



| Archery Victoria | | | |
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| Title: | AV Board Meeting | | |
| Subject: | Minutes | | |
| Author: | Secretary AV – Damien Sinclair | | |
| Date: | 20 May 15 | Replaces:996 | New |
| Number: | 998 | Pages: | 1 of 11 |

Archery Victoria Board Meeting
Held via ZOOM
Wednesday 20th May 2015 at 7pm

998.1. Meeting Opens

The President declared the meeting open at 1903h

998.2. Attendees

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| Irene Norman (IN) | President |
| Guenter Licht (GL) | Vice President |
| Tania Sacco (TS) | Board Member |
| Damien Sinclair (DS) | Secretary |

998.3. Apologies

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| Dawn Nelson-Furnell (DNF) | CFO |
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998.4. Declaration of Proxies

998.5. Declaration of Pecuniary Interests

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

998.6. Minutes from Previous Meeting

Minutes of Meeting dated 20150318 to be distributed and approved by email

998.7. Business Arising from Previous Minutes

Action items have been updated at Annex A.

998.8 Business Conducted by Email since Last Meeting

998.8.1 Multi-venue for National Indoor

A motion was created to allow for Diamond Valley to run a leg of the National indoor competition.

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| Moved | GL |
| Seconded | TS |
| Moved | 3:1 |

998.8.2 Scholarships nominations for VIS

Information has been submitted and receipted by VIS
Applicants to be advised by end of June

998.8.3 Elite Athlete Travel Grant Program

Nominations for Elite Athlete Travel Grant Program have been submitted to SRV.

998.10. Reports

TS and GL gave a report on the success of the Matchplay event at Boxhill

998.10.1 President's Report - IN has noted an influx of enquiries regarding to establishment of new archery clubs. These are both in the metropolitan region and in

rural locations. Where the metropolitan opportunity exists in a similar districts to an existing club, the parties have both been made aware and put in touch to expand the discussion and opportunities which may exist to mutually benefit both parties. Information has been forwarded as a response to the enquiries which show a genuine level commitment to broadening archery opportunities within the community.

Vic Sport has sports in schools program in development for primary schools to replace the active after schools program. AA has been looking at this at a national level and has decided that we will not be participating due to the age bracket of the program. AA is looking at a secondary school program which is expected to commence in 2017 where the age group is better targeted to participation in the sport of archery. AA has asked AV to be part of the pilot program and asked for input as to how this program might be implemented. On the back of this, the idea of an Australian Standard to be developed to look at coaching and instruction programs, instructor ratios, etc, to be developed.

IN has had discussions with Jason Sleeman, National Events manager of Sports Marketing Australia which looks after the provision and sourcing of events particularly in rural locations. This includes funding from local councils to entice events to be held in rural locations.

Jason Sleeman

T 02 6652 1112 / M 0401 359 537

jason@sportsmarketing.com.au

AAA funding (Access all abilities) survey is to be distributed to clubs and coaches for feedback on what are the facilities and capabilities available as part of the inclusion action plan.

998.11 Notices of Motion/Discussion Papers
None

998.12. General Business

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| 998.12.1 | Website management | IN | 20/5/15 | A call is to be put out a call for EOI for updating and management of the AV website |
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- Database access is currently only available to DNF and it was discussed that other board members should also have access as a backup for DNF.
- New club applications
- Sports in schools program

998.15 Meeting Closes

Meeting Closed 2105h

Next meeting 17th June 2015 to be conducted as a ZOOM meeting.

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 | | |
| | | | 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 | | | | |

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| | | TS | 18/02/15 | volunteers as well as individual archers. | | |
| | | TS | 18/03/15 | 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. | 25/3/15 | |
| | | | 20/5/15 | 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. TS to design a badge and distribute design to the AV board for their feedback and seek approval to have them produced. TS to forward information to DNF to be sent via email to all AV members with a call for design submissions for a pin to be made for the recipients of the Archery Hero's award. | | |
| 978.12.1 | AV Officials | IN | 16/4/14 | Schedule of appointment/reappointment of AV Officials and EOIs to be drafted by (16 Jul 14). Policy/procedural documentation to be completed. | Continuing | |
| | | IN | 21/5/14 20/8/14 21/1/15 | 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 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: <ul style="list-style-type: none"> ● Judges Coordinator ● Coaching Coordinator ● State QRE and Ranking Coordinator ● State Recorder ● State Badges Recorder ● Youth Coordinator | | |

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| | | | 18/02/15 | <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 made available. A policy needs to be put in place for terms for AV officials.</p> | | |
| 978.12.3 | Short Range Distances | GL | 16/4/14 | Liaise with AA and confirm distances to be shot in the State Short Range in the Masters and Veteran 70+ divisions (30 Jul 14) | Continuing | |
| | | GL | 16/7/14 | Action still to be taken on this item | | |
| | | GL | 20/8/14 | Action still to be undertaken on this item | | |
| | | GL | 21/1/15 | GL undertook to have a discussion paper ready for the next meeting. | | |
| | | GL | 18/02/15 | To be carried over to next meeting | | |
| | | GL | 18/3/15 | Proposal to be written by David Annear/GL to be submitted to the AV Board to reduce maximum distances for longbow and barebow. If the proposal is deemed to be successful, it will be forwarded to the AA board for consideration. | 1/4/15 | |
| | | GL | 20/5/15 | GL to re-write submission and forward to the AV board for approval. | For June Meeting | |
| 978.12.6 | Judges Policy and Payments | IN | 16/4/14 | Judges policy to be reviewed (30 Jul 14) | Continuing | |
| | | | 21/5/14 | Discussion paper to be circulated to clubs | | |
| | | | 16/7/14 | Action still to be taken on this item | | |
| | | GL | 20/8/14 | Action still to be taken on this item | | |
| | | | 22/9/14 | This issue was discussed at some length. GL to put a proposal to the Board for consideration. | | |
| | | | 21/1/15 | GL agreed to have a discussion paper ready for the next meeting | | |
| | | GL | 18/02/15 | GL to distribute discussion paper to Board for comment. | | |
| | | GL | 18/03/15 | GL and DNF to rewrite judges' policy, base around current AA policy, in conjunction with the duty | For April meeting | |

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| | | GL | 20/5/15 | <p>statement and submit to the AV board for review. GL to review and rewrite duty statement and submit to the AV board for review. GL and DNF to review costing model to see if it is suitable as a reasonable reimbursement of costs. IN to discuss the running of judges courses with Merv Grinstead.</p> <p>GL has submitted the revised Duty statement to the AV board for approval. Motion raised to accept. Motion accepted 3:0. GL to re-write policy to be submitted to the board for approval.</p> | For June meeting | |
| 980.10.3 | <p>Regular Reconciliations of badges activity Amended 21/1/15 Regular Quarterly Reporting by AV Board Officials</p> | <p>DNF/ Badges Recorder</p> <p>DS</p> <p>DS</p> | <p>21/5/14</p> <p>20/8/14</p> <p>21/1/15</p> <p>18/02/15</p> | <p>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</p> <p>DNF to pursue for next meeting</p> <p>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</p> | Continuing | |
| 980.12.4 | Audit of Annual Returns | <p>BH</p> <p>IN</p> | <p>21/5/14</p> <p>16/7/14</p> <p>20/8/14</p> <p>21/1/15</p> | <p>Audit of all club annual returns to CAV to be undertaken and results presented to be provided to Board Mentors for follow up</p> <p>Catalyst have completed the audit and results are with Board. IN to distribute to Board Mentors for follow-up</p> <p>Follow up actions underway</p> <p>IN advised that the audit of annual returns undertaken</p> | Continuing | |

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| | | Board Members IN | 18/02/15 18/3/15 20/5/15 | <p>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.</p> <p>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. 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.</p> <p>IN to conduct an audit to see which clubs still have outstanding reports.</p> | | |
| 982.12.1 | Crossbow Legislation | IN/DNF | 16/7/14 20/8/14 21/1/15 | <p>Information to be prepared for AV Website an sent to Dawn for publication</p> <p>Still to be completed</p> <p>IN to provide this information to DNF for publication on the website prior to the next meeting.</p> | Continuing | |
| 984.12.1 | New Club Application – HMAS Cerberus | PNF/DNF IN | 20/8/14 22/9/14 21/1/15 | <p>Meeting with XO HMAS Cerberus re concerns – report back to meeting 17 Sep 14</p> <p>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"> • 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. <p>The Board noted that AA had indicated that they are looking at archery clubs on Defence establishments at a</p> | Continuing | |

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| | | IN | 20/5/15 | <p>national level. IN to have further discussions with AA to determine timeframes and intentions. Updated report at the next meeting.</p> <p>IN in contact with AA regarding Cerberus and at present AA in investigating the formation of Defence based Archery Clubs as a national exercise. As a result, nothing will be done with Cerberus in the short term awaiting further feedback from AA.</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"> ● 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 | |
| | | IN | 18/3/15 | IN has a meeting arrange to discuss looking after managing and maintenance for AV accounts. | | |
| | | IN | 20/5/15 | <p>IN has engaged a book keeping firm to go through the existing account using quickbooks, to bring them into line. A proposal has been suggested for AV to go to Quickbooks online which allows for information to be visible to all authorised people instantaneously.</p> <p>Accounts to be brought up to date by the end of May.</p> | | |

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| | | | | <p>Now looking for someone to look after administration support, social media, etc.</p> <p>Motion to engage Top Class accounts to keep the AV books at a cost of approx. \$500 p/m which is expected to reduce with online management.</p> <p>Moved by IN Seconded by DS Moved 3:0</p> <p>Motion to move to online, cloud based accounting system.</p> <p>Moved: IN Seconded: DS Moved 3:0</p> <p>DNF to supply to IN bank statements for April and to lodge new signatories.</p> | | |
| 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 revised submission to be drafted for Board consideration prior to the Mar 15 AV Board Meeting.</p> | Continuing | |
| 990.12.3 | State Youth Team Selection | GL DNF & TS | 21/1/15 18/02/15 | <p>GL to collate and summarise submissions received on State Team selection procedures</p> <p>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</p> | Continuing | |

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| | | DNF & TS | 18/3/15 | <p>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. TS to examine current selection guidelines to ensure they are well-defined and submit to the board for approval.</p> <p>TS to ligase with DNF to read the guideline and amend as required. This is then to be submitted to the board for approval</p> | | |
| | | DNF & TS | 20/5/15 | | | |
| 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 18/3/15 | <p>IN to redistribute revised policies (February meeting) for review by all Board members.</p> <p>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.</p> <p>IN to nominate</p> | Continuing | |
| 992.12.2 | Archers Diary | DNF All board Members IN | 18/2/15 18/3/15 20/5/15 | <p>Audit of all clubs for access to Archers Diary. Training sessions to be organised</p> <p>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.</p> <p>IN to check with John Hyde on entry who is currently registered so that outstanding clubs can be followed up. The proposal was discussed for John Hyde to conduct a Zoom meeting presentation to all clubs to bring then up to speed with Archers Diary.</p> <p>Discussions are to be had with TCAG for submitting</p> | continuing | |

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| | | | | results for the Indoors event as they are currently not familiar with Archers Diary and how to entry information | | |
| 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 20/5/15 | Discussion paper for consideration – revised policy on QREs IN to distribute revised QRE document for approval | continuing | |
| 992.12.7 | Joey Division | DNF & GL DNF/GL | 18/2/15 20/5/15 | 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 DNF and GL to put forward a proposal to John Hyde to have the Joey division included in Archers Diary | continuing | |
| 998.12.1 | Website management | IN | 20/5/15 | A call is to be put out a call for EOI for updating and management of the AV website | New | |

BOARD MEETING ACTION ITEMS
ITEMS CLOSED THIS MEETING

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| 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 | |