



Archery Victoria			
Title:	AV Meetings		
Subject:	Minutes		
Author:	AV Secretary – Irene Norman		
Date:	20 Aug 14	Replaces:	New
Number:	984	Pages:	12

Archery Victoria Board Meeting
Held via ZOOM
Wednesday 20 Aug 2014 at 1930 hours

984.1. Meeting Opens

The President declared the meeting open at 1934h.

984.2. Attendees

Peter Nelson-Furnell (PNF)	President
Guenter Licht (GL)	Vice President
Irene Norman (IN)	Secretary
Dawn Nelson-Furnell (DNF)	Board Member

984.3. Apologies

No apologies were received

984.4. Declaration of Proxies

No proxies were declared.

984.5. Declaration of Pecuniary Interests

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

984.6. Minutes from Previous Meeting

The minutes of the Archery Victoria Board Meeting held via Zoom on 16 Jul 14 were distributed prior to the meeting, however Board Members had not had the opportunity to read them. Acceptance of these minutes will be held over to the next meeting.

984.7. Business Arising From Previous Minutes

Action items have been updated at Annex A.

984.8. Business Conducted by Email since the Last Meeting

Nil

984.9. Correspondence

- Letter advising of termination of contract from Catalyst Consulting wef 21 Aug 14.
- Email from Marcus Anear to AV VP re 2015 National and State Indoor Championships (referred to General Business)

984.10. Reports

- 984.10.1 **Presidents Report.** Nothing significant to report
- 984.10.2 **Administrator's Report.** The administrator's reports were submitted by Catalyst Consulting prior to the end of their contract on 21 August 2014. The Board noted that all information for the auditors for the 2014 Financial Statements had been submitted.
- 982.10.3 **Financial Reports.** The financial report (up to 16 August 2014) is attached at Annex C to these minutes. The Board noted that the financial statements presented for Board consideration included the period up to 16 August 2014 rather than the monthly statement for July 2014.
- 984.10.4 **Officials Reports**
Coaching Coordinator. IN advised that the three courses scheduled for 29 Jul 14, 2 Aug 14 and 9 Aug 14 had run successfully. The first 2 were held at BHCA whilst the 9 Aug 14 course was held at Wangaratta. If all coach candidates complete their requirements successfully we will have in excess of 40 new coaches in Victoria in 2014. It is expected that 2 more courses (1 metro, 1 rural) will need to be conducted before the end of the year. This will mean additional expenditure for the 2015 budget as the grant funding from SRV will not be sufficient to cover the costs. Unless additional funding is available, the cost to each participant for coaching courses in 2015 will increase.
- 982.10.4 **Grant Funding Updates.** No results have yet been received in relation to the SRV VMA audit. The revised budget for the Significant Event Funding grant has been submitted and accepted. Funding agreements for this grant are expected shortly.
- 982.10.6 **Board Mentor Reports.** Nothing significant to report.
- 984.10.7 **2014 Senior Nationals Update.** The minutes of the 2014 Senior Nationals Committee meetings are attached as Annex D to these Minutes.
- 984.10.8 **Policy Reviews.** No further work on policies this month.

984.11. Notices of Motion/Discussion Papers

No notices of motion were received.

984.12. General Business

- 984.12.1 **New Club Application – HMAS Cerberus.** GL advised that AA had requested consideration of a new club application for a club to be established at HMAS Cerberus. AA see this as an opportunity to break into a new segment of the market. Paperwork was submitted by the interested parties. Given that HMAS Cerberus is a military establishment GL had asked IN to review the documentation to ensure that all Department of Defence (DoD) requirements had been met. IN advised that she had completed that review and all seemed to be in order from the point of view of DoD. IN also advised that AA did not have concerns with a club on a DoD establishment not being incorporated. Considerable discussion ensued. The major issues discussed were the proximity of this club to an already established club in the area (Angel Archers at Balnarring) payment of all association fees, safety and conduct by some members of this proposed club. The Board noted that the club at HMAS Cerberus had been running as a trial – under DoD guidance – for several months. The Board noted that Angel Archers had considerable concerns about the proposal from a safety perspective as well as the proximity to their club. There

was also some concern about how the club would be set up and membership requirements around joining AV and AA. PNF and DNF undertook to discuss the issues with the XO at HMAS Cerberus. GL undertook to clarify safety issues with the applicants. IN undertook to review all the paperwork submitted and determine what changes may need to be made to meet the requirements of AV and AA. Further discussion at the next meeting.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
984.12.1	New Club Application – HMAS Cerberus	20 Aug 14	Meeting with XO re concerns	PNF/DNF	17 Sep 14
984.12.1	New Club Application – HMAS Cerberus	20 Aug 14	Clarify safety concerns	GL	17 Sep 14
984.12.1	New Club Application – HMAS Cerberus	20 Aug 14	Review documentation for compliance	IN	17 Sep 14

984.12.2 **Sports Administrator Handover.** The Board noted the formal advice from Catalyst Consulting terminating their contract with AV wef 21 Aug 14. IN advised that the handover of documentation and equipment had occurred am hours 20 Aug 14. All appeared to be in order with a comprehensive handover document provided. The Board expressed its disappointment that neither Bonnie nor Kate had been present for the handover. PNF provided (via email prior to the meeting) an analysis of the requirements in relation to administrative support. All Board Members were requested to consider this information and provide feedback to IN by 1 Sep 14. This information will then be used to advertise for a replacement administrator. The issue of how to advertise was discussed. It was agreed that we may need to go wider than archery circles to get the person we are seeking.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
982.12.2	New Sports Administrator	20 Aug 14	Feedback on duties of Sports Administrator to IN	All Board Members	1 Sep 14

982.12.3 **Judges – Progress of Candidate Judges.** IN expressed concern about the progress of National Judge Candidates (NJC's) and the lack of information being provided by the Judge Co-ordinator on who will be judging which tournaments. After some discussion it was agreed that judges for tournaments would be placed on the AV website prior to the tournament – IN to request information for upcoming tournaments from the Judge Co-ordinator. IN is also to request a progress report on NJC's to ensure that they are on track to being qualified as full judges. The Board expressed concern that AV's investment in judge training would be wasted funds if candidates did not have the opportunity to complete their requirements and become part of the official roster. A further judges course will be needed in 2015, however, a method of ensuring that the NJC's were provided with adequate opportunities to complete their requirements was needed.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
982.12.3	Judging	20 Aug 14	Contact Judge Co-ordinator for information on judges for upcoming tournaments	IN	17 Sep14
982.12.3	Judging	20 Aug 14	Judges for tournaments to be posted on website	DNF	Prior to each tournament – ongoing
982.12.3	Judging	20 Aug 14	Judge Co-ordinator to provide a progress report on NJC's to the Board.	IN	17 Sep 14

982.12.4 **2015 National/State Indoor Championships.** GL distributed an email prior to the meeting from Marcus Anear from Diamond Valley Archers. Marcus advised that

DVA would be hosting portion of the Indoor National Championships next year and expressed some opinions about the arrangements which have been in place up until now. The Board expressed concern that the issues raised by Mr Anear were largely unfounded and unsubstantiated. The Board further noted that no complaints had been received by AV in relation to the 2014 National and State Indoor Championships. The Board further noted that in 2013 AV had undertaken to examine the format of the National/State Indoor Championship to determine if multiple venues or other arrangements would be more suitable to the current needs of AV and our archers. The issue was considered for the 2014 event but the lack of available judges and suitable venues were issues and the current format (single venue) remained for the 2014 championships. The issue of the 2015 championships was discussed and the Board agreed to a review of the format of these championships as at least one of the issues – judges – had been addressed. GL was asked to consider this issue in light of the development of the 2015 calendar and come back to the Board with options for this review – this may include the formation of a working party or sub-committee to provide options to the AV Board. GL to respond to Mr Anear.

Item Number	Item	Meeting Date	Actions to be Taken	Action Officer	Target Date
982.12.4	2015 National/State Indoor Championships	20 Aug 14	Determine how to conduct a review of the format for 2015 Indoor Championships	GL	30 Sep 14

984.13 Meeting Closes. The President declared the meeting closed at 2315h. Next meeting will be 17 Sep 14

Annexes:

- A. Board Meeting Action Items
- B. Sports Administrator Monthly Reports (separate documents)
- C. Financial Reports (separate documents)
- D. 2014 National Archery Championship Organising Committee Minutes (separate documents)

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.		
			16/4/14	The Board noted that due to other pressing issues this item has not been completed. IN to provide 2015 draft schedule by (30 Aug 14)		

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				
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		
			16/4/14	Formal submission to AA will be completed by end Jun 14.		
		IN	16/7/14	Still to be completed.		
		IN	20/8/14	Still to be completed.		
976.13.1	2015 Tournament Calendar	GL & CC	19 Feb 14	Draft 2015 Tournament Calendar to be produced for Board consideration	Continuing	
			16/4/14	Action continues		
		GL	21/5/14	GL to put options into dropbox for review. Board Members to review.		
		GL/CC	16/7/14	GL and CC to overlay current traditional tournaments onto the options to see the differences		
		GL	20/8/14	Due to lack of time this issue was not discussed further. To be pursued at the next meeting.		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
978.12.1	AV Officials	IN	16/4/14	Schedule of appointment/reappointment of AV Officials and EOs to be drafted by (16 Jul 14). Policy/procedural documentation to be completed.	Continuing	
		IN	21/5/14 20/8/14	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		
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 20/8/14	Action still to be taken on this item Action still to be undertaken on this item		
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		
			20/8/14	Action still to be taken on this item		
980.10.3	Regular Reconciliations of badges activity	DNF/ Badges Recorder	21/5/14	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	Continuing	
			20/8/14	DNF to pursue for next meeting		
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		
982.10.2	Forms Update	BH	16/7/14	Catalyst to update all forms with updated contact details and send through to Board for approval before publication to the web	Continuing	
			20/8/14	This work was not commenced or completed prior to the end of the Catalyst contract. Alternate options to be identified		
982.10.8	Social Media Policy	All Board Members	16/7/14	Policy to be reviewed and comments provided to IN by 31 Jul 14	Continuing	
			20/8/14	Due to lack of time this policy was not discussed		

Item Number	Item	Action Officer	Meeting Date	Actions Taken	Status	Date Completed
982.12.1	Crossbow Legislation	IN/DNF	16/7/14 20/8/14	Information to be prepared for AV Website an sent to Dawn for publication Still to be completed	Continuing	
982.12.3	Support to VI archers	PNF	16/7/14 20/8/14	PNF to obtain additional information prior to decision on support Still to be pursued	Continuing	
982.12.4	Future Nationals Events	IN	16/7/14	Discussion re sponsorship of future national events to be scheduled for Nov 14 meeting	Continuing	
982.12.6	AV AGM	IN	16/7/14 20/8/14	AV AGM to be organised for Nov 14 Action ongoing	Continuing	
984.12.1	New Club Application – HMAS Cerberus	PNF/DNF	20/8/14	Meeting with XO HMAS Cerberus re concerns – report back to meeting 17 Sep 14	New Item	
984.12.1	New Club Application – HMAS Cerberus	GL	20/8/14	Clarify safety concerns – report back to meeting 17 Sep 14	New Item	
984.12.1	New Club Application – HMAS Cerberus	IN	20/8/14	Review documentation for compliance – report back to meeting 17 Sep 14	New Item	
982.12.2	New Sports Administrator	All Board Members	20/8/14	Feedback on duties of Sports Administrator to IN by 1 Sep 14	New Item	
982.12.3	Judging	IN	20/8/14	Contact Judge Co-ordinator for information on judges for upcoming tournaments	New Item	
982.12.3	Judging	DNF	20/8/14	Judges for tournaments to be posted on website – ongoing requirement	New Item	
982.12.3	Judging	IN	20/8/14	Judge Co-ordinator to provide a progress report on NJCs to the Board	New Item	
982.12.4	2015 National/State Indoor Championships	GL	20/8/14	Determine how to conduct a review of the format for 2015 Indoor Championships	New Item	

BOARD MEETING ACTION ITEMS
ITEMS CLOSED THIS MEETING

966.9	Catalyst Contract Review	DNF & IN	18/9/13	DNF and IN to undertake contract review and present outcomes to December Board Meeting	CLOSED	20 Aug 14
			20/11/13	Action continues		
			22/1/14	DNF and IN to organise meeting with Catalyst before end of Feb 14		
		IN	16/4/14	Due to other pressing issues this item continues. IN to organise a meeting with Catalyst re their intentions re contract renewal in Sep 14. Meeting to be organised before Jun Board Meeting.		
		IN	21/5/14	AV Board to formulate a position on what we expect/want in terms of Sports Administration and support. Scope the administrative and financial position clearly. Extensive discussion was had on the approach to take in enlisting support and determining requirements. What can we realistically afford to buy in and what can we expect of our volunteers? An initial discussion paper to be drafted.		
	IN/PNF	16/7/14	Further discussion on what we require for administrative support. Review of archive material will inform the outcome. A decision needs to be made at the next Board meeting.			
			20/8/14	Given the termination of the Catalyst Contract this issue has become null and void. Separate item to be established for replacement.		

974.10.2.2	Membership Numbers	All Board Mentors	22/1/14 19 Feb 14	Contact with YVA, KCB, HCA, PITA and SETA to discuss membership numbers and how AV can assist. GL & PNF to visit KCB in Mar 14. Conversations continue with other clubs	CLOSED	20 Aug 14
		IN	16/4/14	Membership numbers at most clubs continue to grow. A review of growth in membership by club to be completed for Board consideration in Aug 14		
		GL/PNF	16/4/14	GL and PNF to provide initial report o KCB for Jul Board Meeting.		
		GL/PNF	21/5/14	GL will be absent for month of Jun – report for the Jul or Aug meeting for KCB. List of issues to be completed by PNF for discussion. It is noted that KCB have not lodged their 2013 returned.		
		GL/PNF	16/7/14 20/8/14	KCB visit still to be undertaken. GL advised that he had visit KCB and there were some issues of concern. This issue to be wrapped up into a wider discussion on strategic direction for clubs and a course of action to assist clubs.		
978.12.7	Incentive Payment Policy	IN	16/4/14	Policy and procedures for incentive payments and other actions agreed at 2013 AGM to be drafted (30 Aug 14)	CLOSED	20 Aug 14
		DNF	21/5/14	DNF to draft policies/procedures on motions she put up to the AGM		
		IN	16/7/14 20/8/14	IN to follow up on other policies and procedures and put into policy/procedures schedule. Action still to be taken on this item. Included in policy review schedule. NFA at this time		
978.12.8	Matchplay and National League	GL	16/4/14	Follow up with AA on recent announcements re State Matchplay events and the proposed National League (14 May 14)	CLOSED	20 Aug 14
			21/5/14	PNF advised that some info has come from AA. PNF to provide info to GL. GL to follow up and report back to Board.		
			20/8/14	Delayed to 2015 – to be considered as part of 2015 tournament calendar work. Referred to GL		
978.12.8	2015 Tournament Calendar - Matchplay	GL/CC	16/4/14	Include a Victoria State Matchplay in the 2015 Draft Calendar	CLOSED	20 Aug 14
			21/5/14 20/8/14	Action continuing To be actioned as part of 2015 Calendar development		

978.12.8	State Championship Policy	IN	16/4/14 20/8/14	State Championship Policy to be reviewed for 2015 in light of possible inclusion of a Victorian State Matchplay event (30 Sep 14) Included in policy review schedule	CLOSED	20 Aug 14
980.10.2	Sponsorship	IN	21/5/14 20/8/14	Sponsorship Discussion to be scheduled for future meeting (Aug 14) Due to lack of time this item was delayed. To be pursued in 2015	CLOSED	20 Aug 14
980.10.3	Asset Reconciliation	BH	21/5/14 16/7/14 20/8/14	Catalyst to undertake a reconciliation of assets purchased this year and update the assets register. The assets register and value of assets in the accounts needs to be reconciled (30 Jun 14) Reconciliation continues Reconciliation completed. Some issues raised by auditors about items on the register which were not strictly assets. Discussions between BH and IN determined that the register would be divided into 3 components – Assets subject to depreciation, Assets not subject to depreciation, Assets to be noted for tracking purposes. This was completed and auditors now satisfied.	CLOSED	20 Aug 14
982.10.2	Back up exchange	BH/PNF	16/7/14 20/8/14	Catalyst to exchange back up disks with PNF before end Jul 14 Back up exchange completed	CLOSED	20 Aug 14
982.10.3	Assets Totals	BH	16/7/14 20/8/14	Catalyst to update assets – plant and equipment – in financials Completed and passed to auditors	CLOSED	20 Aug 14
982.11.1	TOR – Working Group	All Board Members	16/7/14 20/8/14	TOR for membership working group to be reviewed and comments provided to IN by 31 Jul 14 TOR reviewed and issued	CLOSED	20 Aug 14
982.12.2	FY2014/2015 Budget	DNF/IN	16/7/14 20/8/14	DNF to provide additional information on budget items. In to finalise budget Additional information provided and budget submitted to auditors	CLOSED	20 Aug 14
982.12.5	WWCC	IN	16/7/14 20/8/14	Email to all clubs re WWCC to be sent by 30 Aug 14 Email sent to all clubs	CLOSED	20 Aug 14

982.12.7	Team Manager 2014 NAC	IN	16/7/14 20/8/14	EOI to be issued for Team Manager for 2014 NAC by 30 Aug 14 EOI issued	CLOSED	20 Aug 14
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