



Archery Victoria			
Title:	AV Board Meeting		
Subject:	Minutes		
Author:	AV Board		
Date:	19 May 2016		
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**Archery Victoria Board Meeting
Held via ZOOM Thursday 19 May 2016**

1020.1. Meeting Opens

The meeting was declared open at 1925h

1020.2. Attendees

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

1020.3. Apologies

Nil

1020.4. Declaration of Proxies

Nil

1020.5. 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.

1020.6. Minutes from Previous Meeting

MOVED Merv Grinstead SECONDED Damien Sinclair that the minutes of the meeting dated 21 Apr 2016 as presented be accepted.

CARRIED

1020.7. Business Arising from Previous Minutes

- See Annex A

1020.8. Business Conducted by Email since Last Meeting

Nil

1020.9. Correspondence

Nil

1020.10. Reports

1020.10.1 **Financials.** Financial Reports were not received for this meeting. IN to liaise with Top Class Accounting for reports for next meeting.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1020.10..1	Financial Reports	19 May 16	Reports for next meeting	IN	16 Jun 16

1020.10.2 **Officials Reports**

No formal reports were received from the AV Officials for this meeting.

1020.10.3 **Grant Funding Updates.**

1020.10.3.1 **SRV Transitional Funding.** IN advised that the transitional funding has been acquitted. Some residual payments still need to be made.

1020.11.3.2 **SRV Grant Funding Proposal 2016 – 2019.** IN advised that we are waiting on SRV for the next steps in this process.

1020.11.3.3 **Travel Funding Para/VI and NYAC.** IN advised that the funds for sponsorship of athletes to the Para/VI championships and for State Team members for the NYAC was being distributed.

1020.10.4 **Board Mentor Reports**

No specific Board Mentor Reports this month. IN advised that AA had been advised re Heidelberg Archers and that documentation to set up the club in Archers Diary and IMG had been sent to the club for completion. Given the proximity of HAI to YB and KCB Peter Bennett/Merv Grinstead will be mentors for this club.

1020.11 **Notices of Motion/Discussion Papers**

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

1020.12. **General Business**

1020.12.1 **Archery Victoria Debit Card.** IN advised that there were a number payments made by AV each year which needed to be done by credit/debit card – e.g. Zoom subscription. Currently one of the Board uses their own personal credit card and has the expenses reimbursed. It was suggested that the possibility of a Debit Card (or a prepaid card) be explored on the AV account. **MOVED DS SECONDED PB** that the option of a Debit Card/pre-paid card on the AV account be explored. Limit of \$500 for each transaction be imposed should such a card be possible.

CARRIED

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1020.12.1	Debit Card	19 May 16	Explore option of Debit Card on AV Bank Account or prepaid card.	IN	21 Jul 16

1020.12.2 **Judging Admin and Judges List.** Merv Grinstead confirmed that he will not be continuing with judging commitments beyond 30 Jun 16. As such the position of the AV Officials Co-ordinator needs to be refilled. The Board thanked Merv for his long term commitment to this position. The Board determined that this position should be put out as an EOI to all current Victorian National Judges. IN to put out EOI via Judges google group. IN confirmed that a google group for all judges was in place (avjudges@googlegroups.com) and that judges could post to this group.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1020.12.2	AV Officials Co-ordinator	19 May 16	EOI to fill position	IN	16 Jun 16

1020.12.3 **Board Newsletter.** GL put forward the suggestion of having a board newsletter to increase communication from the Board to Clubs. The concept was agreed by the Board. A newsletter is to be released following each Board Meeting and at other times as needed. IN agreed to take on the task of drafting this Newsletter for Board release. Clubs will be encouraged to distribute the newsletter to all members. Consideration will be given to distributing to all members as well as Clubs.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1020.12.3	Board Newsletter	19 May 16	Newsletter to be drafted for Board release	IN	16 Jun 16

1020.12.4 **Filling of Vacant Board Position.** There is one vacancy on the AV Board – Members Rep. Board agreed to fill this position by secondment until the next AGM. Any secondment to this position will need to be ratified by Member Clubs.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1020.12.4	Secondment of Members Representative	19 May 16	Seek ratification by Member Clubs	DS	16 Jun 16

1020.12.5 **Recognition of Achievement – World Field Championships.** The Board noted the excellent performance of Victorian Archers in achieving selection for the 2016 World Field Championships in Dublin. Congratulations to all those who were successful. It was suggested that all archers who have been selected be advised of the sponsorship available from AV in recognition of their achievements. Information on Policy 0492 to be sent to all those selected for these championships.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1020.12.5	Recognition of Achievement	19 May 16	Policy 0492 to be brought to the attention of all Victorian archers selected for the World Field Championships	DS	16 Jun 16

1020.12.6 **State Indoor Championships.** As per discussions in meeting of 21 Apr 16, the issue of the splitting of the State and National Indoor Championships in 2017 was discussed. It was agreed that this was a viable proposition and that the concept would be floated with Member Clubs following the 2016 event – topic for first President’s Forum.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1020.12.6	State Indoor Championships	19 May 16	Include the splitting of the State and National Indoor Championships in Agenda for next President’s Forum	DS	21 Jul 16

1020.12.7 **Junior Development Squad - Sherbrooke.** DS outlined the current arrangements with the Junior Development Squad at Sherbrooke and requested advice of what funding may be available to support this initiative. IN advised that the SRV funding currently in train included funding for a State Junior Development Squad concept which may be able to built on what is already happening at Sherbrooke and other clubs. Sherbrooke to be asked to determine what they believe would be needed to support their program and an expanded State program.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
1020.12.7	Junior Development Squad	19 May 16	Support for Sherbrooke program and expanded State Program	DS	21 Jul 16

1020.12.8 **Australian Field Open 2017.** DS passed on thanks from Sherbrooke for AV sponsorship of the recent Australia Field Open. The Board noted that AA had also noted the AV sponsorship and expressed their support of this initiative.

1020.13 Meeting Closes

Meeting closed by the President at 2030h. Next meeting 16 Jun 16 via Zoom.

Dated 21 April 2016
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 DNF IN All IN	18/2/15 18/3/15 20/05/15 22/6/15 27/8/15 18/2/16 10/3/16 21/4/16	IN to redistribute revised policies (February meeting) 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. IN to nominate policies for board members to review DNF is to review the existing tournament policy and submit to the board for review and approval. Funding has been allocated to allow us to employ someone to review all documents. Awaiting funding to come through. A draft of all the new policies has been submitted to the board to digest and approve 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. State Championship Schedule presented for approval this month.	Continuing	Sep 16	
998.12.1	Website management	IN	20/5/15 18/2/16	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	Continuing	Jun 16	

			21/4/16	DS to liaise with SH and IMG re new website design and publication.			
1018.10.3.4	Judges	MG	21/4/16	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	19 May 16
		GL		Zoom meetings to be set up to assist NJCs with questions and workshops	Continuing	18 Jun 16	
1018.12.1	Heidlelberg Archery Inc	IN	21/4/16	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	Continuing	19 May 16	
1018.12.3	Financial Procedures	IN	21/4/16	Financial procedures to be drafted as per proposal for both standard payments and non-standard payments	Continuing	18 Jun 16	
1018.12.5	2016 State/National Indoor Championships	DS	21/4/16	AA to be advised of 2016 venues	Completed	19 May 16	19 May 16
				Agenda Item – Jun 16 meeting – possible separation of State and National Championships	Continuing	18 Jun 16	
1018.12.6.2	President's Forums	IN	21/4/16	Formal proposal for President's Forums to be developed for Jun 16 Board meeting	Continuing	18 Jun 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	
1018.12.10	Arnold Classic	PB	21/4/16	Further discussions with organisers on possible AV involvement	Continuing	19 May 16	
1018.12.11	Archers Diary Training	DS	21/4/16	Clubs to be canvassed for possible dates and venues – liaise with AA	Continuing	18 Jun 16	
1020.10.1	Financial Reports	IN	19/5/16	Reports to be available for next meeting	New Item	16 Jun 16	
1020.12.1	Debit Card	IN	19/5/16	Explore option of Debit Card on AV Band Account or prepaid card	New Item	21 Jul 16	
1020.12.2	AV Officials Co-ordinator	IN	19/5/16	EOI to fill position	New Item	16 Jun 16	
1020.12.3	Board Newsletter	IN	19/5/16	Draft newsletter for Board release	New Item	16 Jun 16	

1020.12.4	Secondment of Members Representative	DS	19/5/16	Seek ratification by Member Clubs for Members Rep nomination	New Item	16 Jun 16	
1020.12.5	Recognition of Achievement	DS	19/5/16	Policy 0492 to be brought to the attention of all Victoria archers selected for the World Field Championships	New Item	16 Jun 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	New Item	21 Jul 16	
1020.12.7	Junior Development Squad	DS	19/5/16	Support for Sherbrooke program and expanded State Program	New Item	21 Jul 16	

ITEMS CLOSED THIS MEETING

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
1018.10.3.1	Auto Claiming of State Records	GL	21/4/16 19/5/16	Advise State Recorder of decision State Recorder advised by GL	CLOSED	19 May 16
1018.10.3.2	State Badges Recorder	GL IN	21/4/16 19/5/16 19/5/16	Advise Paul Gardiner & Ros Greig of their appointment PG & RG advised by BL Set up emails and contact details, advise clubs and get info put on website. Emails set up and website updated (IN & DS)	CLOSED	19 May 16
1018.10.3.3	State Recorder	GL IN	21/4/16 19/5/16 19/5/16	Advise Dawn Nelson-Furnell of her appointment DNF advised by GL Set up emails and contact details, advise clubs and get info put on website. Emails set up and website updated (IN & DS)	CLOSED	19 May 16
1018.11.1	Longbow Motion	GL	21/4/16 19/5/16	Forward Notice of Motion to AA with AV endorsement Longbow Motion sent to AA by GL	CLOSED	19 May 16
1018.12.2	Filling of Board Position	DS	21/4/16 19/5/16	Place on Agenda - Discuss at next Board meeting whether to fill the position temporarily or to wait to fill at the next AGM On Agenda for this meeting	CLOSED	19 May 16
1018.12.4	Revised Policy 0415	DS	21/4/16 19/5/16	Publish revised policy to website Revised Policy published by DS	CLOSED	19 May 16
1018.12.7	Recognition of Achievement	GL	21/4/16 19/5/16	Payments to be made for Niamh Jones & Harri Howden Payments made	CLOSED	19 May 16