting Carried over until next meeting GL has spoken with Marcus Annear to advise that DVA range is not currently compliant. GL will provide this in writing.	Closed	18/3/15
992.12.4	Sherbrooke Grant Application	IN & DS  DS	18/2/15  18/3/15	Check to see if development grant is applicable to Sherbrooke  DS to arrange submission for grant	Closed	