



Archery Victoria			
Title:	AV Meetings		
Subject:	Minutes		
Author:	AV Secretary – Irene Norman		
Date:	19 Feb 14	Replaces:	New
Number:	976	Pages:	16

**Archery Victoria Board Meeting
Held via ZOOM
Wednesday 19 February 2014**

976.1. Meeting Opens

The President declared the meeting open at 1936h.

976.2. 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)
Connie Raso (CR)	VicSport

976.3. Apologies

Colin Carter (CC) Member's Representative

976.4. Declaration of Proxies

No proxies were declared.

976.5. Declaration of Pecuniary Interests

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

976.6. Discussion with VicSport on Inclusion Action Plan

976.6.1 CR from VicSport attended this Zoom meeting to discuss the draft Inclusion Action Plan – distributed prior to the meeting. Significant discussion ensued with CR offering some suggestions for improvement to the plan. CR to provide suggested changes via track changes to the document. IN to make necessary changes prior to submission to Sports and Recreation Victoria (SRV) on 31 Mar 14. IN to also completed the VicSport Planning Tool and submit to CR

976.6.2 Board training on Inclusion was offered by CR and this was agreed to. A date is to be identified – preferably when CC is available. CC to determine possible dates and times and liaise with IN. Board training to be conducted in Mar or Apr 2014.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
976.6.1	Inclusion Plan	19 Feb 14	Necessary changes to be made to draft Inclusion Action Plan	IN	30 Mar 14
976.6.2	Board training on Inclusion	19 Feb 14	A date to be organised for Board training with VicSport	CC & IN	30 Mar 14

976.7 Minutes from Previous Meeting

The minutes of the Archery Victoria Board Meeting held via Zoom on 22 Jan 14 were distributed prior to the meeting. **MOVED** GL, **SECONDED** PNF that the minutes be accepted.

CARRIED

976.8. Business Arising From Previous Minutes

Action items have been updated at Annex A.

976.9. Business Conducted by Email since the Last Meeting

No decisions by email were made since the last meeting.

976.10 Correspondence

Out – Letter to Sherbrooke Archers Inc dated 6 Feb 14.

In –.Letter (via email) from Sherbrooke Archers Inc dated 9 Feb 14.

976.11. Reports

976.11.1 **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.

976.11.2 **Administrator's Report.** The Administrator's report is attached as Annex B to these minutes. The reports were discussed by the Board. Catalyst was requested to produce only end of month financial report (no interim monthly reports required). Similarly, Catalyst was asked to simplify the participation overview provided to the Board and Member Clubs. (Note: detailed data will still be required for reporting to SRV and other bodies.)

976.11.3 **Financial Reports.** The financial report is attached at Annex C to these minutes. Catalyst clarified a number of issues from the previous meeting.

Note: BH and KB left meeting at 2227h.

976.11.4 **Grant Funding Updates.** IN advised that the addendum to the final VIP report had been provided to SRV as had the 18 month VMA report. No feedback has yet been provided on the bid for funding under the Local Coaches for Local Sports program. The AAA funding agreement has been signed and returned to SRV – funding is yet to be received.

976.11.5 **Board Mentor Reports.** A number of Board Mentors noted conversations with Club Presidents and members. GL and PNF to visit KCB in the next two weeks.

976.11.6 **2014 Senior Nationals Update.** The minutes of the 2014 Senior Nationals Committee meetings are attached as Annex B to these Minutes.

976.12. Notices of Motion/Discussion Papers

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

976.13. General Business

976.13.1 **2015 Archery Victoria Tournament Calendar.** A brief discussion was had re the 2015 Tournament Calendar. GL advised that he and CC were happy to draft the proposed calendar for consideration by the Board. It was agreed that the 2015 Calendar should be issued asap.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
976.13.1	2015 Tournament Calendar	19 Feb 14	Draft Calendar to be produced for Board consideration	GL & CC	16 Apr 14

976.13.2 **Twin City Archers Morwell.** The recent fires in Morwell and the damage to the Twin City Archers Field Course were noted by the Board. A number of Board members had been in touch with Twin City in relation to support which may be required. GL raised the issue of the upcoming QRE and the air quality issues from the local coal mine fire. It was agreed that discussions would be had with Twin City re the air quality issue to see if warnings needed to be issued to archers participating in the event. DNF to liaise with Twin City Archers on any issues in relation to the fires and air quality.

976.14 Meeting Closes. The President declared the meeting closed at 0030h. It was noted that due to other commitments the meeting of 19 Mar 14 was to be cancelled. Next meeting will be 16 Apr 14.

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.		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
954.13.5	Tournament Kit	CC	20/2/13	Investigate the purchase of suitable timing equipment for an AV Tournament Kit	Continuing	
			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 for 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		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
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	CC/GL	
		CC	22/1/14	CC to investigate options for purchase of clout equipment for AV Tournament Kit.	CC	
		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. 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.	CC	
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 16/10/13 20/11/13	EOI to be issued along with EOI for CFO Board member EOI has been issued. No responses to date 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.		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
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	Continuing	
			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		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
958.12.1	Coaching Programs CONT	IN	22/1/14	<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>	Continuing	

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	
966.9	Catalyst Contract Review	DNF & IN	18/9/13 20/11/13 22/1/14	<p>DNF and IN to undertake contract review and present outcomes to December Board Meeting</p> <p>Action continues</p> <p>DNF and IN to organise meeting with Catalyst before end of Feb 14</p>	Continuing	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
966.11.3	Financial Procedures	BH	18/9/13	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	Continuing	
		IN	22/1/14	Some initial drafts completed. To be reviewed		
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		
968.12.1	AV Alcohol Policy	IN	16/10/13	IN (in conjunction with Catalyst) to review AV Alcohol Policy	Continuing	
			22/1/14	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		
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		
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		
974.10.2.3	Participation Reporting	IN	22/1/14	IN to liaise with Catalyst on a simplified format for participation report for Clubs and Board	Continuing	
			19 Feb 14	Catalyst noted the requirement and will comply		
974.10.1 and 974.10.2	Financial Queries	DNF	22/1/14	Catalyst to advise explanations for financial statement entries	Continuing	
			19 Feb 14	Information provided. One outstanding item in relation to accounts receivable still being investigated by BH, KB and DNF		
976.6.1	Inclusion Plan	IN	19 Feb 14	Following discussion with SRV, changes to be made to draft Inclusion Plan prior to submission by end Mar 14	New Item	

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
976.6.2	Board Training on Inclusion	IN & CC	19 Feb 14	A date to be organised for Board Inclusion training with VicSport	New Item	
976.13.1	2015 Tournament Calendar	GL & CC	19 Feb 14	Draft 2015 Tournament Calendar to be produced for Board consideration	New Item	

BOARD MEETING ACTION ITEMS
ITEMS CLOSED THIS MEETING

970.12.1	North Eastern Archers Inc	PNF IN IN and GL	29/11/13 22/1/14	PNF to advise NEA of success of their application – Dec 13 IN to liaise with AA on acceptance of NEA – Dec 13 Actions with AA completed. Group email lists and website to be updated. GL to make contact as Board Mentor. Advice to AA re insurance policy. Other clubs to be notified.	CLOSED	19 Feb 14
974.10.3	Term Deposit Maturity	Catalyst	22/1/14 19 Feb 14	Maturity date of term deposit to be diarised to ensure early advice of upcoming requirements. Dates have been diarised	CLOSED	19 Feb 14
974.10.6.1	Minutes of Senior Nationals 2014 Organising Committee	IN	22/1/14 19 Feb 14	Minutes from this sub-committee to be included in future AV Board Minutes as an Annex Minutes included at Annex B	CLOSED	19 Feb 14
974.10.6.2	Bank account for 2014 Senior Nationals	DNF	22/1/14 19 Feb 14	A separate bank account to be set up for all income and expenditure for the 2014 Senior Nationals. Initial balance of \$10,000 DNF advised that account has been opened	CLOSED	19 Feb 14

Minutes of 2014 Senior Nationals Committee Meetings

The 2014 Nationals Committee met on 23 Jan 14 and 6 Feb 14. Minutes are attached as separate documents.